

ANNUAL NARRATIVE REPORT

STATE OF VIRGINIA

COUNTY OF GOOCHLAND

FOR 1948

M. F. HILL

LOCAL FARM AGENT

34
72

TABLE OF CONTENTS

PAGE

FORWARD

SOILS _____	1
ORGANIZATION _____	1
COUNTY ADVISORY BOARD _____	1
COMMUNITY CLUBS _____	1-2
COMMUNITY AND NEIGHBORHOOD LEADERS _____	2-3
SOIL IMPROVEMENTS _____	3
PROJECT CORN _____	3
GARDENS _____	4
POULTRY _____	4
HOGS _____	4
DAIRY COWS _____	5
LIVE AT HOME PROGRAM _____	5
COMMUNITY IMPROVEMENTS _____	5
COUNTY WIDE IMPROVEMENTS _____	5-6
OTHER FEDERAL AGENCIES _____	6
OTHER ACTIVITIES-ADULT _____	6
4-H CLUBS _____	6-7
OTHER ACTIVITIES _____	7

RM
34
72

FORWORD

The purpose of this narrative report is to present to the public some of the things that Agriculture Extension Service is doing to improve the standard of living among the Negro farm families in Goochland County.

The report presents not only some of the problems of farm people in Goochland County, but also some of the effective means of meeting them and some of the results obtained. It further discusses the detailed results of some Extension Activities.

Grateful acknowledgements are made to the following organizations and groups for their helpful suggestions and materials in the preparation of this report: Adult Community Club, 4-H Clubs, Readers, County Agriculture Advisory Board, Teachers, Ministers and Neighborhood Leaders.

The test of a successful farmer is not how hard he works but how much he accomplishes. What good are profits if one wears himself out securing them?

General Features.--Goochland County lies along the North bank of the James River near the center of the Piedmont province in Virginia. It is thirty-five miles East to West, and five to twelve miles wide. On the North it is bounded by Louisa and Hanover Counties, on the West by Fluvanna County, and on the South by Chesterfield, Powhatan, and Cumberland Counties. It has an area of two hundred and

34
72

eighty-seven square miles or one hundred eighty-three thousand, six hundred and eight acres.

Goochland County is typical of the strictly rural sections of the Virginia Piedmont. Its natural wealth is predominantly its soil resources, enhanced as they are by a favorable climate and excellent transportation routes to market centers. Former great expanses of virgin forest no longer exists, but much woodland ideally suited to scientific forestry remains. Mineral deposits are present in considerable variety but have been as yet little explored by modern methods. Gold, coal, titanium ores, common clays, and stone offer favorable possibilities for commercial exploitation and warrant systematic prospecting.

SOILS

The predominant soils in the county belongs to the Cecil and Iredall series. The Cecil soils are yellowish clay, silty loams, fine sandy loams, and sands, six to fifteen inches deep, with subsoils to a depth of thirty-six inches composed of friable and greasy, heavy red clays. They have been derived from light-to-dark gray granites and gneisses.

The Iredall soils consist of dark-brown clay loams, six to sixteen inches thick, over a yellowish and reddish heavy clay subsoil as much as thirty-six inches deep. They have been formed from the decay of dark green hornblende gneisses, trap dikes, and other basic rocks.

The major agriculture crops of the county are corn, wheat, hay, forest products such as pulpwood, railroad ties, poles, fence posts and firewood, dairy products, poultry, tobacco and vegetables.

ORGANIZATION

Community organization is the foundation of permanency in the farm organization, we believe. There must be no missing links in the chain. The Community unit must unite districts, and the districts, in turn, should be coordinated into county organizations. Such an organization enables farmers to do collectively the things they cannot hope to do individually.

COUNTY ADVISORY BOARD

The County Advisory Board is the general planning board for the Extension work in the county. It is made up of community and neighborhood leaders. All members of the Advisory Board are members of a community club. These members are selected from the three magisterial districts in the county. This board meets three times a year. If the agent or president feels that conditions will warrant it a special meeting is called.

This board met twice this year, planning a county program for the farmers and pledged itself to pass on to the farmers in their community all information received in regards to the agriculture program-national, state and local.

COMMUNITY CLUBS

Extension work was conducted in each of the three magisterial districts in the county. Seven farm community clubs were organized, in

the three districts with a membership of two hundred and twenty six families.

It is estimated that four hundred and thirty-five families were reached through the clubs. These clubs are organized for the sole purpose of bringing out once a month the farmer and his wife and grown children, where they can come and discuss their farm and home problems along with the everchanging conditions of living during these times and how it affects rural life. In these meetings the farm agent brings information to the group of changes that have taken place in the present agriculture situation and explains the importance of lining up with the United States Department of Agriculture and the State Department of Agriculture programs. There is time allotted for current news due to the fact that a large number of farmers do not take a daily paper, yet they are interested in trying to find out the news of the day. We also try to have some kind of a demonstration put on by some member.

The Hadnesvillie Community was set up again this year as a demonstration community to represent the county in the State-wide improvement contest and as a result, the people of this community are working to improve their community by applying the rules governing the contest. The community will be scored on the following points; home ownership families in the community club, homes painted, stock feed for own use, vegetable gardens, poultry flock, family hogs, family cows, and the number of children in 4-H Clubs. The Extension worker and the club were directly responsible for the work. Five communities set up in much the same way as the demonstration community, working as cooperating communities, but the work was not supervised as closely.

COMMUNITY AND NEIGHBORHOOD LEADERS

There are eighty-five dependable local leaders in the county. These neighborhood leaders were responsible for the five hundred and seventy-nine Negro farm families in the county. Each neighborhood leader was responsible for five to ten families, depending on the nearness of the families. Neighborhood leader-training meetings were held in each community. Leaders discussed production goals with farmers, secured demonstrators, worked with the Red Cross Drive, P. M. A. and other cooperative activities.

These leaders have done a mighty fine job this year in helping carry out the Extension program of living at home.

Mr. Charlie Parrish of the Chapel Hill Community is one of the most outstanding club leaders in the county. His method of farming is keeping with extension program and he has not just started to farm along these lines, but he has been doing it in the past years

He is also cooperating with the soil conservation program. He uses his benefit payments from P. M. A. Program in securing lime and phosphate for the improvement of his farm. On his one hundred and forty six acre farm he produces corn, wheat, hay, hogs, chickens, cows and has a very good garden. All of his farm operation is carried out by himself, and younger sons. This year he planted Ill. 448 hybrid corn and made an average of 81.5 bu. of corn to the acre on five acres using 300 pounds of 4-12-4 fertilizer per acre. This year Mr. Parrish planted Verheart wheat for the first time and he had his wheat tested and he sold forty bushels to T. W. Wood's and Son of Richmond, Virginia for seed wheat. Mrs. Parrish canned over five hundred quarts of fruit and vegetables last seasons out of her garden plus the family fresh vegetables, and sold over \$125.00 worth of them. Mr. Parrish cooperates with the Extension workers, takes leading parts in all community and county improvements along religious, agricultural, and educational lines.

SOIL IMPROVEMENTS

Ten years ago the average farmer of Goodland County took very little pride in trying to save his soil, used very little fertilizer and planted little or no cover crops. But today we find over fifty percent who are following improved practices suggested by the Extension work such as crop rotation, using more fertilizer, lime, phosphate, fall and winter plowing, planting cover crops, and securing good seed. By so doing we find that crop yields are much better as well as the qualities of the products raised.

PROJECT CORN

This year we had the following farmers to carry Hybrid Corn demonstration using Ill. 448 variety. Frank Baugh of the Hadnesbille Community, Julian Mealy and Charlie Parrish of the Irwin Community, Arthur Gray of West View Community, Joe Fleming of the Centerville Community and John Cooke of the Back Bone Community. All prepared a good seed bed by plowing it with barn yard manure. They used on an average of two hundred and fifty pounds of 4-12-4 fertilizer to the acre at planting time, then when the corn was about knee high, they used one hundred and fifty pounds of nitrate of soda to the acre. Their yield at harvest time was an average of 88 bushels to the acre.

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34
72

GARDENS

1938
In 1899 the gardens on the farm in the county were very small and in some cases no gardens at all were found on the place. This year will find a different picture for on about 80% of the farms you will find a garden for example, Mr. Frank Baugh of the Hadnesville Community has proved that a good year round garden is just as important on the farm as any crop. This year he had eighteen varieties of vegetables in his garden and produced enough vegetables for his family use and then he had some to sell. Mrs. Baugh canned over eight hundred quarts of vegetables from their garden plus storing such vegetables as white potatoes eight bushels, sweet potatoes seven bushels, and one bushel of onions. The Baughs believe in boarding and living at the same place.

POULTRY

The poultry situation in Goochland County is far below what it should be, so we set out to do something about the poultry condition in our county. Our first move was to send out circular letters to the farmer in the county with the following suggestions:

1. The importance of poultry for family needs.
2. To sell to increase the family budget.
3. To secure good stock.
4. To practice sanitation.
5. To secure good chicken houses.
6. To supply the stock with fresh drinking water.
7. To supply the stock with a well balanced feed.
8. To cull the poultry flock at least twice a year.
9. To give the poultry flock a good range.
10. To keep an account of all eggs collected and money spent for feed.

As a result of these letters and personal visits we had fifteen to increase the poultry production up to twenty five per cent over last year's production. Our goal is to have at least fifty laying hens on every farm in the county.

HOGS

Ten years ago we found about one hog to every five families in the county but today we find at least one hog to every two families in the county. The care of raising hogs has increased through Extension works in the county. The farmers are improving their hog houses, pens, range, water supply, and feed, they have also learned the importance of having their pigs inoculated for cholera.

This year the local agent vaccinated some eight hundred twenty-five hogs in the county.

RM
34
72

On some farms in the county sufficient milk and butter are not produced for adequate home consumption. During the entire year we have been working with farmers to secure better cows for home use. We have tried to show them that by having good cows it will improve the health of the family and since we have a milk route we can sell milk to help increase the family income as well as help the land. As a result our suggestions we have had five families to increase from one cow to cows, and six farmers are selling milk.

Mr. Henry Smith and Son use to raise tobacco for a money crop but now he has four cows that he is milking and selling milk which brings him in cash \$85. a month plus all the milk and butter for home use. By having these cows on the farm it helps to improve the soil. We are looking to the day when our county will be one of the leading Dairy Counties in the State.

LIVE AT HOME PROGRAM

Our Live-At-Home program has fitted right in with the production goals as set up by the United States Department of Agriculture. On thirty farms we found that the farmers have reduced their acreage, but are producing more because they are using better seeds and more fertilizer, lime and phosphate. There is some type of garden on eighty per cent of the farms in the county, twenty-five per cent had enough feed for the live stock over last year's goal.

COMMUNITY IMPROVEMENTS

In the Hadnesvillie Community where we are conducting a survey of farm families in connection with the State-wide community improvement contest, we found the following:

1. Forty five families living in the community.
2. Thirty five families living in own homes.
3. Twenty families are members of the local community club.
4. Twelve homes are painted, twenty-six white-washed.
5. Twenty two families had enough feed to care for their stock.
6. Thirty-six families had gardens.
7. Twenty-five families had a minimum of seventy-five chickens.
8. Thirty-five had a family cow.
9. Thirty-eight families had hogs enough for home consumption.
10. Twenty one farmers compiled with P. M. A.
11. Fifteen families had connections with the 4-H Club.

COUNTY WIDE IMPROVEMENTS

The following improvements have taken place through out the county as a result of Extension work.

1. Six homes have been built.
2. Ten homes have been painted.

3. Twelve homes have put brick sidings on.
4. Five families have put running water in the homes.
5. Three families have completed bathrooms.
6. Seven families have put pumps on the back porches.
7. Twenty homes have been wired for electric lights.
8. Twelve homes have Telephone Service.
9. Ten homes have been remodeled.
10. Thirty homes have put in screens.
11. Three farmers have built new barns.
12. Five farmers built new poultry houses.

OTHER FEDERAL AGENCIES

The Negro farmers of Goochland County are cooperating with the Soil Conservation Program to the extent that twenty-five have signed a work agreement and have had their farms checked and a farm plan has been worked out for them.

There are eighty farmers in the county who are cooperating with the F. M. A. Program to the extent that they are ordering lime and phosphate for their farms.

The local agent cooperates with all agencies in the county that are working for the good of all its citizens.

OTHER ACTIVITIES ___ ADULT

On April 15, 1948, Thirty-six farmers attended the Annual Farmer's Conference which was held at Virginia State College.

Two delegates were sent to the Annual State Agriculture Advisory Board which was held this year with the Advisory Board of Merkleburg County in Merkleburg County on September 7th and 8th 1948.

4-H CLUBS

Eight community 4-H Clubs were organized in the county with a total of one hundred and fifty members, sixty-seven boys and eighty-three girls.

Each club is supervised by an adult leader and the farm agent. The leader or farm agent, and sometimes both, meet with the club in regular meetings to guide them in their parliamentary procedures and with their projects plus other Extension activities, also the agent visits and assist the boy or girl with their projects at home.

Eighteen boys enrolled with corn projects, and the sixteen competing had twenty acres planted with a total yield of 1200 bu. of corn, with a total profit of \$516.40.

Thirty-five enrolled in garden projects, the thirty four competing had five acres with a total yield of 625 bu. of vegetables with a total profit of \$593.12. One boy had a calf for his project.

34
72

-7-

Twenty-four carried hogs as projects, with a net profit of \$572.70. Seventy-two carried Poultry as projects with a net profit of \$1,179.69.

OTHER ACTIVITIES

The county sent three delegates to the State 4-H Sorh Course which met at Virginia State College. It also sent two delegates to the State 4-H Wild Life Conference.

Four clubs held outings during the summer within the county.

On November 12, 1948 sixty-five boys and girls from three 4-H Clubs met and gave reports on their projects for the year.

Wherever you find anything going on in the county for the good of the county program our 4-H members are taking an active part.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture
and State Agricultural Colleges
Cooperating

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Yorkland

REPORT OF

(Name) <u>Home Demonstration Agent.</u>	From <u>194</u> to <u>194</u>
<u>Assistant Home Demonstration Agent.</u>	From <u>194</u> to <u>194</u>
<u>4-H Club Agent.</u>	From <u>194</u> to <u>194</u>
<u>Assistant County Agent in charge of Club Work.</u>	From <u>194</u> to <u>194</u>
<u>Milton F. Hill</u> <u>Agricultural Agent.</u>	From <u>12-1</u> , <u>1942</u> to <u>1-30</u> , <u>1943</u>
<u>Assistant Agricultural Agent.</u>	From <u>194</u> to <u>194</u>



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____ Date _____ State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENT'S ANNUAL REPORT

Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report:

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys and girls club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and to make adjustments to changing economic and social conditions.

- A good narrative report should enable the reader to obtain a comprehensive picture of—
1. What was attempted—the program as outlined at the beginning of the year.
 2. How the work was carried on—the teaching methods employed.
 3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
 4. Definite accomplishments, supported by objective evidence.
 5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
 6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive the emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural Agents (c)	County total (d)
1.	Months of service this year (agents and assistants)			12	XXXXXXXXXX
2.	Days devoted to work with adults			211	XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs and older youth			76	XXXXXXXXXX
4.	Days in office			78	XXXXXXXXXX
5.	Days in field			209	XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work			592	592
7.	Number of different farms or homes visited			254	254
8.	Number of calls relating to extension work	(1) Office		394	394
		(2) Telephone		0	
9.	Number of news articles or stories published			3	3
10.	Number of bulletins distributed			621	621
11.	Number of radio talks broadcast or prepared for broadcasting			10	10
12.	Training meetings held for local leaders or committees	(a) Number		7	7
		(1) Adult work			
		(b) Total attendance		56	56
		(c) Men leaders		2	2
		(c) Women leaders		2	2
		(a) Number		7	7
		(b) Total attendance		70	70
		(b) Leaders		9	9
		(a) Number		2	2
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work		9	9
		(b) Total attendance		83	83
		(a) Number		12	12
		(b) Total attendance		183	183
		(a) Number		77	77
		(b) Total attendance		7	7
14.	Number of adult result demonstrations conducted	(1) Number		94	94
		(2) Total attendance		2	2
		(a) Number		137	137
15.	Meetings held at such result demonstrations	(b) Total attendance		1	1
		(a) Number		12	12
		(b) Total attendance		0	0
16.	Tours conducted	(1) Adult work		1	1
		(2) 4-H Club and older youth		12	12
		(a) Number		0	0
		(b) Total attendance		1	1
		(a) Number		63	63
		(b) Total attendance			

1 Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
 2 County total should equal sum of preceding three columns minus duplication due to two or more agents participating in same activity or accomplishment.
 3 The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 4 Do not count a single visit to both the farm and home as two visits.
 5 Do not count items relating to sessions of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
18. Encampments held (report attendance for your county only)*	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
		(d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number			17	17
		(b) Total attendance			2831	2831
	(2) 4-H Club and older youth	(a) Number			47	47
		(b) Total attendance			1118	1118
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number			21	21
		(b) Total attendance			346	346
	(2) 4-H Club and older youth	(a) Number			39	39
		(b) Total attendance			727	729

* Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
 † County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
 ‡ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

It is highly desirable for extension workers to consider the proportion of farms and homes in the county that have been definitely influenced to make some substantial change in farm or home operations during the report year as a result of the extension work done with men, women, and youth. It is recognized that this information is very difficult for agents to report accurately, so a conservative estimate based upon such records, surveys, and other sources of information as are available will be satisfactory.

21. Total number of farms in county (1945 census)	578
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	318
23. Number of farms involved in preceding question which were reached this year for the first time	61
24. Number of nonfarm families making changes in practices as a result of the agricultural program	28
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	121
26. Number of farm homes involved in preceding question that were reached this year for the first time	12
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	12
28. Number of other homes involved in preceding question that were reached this year for the first time	12
29. Number of farm homes with 4-H Club members enrolled	12
30. Number of other homes with 4-H Club members enrolled	12
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	318
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	26

CEMENT VALUE

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EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general: (1) Name: _____ (2) No. of members: _____

(b) Agricultural: (1) Name: County Advisory Board (2) No. of members: 410

(c) Home demonstration: (1) Name: _____ (2) No. of members: _____

(d) 4-H Club: (1) Name: Home Council (2) No. of members: 18

(e) Older youth: (1) Name: _____ (2) No. of members: _____

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____

35. Total number of communities in county. (Do not include number of neighborhoods.) _____ 12

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees _____ 9

37. Number of clubs or other groups organized to carry on adult home demonstration work _____

38. Number of members in such clubs or groups _____

39. (a) Number of 4-H Clubs. (See question 173.) _____ (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) _____

40. Number of neighborhood and community leaders in the neighborhood-leader system _____ 47 Men _____ 35 Women _____ 12

41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.

(a) Adult work: (1) Men _____ 32 (2) Women _____ 26 (b) 4-H Club and older youth work: (1) Men _____ (2) Women _____ 12 (3) Older club boys _____ 1 (4) Older club girls _____ 2

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____

43. Number of members of such county agricultural planning group:

(a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____

44. Number of communities with agricultural planning committee (over-all planning) _____

45. Number of members of such community planning committee: (a) Men _____ (b) Women _____ (c) Youth _____

46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

47. Days devoted to line of work by:	Extension organization and planning ¹		County agricultural planning ¹	Total ¹
	(a)	(b)		
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				<u>20</u>
(4) State extension workers				
48. Number of planning meetings held:	(1) County _____ <u>2</u>			
	(2) Community _____ <u>33</u>			
49. Number of unpaid voluntary leaders or committeemen assisting this year _____				<u>35</u>
50. Days of assistance rendered by voluntary leaders or committeemen _____				<u>27</u>

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b).

CROP PRODUCTION (other than for family food supply)

50. Name of person or persons who conducted the activities	51. Number of communities in which work was conducted this year											
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	
51. Days devoted to line of work by—	Community											
(1) Home demonstration agents												
(2) 4-H Club agents												
(3) Agricultural agents	20	10	0	20	24	0	4	8	4	4		
(4) State extension workers												
52. Number of communities in which work was conducted this year	15	10	0	15	7	0	5	15	8	10		
53. Number of voluntary local leaders or committeemen assisting this year	9	7	0	9	9	0	4	9	3	12		
54. Number of farmers assisted this year in—												
(1) Obtaining improved varieties or strains of seed	30	12	0	15	15	0	2	15	4	15		
(2) The use of lime	30	15	0	15	15	0	5	10	5	12		
(3) The use of fertilizers	25	15	0	12	15	0	5	12	2	12		
(4) Controlling plant diseases	15	8	0	8	8	0	5	5	4	8		
(5) Controlling injurious insects	15	6	0	8	8	0	6	6	4	6		
(6) Controlling noxious weeds	15	10	0	8	6	0	5	5	0	8		
(7) Controlling rodents and other animals	20	15	0	10	10	0	0	8	0	0		

LIVESTOCK PRODUCTION (other than for family food supply)

50. Name of person or persons who conducted the activities	51. Number of communities in which work was conducted this year										
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
51. Days devoted to line of work by—	Community										
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents	9			1	0	30	2	20			
(4) State extension workers											
52. Number of communities in which work was conducted this year	9			1	0	30	2	20			
53. Number of voluntary local leaders or committeemen assisting this year	4			1	0	6	1	6			
54. Number of breeding circles or clubs or improvement associations organized or assisted this year											
55. Number of members in such circles, clubs, or associations											
56. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals											18
57. Number of farmers assisted this year in—											
(1) Obtaining purebred males			3						5		25
(2) Obtaining purebred or high-grade females			1						4		
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX			XXXXXX
(4) Improving methods of feeding	10							10			
(5) Controlling external parasites	8							8			
(6) Controlling diseases and internal parasites	6					160		6			
(7) Controlling predatory animals											

¹ Do not include rabbits, game, and fur animals, which should be reported under wildlife.

1948-1949
 This report is to be filled out by the county agent or other person in charge of the county conservation work. It should be filled out by the county agent or other person in charge of the county conservation work. It should be filled out by the county agent or other person in charge of the county conservation work.

CONSERVATION OF NATURAL RESOURCES

62. Days devoted to line of work by—	Total number of man-days devoted to work by—	
	Men	Women
(1) Home demonstration agents		
(2) 4-H Club agents		
(3) Agricultural agents	5	3
(4) State extension workers		
63. Number of communities in which work was conducted this year	5	4
64. Number of voluntary local leaders or committeemen assisting this year	6	2

Soil and Water—Continued

Forestry—Continued

65. Number of farmers assisted this year—		67. Number of farmers assisted this year—	
(a) With problems of land use	25	(a) In reforesting new areas by planting with small trees (include erosion-control plantings)	
(b) In the use of crop rotations	20	(b) In making improved thinnings, seedlings or pruning of forest trees	
(c) With strip cropping	0	(c) With selection cutting	
(d) In constructing terraces	2	(d) With production of naval stores	
(e) In grassing waterways or otherwise preventing or controlling gullies	2	(e) With production of maple-syrup products	
(f) With contour farming of cropland	13	(f) In timber estimating and appraisal	
(g) In contouring pasture or range		68. Number of farmers cooperating this year in prevention of forest fires	150
(h) In the use of cover or green-manure crops	15	(a) In construction or management of ponds for fish	
(i) In otherwise controlling wind or water erosion	10	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	10
(j) In summer-fallowing	2	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	5
(k) In making depth-of-moisture tests	2	(d) With other plantings for food and protection in wild-life areas	5
(l) With drainage			
(m) With irrigation			
(n) With land clearing	5		
66. Number of farmers—		69. Number of farmers assisted this year—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	10	(a) In construction or management of ponds for fish	1
(b) Assisted in arranging for farm-conservation plans this year	10	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	10
(c) Assisted in doing work based on definite farm-conservation plans this year	12	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	5
		(d) With other plantings for food and protection in wild-life areas	5

* Includes some county agents.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	3	3	2	2
71. Number of communities in which work was conducted this year.		3	4	3	5
72. Number of voluntary local leaders or committeemen assisting this year.		3	5	1	10
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other	5			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records	5 10 10			
75. Number of farmers assisted this year—	(a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements	12 5 5 5	75. Number of farmers assisted this year—Continued.		
			(e) In getting started in farming, or in relocating		3
			(f) With credit problems (debt adjustment and financial plans)		2
			(g) In using "outlook" to make farm adjustments		54
			(h) With a farm-income statement for tax purposes		5
			(i) With farm-labor problems		3
			(j) In developing supplemental sources of income		3

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
77. Number of communities in which work was conducted this year.					
78. Number of voluntary local leaders or committeemen assisting this year.					
79. Number of tours conducted this year to observe economic and social conditions in various land use areas.					
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems.					
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)					
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.					

1 Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment ²
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—				110							
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents	5	10	10	12	12	8		5	3	3	5
(4) State extension workers											
84. Number of communities in which work was conducted this year	10	12	10	12	12	10		3	3	5	6
85. Number of voluntary local leaders or committeemen assisting this year	10	6	5	5	5	5		1	1	2	2
86. Number of new cooperatives ³ assisted in organizing during the year											
87. Number of established cooperatives ³ assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	11	12	15	18	16	18		10	10	12	10
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$ 75	\$ 4.00	\$ 2.50	\$ 8.00	\$ 3.00	\$ 5.00	\$	\$ 18.00	\$ 28.00	\$ 1.00	\$ 25.00
92. Number of private marketing and distributing agencies and trade groups assisted this year											2
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											2
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											2
95. Number of marketing surveys assisted with or conducted this year											2
96. Number of special merchandising programs ⁵ participated in or conducted this year											2
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											2
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											2
99. Number of programs ⁵ relating to transportation problems conducted this year											1
100. Number of programs ⁵ relating to the specific use of market information conducted this year											2
101. Number of other marketing programs ⁵ conducted this year (specify)											2

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT			
101. Number of families assisted this year in:			
(a) The house, furnishings, and surroundings	Rural electrification	Farm buildings	Farm mechanical equipment
102. Days devoted to line of work by:			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	5	5	5
(4) State extension workers	4	3	3
103. Number of communities in which work was conducted this year	3		
104. Number of voluntary local leaders or committeemen assisting this year	3	8	3
105. Number of families assisted this year in:		106. Number of associations organized or assisted this year to obtain electricity	
(a) Constructing dwellings	5		1
(b) Remodeling dwellings	6		10
(c) Installing sewage systems	3		
(d) Installing water systems	2		5
(e) Installing heating systems	1		
(f) Providing needed storage space	5		
(g) Rearranging or improving kitchens			
(h) Improving arrangement of rooms (other than kitchens)			2
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	1		5
(j) Selecting housefurnishings or equipment (other than electric)	15		10
(k) Improving housekeeping methods	10		2
(l) Laundry arrangement			
(m) Installing sanitary closets or outhouses	10		
(n) Screening or using other recommended methods of controlling flies or other insects	15		
(o) Improving home grounds	3		
(p) Planting windbreaks or shelterbelts			
107. Number of families assisted this year in:		108. Number of farmers assisted this year in:	
(a) Obtaining electricity		(a) The construction of farm buildings	2
(b) Selection or use of electric lights or home electrical equipment		(b) Remodeling or repairing farm buildings	5
(c) Using electricity for income-producing purposes		(c) Selection or construction of farm-building equipment	10
109. Number of farmers assisted this year in:		110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
(a) The selection of mechanical equipment		(a) The selection of mechanical equipment	2
(b) Making more efficient use of mechanical equipment		(b) Making more efficient use of mechanical equipment	
111. Number of gin stands assisted this year in the better ginning of cotton			

MARKETING AND DISTRIBUTION

16-7074-1

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and older youth ¹ respondents		Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112.	Days devoted to line of work by: (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
113.	Number of communities in which work was conducted this year				
114.	Number of voluntary local leaders or committeemen assisting this year				
115.	Number of families assisted this year— (a) In improving diets (b) With food preparation (c) In improving food supply by making changes in home food production: (1) Of vegetables (2) Of fruits (3) Of meats (4) Of milk (5) Of poultry and eggs (d) With home butchering, meat cutting or curing (e) With butter or cheese making	115(g)	FOOD PRESERVATION BY ADULTS		
			Fruits	Vegetables	Meats and fish (f)
		1. Quarts canned			
		2. Gallons brined			
		3. Pounds: Dried ²			
		4. Cured ³			
		5. Stored			
		6. Frozen ⁴			
		7. Number of different families represented by the above figures			
116.	Number of schools assisted this year— (a) In the prevention of colds and other common diseases (b) In the prevention of colds and other common diseases (c) In the prevention of colds and other common diseases (d) In the prevention of colds and other common diseases (e) In the prevention of colds and other common diseases (f) In the prevention of colds and other common diseases (g) In the prevention of colds and other common diseases (h) In the prevention of colds and other common diseases (i) In the prevention of colds and other common diseases (j) In the prevention of colds and other common diseases (k) In the prevention of colds and other common diseases (l) In the prevention of colds and other common diseases (m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.) (n) With first-aid or home nursing (o) In removing fire and accident hazards	115(h)	FOOD PRESERVATION BY 4-H CLUB MEMBERS		
			Fruits	Vegetables	Meats and fish (f)
		1. Quarts canned			
		2. Gallons brined			
		3. Pounds: Dried ²			
		4. Cured ³			
		5. Stored			
		6. Frozen ⁴			
117.	Number of nutrition or health clinics organized this year through the efforts of extension workers				

¹ Sum of the subtotals minus duplication due to families participating to more than one activity.
² Weight of finished product after drying.
³ Weight of product before curing.
⁴ Include contents of locker plants and home frozen units.
⁵ Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
119. Number of communities in which work was conducted this year.....					
120. Number of voluntary local leaders or committeemen assisting this year.....					
Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—	(a) With time-management problems (b) With home accounts (c) With financial planning (d) In improving use of credit for family living expenses (e) In developing home industries as a means of supplementing income	127. Number of families assisted this year with—	(a) Clothing-construction problems (b) The selection of clothing and textiles (c) Care, renovation, remodeling of clothing (d) Clothing accounts or budgets		
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	(a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies	128. Number of families assisted this year—	(a) With child-development and guidance problems (b) In improving family relationships		
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	(a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies	129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....	130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men (b) Women		
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....		131. Number of children in families represented by such individuals.....	Recreation and Community Life—Continued		
125. Number of families assisted this year with "making versus buying" decisions.....		132. Number of families assisted this year in improving home recreation.....	133. Number of communities assisted this year in improving community recreational facilities.....		
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....	135. Number of communities assisted this year in establishing— (a) Club or community house (b) Permanent camp (c) Community rest rooms		
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.		136. Number of communities assisted this year in providing library facilities.....	137. Number of school or other community grounds improved this year according to recommendations.....		

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.
² Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (a), p. 9.

SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS

(One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	In
128. Corn	18	0	16	0	20	Acres
130. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil and water conservation						Acres
143. Potatoes, Irish and sweet	2	0	2	0	1	Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	11	22	11	21	4	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	12	60	10	59	3500	Birds
151. Dairy cattle	1	0	1	0		1 Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	23	1	23	1	24	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
162. Farm management						Articles repaired
163. Food selection, preparation, and/or baking					XXXXXXXXXXXXXXXXXX	Meals planned
164. Food preservation (Include frozen foods)						Meals served
165. Health, home nursing, and first aid						Quarts preserved
165a. Child care					XXXXXXXXXXXXXXXXXX	
166. Clothing					XXXXXXXXXXXXXXXXXX	Garments made
167. Home management (housekeeping)						Garments remodeled
168. Home furnishings and room improvement						Units
169. Home industry, arts and crafts						Rooms
170. Junior leadership						Articles
171. All others						Articles
172. Total (project enrollment and completion)	67	83	63	81	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

115 (Cont'd) Extension and Education

4-H CLUB MEMBERSHIP¹

113. Number of 4-H Clubs (do not count the same club more than once) 8
114. Number of different 4-H Club members enrolled: (a) Boys: 67 (b) Girls: 83
115. Number of different 4-H Club members completing: (a) Boys: 63 (b) Girls: 81
116. Number of different 4-H Club members in school: (a) Boys: 42 (b) Girls: 77
117. Number of different 4-H Club members out of school: (a) Boys: 5 (b) Girls: 6
118. Number of different 4-H Club members from farm homes: (a) Boys: 40 (b) Girls: 80
119. Number of different 4-H Club members from nonfarm homes: (a) Boys: 27 (b) Girls: 3

Number of Different 4-H Club Members Enrolled:

120. By years	Boys (a)		Girls (b)	
	1st year	2d	10 and under	11 and over
1st year	14	13	1	2
2d	15	16	3	4
3d	8	23	6	5
4th	23	27	10	10
5th	7	4	10	23
6th			17	16
7th			10	15
8th			5	5
9th				
10th and over				

121. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
122. (a) Judging (f) Fire and accident prevention
123. (b) Giving demonstrations (g) Wildlife conservation
124. (c) Recreational leadership (h) Keeping personal accounts
125. (d) Music appreciation (i) Use of economic information
126. (e) Health (j) Soil and water conservation
127. (k) Forestry
128. Number of 4-H Club members having health examination because of participation in the extension program.
129. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs.

WORK WITH OLDER RURAL YOUTH

130. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth

131. Membership in such groups: (a) Young men (b) Young women

132. Number of members by school status and age	Out of school			Under 21 years	21-24 years	25 years and older
	In school (a)	Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

133. Number of meetings of older rural youth extension groups
134. Total attendance at such meetings

135. Number of other older rural youth groups assisted

136. Membership in such groups: (a) Young men (b) Young women

137. Number of older rural youth not in extension or other youth groups assisted: (a) Young men (b) Young women

138. Total number of different young people contacted through the extension program for older rural youth. (Questions 136, 137, and 138, minus duplications)

139. Check column showing approximate portion of older-youth program devoted to—

- | 140. Citizenship, democracy, and public problems | Under 10 percent (a) | 10-19 percent (b) | 20-29 percent (c) | 30 percent or more (d) |
|--|---|-------------------|-------------------|------------------------|
| | (1) Citizenship, democracy, and public problems | | | |
| (2) Vocational guidance | | | | Yes |
| (3) Family life and social customs | | | | Yes |
| (4) Social and recreational activities | | | | Yes |
| (5) Community service activities | | | | Yes |
| (6) Technical agriculture | | | | Yes |
| (7) Technical home economics, including nutrition and health | | | | Yes |

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the separate enrollments reported on page 13, unless a distinction has to be made between boys or girls deriving on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the previous year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.