ANNUAL NARRATIVE REPORT OF POWHATAN COUNTY

A.P. WALTON, LOCAL FARM AGENT

FROM DECEMBER 1ST. 1949 NOVEMBER 30TH. 1950

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COUNTY AGRICULTURAL SITUATION .

1. The location, climate, soils and topography of Powhatan County are not developed as they should be at the present time. The pulp wood situation has taken its toll of farmers in the County.

2. The population of the county has not increased as it should have. The small increase that has taken place in the past year is not as great as it should be. The crop acreage has not kept pace with the small increase in population for a number of years.

3. The trend in the county for small farmers to get larger farms situated on improved roads where electricity and consolidated schools are located has not improved the farming status in the county very much. The also seems to be toward small or part time farming. Pulpwood and public works seem to be on the increase rather than full time farming. Many large farms have gone out of business in the last few years for one reason or another.

4. Small businesses have sprung up along the Highways where fine farms used to be. A number of these have even closed for fear of losing too much money.

5. There is an abundance of undeveloped land in the county that could well be used for good pasture and the raising of beef cattle could made quite profitable.

COUNTY ADVISORY BOARD

THE COUNTY ADVISORY BOARD in Powhatan County is composed of thirty five members. There are twenty four men and eleven women who are selected from the various communities throughout the county where the Negro families are mostly centered. The number of meetings held each year are determined by the actual needs of the farm families. These meetings are held under the supervision of the Local Farm Agent. Here the plans are made for the county as a whole and carried out in the local communities as far as posible. All meetings are held according to plans as laid out by the Agricultural Extension Service.

Eight meetings were held by the County Advisory Board during the past year. At these meetings plans were made and checked on to see that they were being carried out as planned. Two Leaders' conferences were planned and carried out during the year. Two tours were planned and one was carried out during the year. This tour was so timed as see the crops at their best. A County Fair was planned and held with encouraging results. Two delegates were elected and sent to the Advisory Board in King & Queen County. Expenses were paid by the Board. Two trips were planned and carried out at Va. State College experiment station. The fair grounds received some repairs from the County Advisory Board.

COMMUNITY CLUBS .

There are eight community clubs in the county set up so as to take care of the majority of farm population and in locations that are as easily accessible to the people living in the various parts of the county. The clubs are organized to include both the farm men and women. The meetings are scheduled to meet as often as xxx necessary to work out the problems in the community where they are held. Plans are made to suit the conditions in each community. Members of the County Advisory Board meet with the local clubs when ever possible and explain the workings of the Extension program of work. The county agent meets with the clubs when ever possible and act as ex officio adviser. Current events and immediate local problems are discussed at these meetings.

The president and the Secretary of the clubs act as leaders. They are also members of the county advisory board. The projects that are to be carried on in the community are worked out at these meetings. Progress reports are made of the happenings in the community.

The Mehamensc community was selected as the Demonstration community. This community has been a fourth time winner in the community improvement contest. Definite goals were set up in this community during the year of 1930 and closely followed under the special committeeselected for this project. Farm ownership, painted homes, a family milk cow, a fall & winter garden, a poultry flock, enough pork for family

AGRONOMY

WHEAT.

Ten acres of wheat was seeded in the fall of 1949 on the farm of Mr. Ed. Turner, of the Hollywood community. The variety used was Leaps prolific. The seeding was made behind a clover fallow. A well prepared seed bed was made and 400 lbs. of 3-12-6 was applied at seeding time. Six pecks of wheat was sown per acre. The winter was very mild and the wheat got off to a good start. During the month of March nitrate of soda was applied at the rate of 150 lbs. per acre. The yield on this wheat was 42 bushels per acre. The wheat was cleaned and sold as seed to a merchant in Petersburg at $3.05 per bushel. The gross value of the wheat raised was $1281.00. The cost to produce the wheat was $220.00 leaving a labor income of $1061.00.

PASTURE.

Fifty eight farmers attended a field meeting in the Mehemenee community to see a pasture demonstration which was established on the farm of Mr. Leroy Harris in 1948. Kentucky Fescue & Ladino clover were used in a mixture. 800 lbs. of 3-12-6 & 600 lbs. of phosphate were used at planting time. The farmers again witnessed one of the finest pastures that they had seen up to that time. It was agreed that a well seeded and fertilized pasture was the only way to produce milk at a profit. Mr. Harris has seven head of cattle grazing on this small pasture at the present time. No other feed or pasture was needed to carry the livestock on this farm even during the dry Summer months. Fertilizer was applied again this Spring.

PASTURES CONTINUED

The first permanent pasture to be established in Powhatan County was on the farm of Mr. Lee T. Harris, of the Mehemence community. It was seeded in the fall of 1947 as a demonsrtation for the community. There are two acres of Ladino clover and orchard grass that more than take care of his three head of cattle during the summer months. The hay that was clipped from his pasture during the summer months was stored away and will be used for winter feeding. In March of this year Mr. Harris top dressed his pasture with 500 lbs. of super phosphate. The pasture made excellent growth even during the dry summer months.

Mr. Harris is a member of the county Advisory board and works closely with the Local Farm Agent and the Extension program. The Board was organized more than twenty five years ago. Soil impreving and better land use are the watch words of Mr. Harris. Several other farms have established small permanent as a direct result of his efforts .

Mr. Lawson Harris, who lives directly across the road from Mr. L.T. Harris has a small pasture of one of Ladino clover and orchard grass. A milk route was established in the county about three years ago and has been the means of bringing a considerable amount of cash to the farmers in the county. The idea of the permanent pasture is spreading rapidly in the county.

SOIL AND WATER

The Soil Conservationist that has been working in the county left us last year. However he signed up more than sixty farmers with plans on their farms. These farmers are still working with the extension agent and trying to get their farms in better shape to conserve soil and water. Conservig soil and water on the farm is the prime object of the farmers who signed the plans. The main object to which they are working is better and bigger yields from their land.

Mr. W.H. Hatcher of the Logansville community, who for a number of years was member of the county advisory board, has always worked closely with the Extension Service was in the old days of of terracing a great believer in the idea that soil could be saved and better crops produced if better care was taken of the land. The old broken down terraces that he had on his farm that needed repair every time there was a heavy rain fall have been removed and strip cropping has taken their places. Mr. Hatcher's idea of strip cropping was the same as most other farmers in the county when the idea was brought to him. He was a little slow at first but gradually took to the idea and likes the crooked rows very much.

WILD LIFE

Game birds are quite plentiful in the county this year as in many previous years. This is the direct result of a few farmers in the county who have worked along with the Extension service in planting border strips of small grain for the small game to feed on. The game may be seen feeding in early morning and afternoon.

SWINE SANITATION

During the past year thirty five days have been devoted to swine sanitation. This consisted of vaccination of more than 900 hogs and and giving instruction cleaning of 75 pens and better feeding methods. Instructions were also given in better sleeping quarters for swine. Better pastures for summer time feeding was recommmanded to farmers raising hogs for market. Cleaner farrowing pens and better conditions for raising hogs in general was one of the main issues stressed. Clean water and abundance of good feed was recommended as the best method of keeping hogs growing and a sure way to raise hogs at a profit.

In many instances we find that farmers are keeping their sleeping quarters in more sanitary conditions than they have in former years and the results are very encouraging. They are also learning the value of vaccinating while their hogs are still small. This cuts expense as well as insure healthier hogs.

SWINE

A falling off in the production of pork has been very noticable in the county in recent years. There are not as many hogs in the county as we would like to see. We are still working on plans whereby more and better hogs may be raised in the county. The high cost of commercial feed has been one factor. We are trying to solve at least a portion of this factor by establishing grazing ranges for hogs to feed on.

FOUR H JUNIOR COUNCIL

During the past year there were ten four H clubs in the county. The Junior Council is composed of the President secretary and leaders of each club. Thirty members comprise the membership of the Council. There were five meetings of the Junior Council during the past year. Plans were worked out for the various clubs in the county.

The projects for the year consisted of the following: Corn --- boys 22; Gardens -- 41 boys and 53 girls enrolled; Poultry -- 12 boys and 27 girls; in swine there were 9 boys and 2 girls enrolled. The total membership with projects enrolled was 166.

Five meetings of the Junior Council were held during the year at which time plans were worked out for the year. A gradual increase of inthusiasm was shown during year as the different meetings were held. The following list of activities were planned and conducted during the year:

1. Each member select and chaduct a project. All to compete.
2. To hold a county club rally.
3. Take active part in all county activities.
4. To take part in the county fair.
5. To foster a county club tour.
6. To represent at four H club short course.
7. To represent at Wild Life Conference.

FOUR H CLUBS

There are ten Four H Clubs in the county with a combined membership of 166. Ninety six of these completed their years work with a cost of $ 765.00 and a net profit of$1260.00. The gross value of products raised was $ 2025.00.

Thirty six meetings were held during the year with a total attendance of 317 members. These meetings were composed of method demonstration and other types of meetings. Results obtained were very good.

Of the members who were enrolled in corn projects there were about a 40% completion. The completion in the garden projectd were a little better with a 56 % completion. Thirty nine members were enrolled in poultry, 23 of whom completed their year's work. Nine boys and two girld were enrolled in the fat pig project. Eight boys and one girl completed their year's work with satisfactory results.

Friendly rivalry created among the 4 H members has been one of the greatest assets in the club work.

CORN

Twenty two boys selected corn as their prbject for the year. Nine of these completed their year's work and a market value of $375.00 on this project. The average yield was 50 bushels per acre. The total expense of producing this corn was $225.00 leaving a labor income of $ 450.00.

The corn exhibit at the county Fair which was held the first week in October, was well represented, which netted the members about $30.00 in prizes. The interest still is high among 4 H club members.

GARDENS

There were ninety four members enrolled with garden as their project during the year. There were 41 boys and 53 girls. Twenty five boys and 30 girls completed their project with 14 acres of garden with a market value of 420.00 and a labor income of $ 280.00. Gardens are stressed as one of the most important factors in helping to produce and conserve food for the family. The vegetables that are produced in the garden and not used on the table is carried to the local cannery each Tuesday and Thursday and canned for winter use. More than 5000 can of vegetables were canned during the Summer and Fall months.

FAT PIG

The high price of feed and the low cost of pork at the beginning of the year were not too encouraging to club members. The prices at the present time is much higher than it has been. The boys who took pigs as their projects carried through to a financial success. There were eleven member enrolled.

Nine boys and two girls selected fat pig as their project and eight boys and one girl completed their year's work with nine nice porkers having a market value of$270.00. The hogs were produced at a total cost of $100.00 and a net profit of $170.00. Feed cost is still high and the margin of profit is not as much as it should be.

POULTRY

Thirty nine members were enrolled with the poultry project during the past year. Eight boys and fifteen girls completed their year's work with 660 birds havi ng a market value of $660.00 and a total expense of$300.00 and a labor income of $ 360.00 .

From the actual records of former Four H Club members who used the instruction they received while active member of the club, it has been conclusively demonstrated that poultry raising can be made to pay.

SUMMARY OF 4H CLUB WORK PLANNED AND CARRIED OUT IN POWHATAN

WORK PLANNED	DEMONSTRATIONS	WORK ACCOMPLISHED
Four H Clubs	10	10
Members enrolled	166	96
Junior Council	1	1
Memebrs in Council	30	30
CROPS		
CORN	22	9
Gardens.	94	55
LIVESTOCK		
Poultry	39	23.
Fat pig	11	9
County Rally	1	1
County Fair	1	1
Club tour	1	1
Representation at Short Course	1	1
Representation at wild life	1	0

Form ES-21
(Revised May 1950)

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 Powhatan

REPORT OF

(Name) Home Demonstration Agent.	From ..., 19... to ..., 19...	
Assistant Home Demonstration Agent.	From ..., 19... to ..., 19...	
4-H Club Agent.	From ..., 19... to ..., 19...	
Assistant County Agent in charge of Club Work.	From ..., 19... to ..., 19...	
Alonzo T. Walton Agricultural Agent.	From Dec. 1, 1949 to Nov. 30, 1950	
Assistant Agricultural Agent.	From ..., 19... to ..., 19...	

U.S. DEPARTMENT OF AGRICULTURE COOPERATIVE EXTENSION WORK AGRICULTURE AND HOME ECONOMICS STATE AGRICULTURAL COLLEGES

READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date .....

State Extension Director.

16 29074-6

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 major 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.

16—29074-1

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents [1] (b)	Agricultural agents (c)	County total [2] (d)
1. Months of service this year (agents and assistants)			12	XXXXXXXX
2. Days devoted to work with adults [3]			184	XXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth) [4]			92	XXXXXXXX
4. Days in office [5]			79	XXXXXXXX
5. Days in field [5]			197	XXXXXXXX
6. Number of farm or home visits made in conducting extension work [6]			616	616
7. Number of different farms or homes visited			340	340
8. Number of calls relating to extension work — (1) Office			288	288
8. Number of calls relating to extension work — (2) Telephone			329	329
9. Number of news articles or stories published [5]			—	—
10. Number of bulletins distributed			938	938
11. Number of radio talks broadcast or prepared for broadcasting			—	—
12. Training meetings held for local leaders or committeemen — (1) Adult work — (a) Number			11	11
12. — (1) Adult work — Total attendance of leaders — (b) Men			46	46
12. — (1) Adult work — Total attendance of leaders — (c) Women			52	52
12. — (2) 4-H Club and young men and women (older youth) — (a) Number			12	12
12. — (2) 4-H Club and young men and women (older youth) — (b) Total attendance of leaders			69	69
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12) — (1) Adult work — (a) Number			36	36
13. — (1) Adult work — (b) Total attendance			379	379
13. — (2) 4-H Club and young men and women (older youth) — (a) Number			36	36
13. — (2) 4-H Club and young men and women (older youth) — (b) Total attendance			263	263
14. Number of adult result [4] demonstrations conducted			5	5
15. Meetings held at such result demonstrations — (1) Number			7	7
15. Meetings held at such result demonstrations — (2) Total attendance			46	46
16. Tours conducted — (1) Adult work — (a) Number			1	1
16. Tours conducted — (1) Adult work — (b) Total attendance			12	12
16. Tours conducted — (2) 4-H Club and young men and women (older youth) — (a) Number			1	1
16. Tours conducted — (2) 4-H Club and young men and women (older youth) — (b) Total attendance			18	18
17. Achievement days held — (1) Adult work — (a) Number			1	1
17. Achievement days held — (1) Adult work — (b) Total attendance			2000	2000
17. Achievement days held — (2) 4-H Club and young men and women (older youth) — (a) Number			1	1
17. Achievement days held — (2) 4-H Club and young men and women (older youth) — (b) Total attendance			500	500

[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 duplications 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 notices of meetings only.

16—25074-7

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents[1] (b)	Agricultural agents (c)	County total[2] (d)
18. Encampments held (report attendance for your county only)[3]	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and young men and women (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			26	26
		(b) Total attendance			5095	5095
	(2) 4-H Club and young men and women (older youth)	(a) Number			40	40
		(b) Total attendance			1184	1184
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			30	30
		(b) Total attendance			306	306
	(2) 4-H Club and young men and women (older youth)	(a) Number			32	32
		(b) Total attendance			317	317

[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] 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)	447
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	340
23. Number of farms involved in preceding question which were reached this year for the first time	60
24. Number of nonfarm families making changes in practices as a result of the agricultural program	0
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	0
26. Number of farm homes involved in preceding question that were reached this year for the first time	0
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	0
28. Number of other homes involved in preceding question that were reached this year for the first time	0
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	150
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	0
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	340
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	0

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include 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 35
(c) Home demonstration	(1) Name		(2) No. of members —
(d) 4-H Club	(1) Name	Junior Council	(2) No. of members 30
(e) Young men and women (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 10 (d) Young men and women (older youth) —

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 14

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 10

37. Number of clubs or other groups organized to carry on adult home demonstration work 0

38. Number of members in such clubs or groups 0

39. (a) Covered under question 173. (b) Covered under question 185.

40. Combined with question 41.

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

(a) Adult work	(1) Men 20	(b) 4-H Club and work with young men and women (older youth)	(1) Men —	(3) Older club boys —	
	(2) Women 11		(2) Women 10	(4) Older club girls —	

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 committees: (a) Men ✓ (b) Women ✓ (c) Youth ✓

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

		Extension organization and planning [1] (a)	County agricultural planning [1] (b)	Total [1] (c)
47. Days devoted to line of work by—	(1) Home demonstration agents	✓	✓	—
	(2) 4-H Club agents	✓	✓	—
	(3) Agricultural agents	✓	✓	21
	(4) State extension workers	✓	✓	0
48. Number of planning meetings held	(1) County	✓	✓	21
	(2) Community	✓	✓	8
49. Number of unpaid voluntary leaders or committeemen assisting this year		✓	✓	30
50. Days of assistance rendered by voluntary leaders or committeemen		✓	✓	20

[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).

16—28074-7

CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents	—	—		—	—			—	—	
(2) 4-H Club agents	—	—		—	—			—	—	
(3) Agricultural agents	26	26		34	31			9	2	
(4) State extension workers	—	—		—	—					
52. Number of communities in which work was conducted this year	8	11		5	8			3	2	
53. Number of voluntary local leaders or committeemen assisting this year	10	12		16	12			2	1	
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	60	15		10	7			8	1	
(2) The use of lime	30	10		10	12				1	
(3) The use of fertilizers	75	35		15	10			8	2	
(4) Controlling plant diseases				—	—					
(5) Controlling injurious insects	50	3		—	—			9	2	
(6) Controlling noxious weeds	30	25		10	10			9	—	
(7) Controlling rodents and other animals	5	5		—	—			—	—	

LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock[1] (g)
55. Days devoted to line of work by— (1) Home demonstration agents	—	—		—		—	
(2) 4-H Club agents	—	—		—		—	
(3) Agricultural agents	27	19		29		19	
(4) State extension workers	—	—		—			
56. Number of communities in which work was conducted this year	8	5		14		11	
57. Number of voluntary local leaders or committeemen assisting this year	10	5		15		8	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	—	1		3		5	
59. Number of members in such circles, clubs, or associations	10	5		—		30	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	15	8		15		10	
61. Number of farmers assisted this year in— (1) Obtaining purebred males	1	1		1		—	
(2) Obtaining purebred or high-grade females	1	1		—		—	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	5	XXXXX
(4) Improving methods of feeding	—	—		—		5	
(5) Controlling external parasites	—	—		15		15	
(6) Controlling diseases and internal parasites	—	—		5		8	
(7) Controlling predatory animals	—	—		5		5	

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

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CONSERVATION OF NATURAL RESOURCES [1]

Include all work with adults, 4-H Club members, and young men and women (older youth)	Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents	1	—	
(2) 4-H Club agents	—	—	
(3) Agricultural agents	10	4	
(4) State extension workers	—	—	
63. Number of communities in which work was conducted this year	2	5	
64. Number of voluntary local leaders or committeemen assisting this year	2	8	

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	10
(b) In the use of crop rotations	50
(c) With strip cropping	5
(d) In constructing terraces	—
(e) In grassing waterways or otherwise preventing or controlling gullies	4
(f) With contour farming of cropland	2
(g) In contouring pasture or range	50
(h) In the use of cover or green-manure crops	20
(i) In otherwise controlling wind or water erosion	—
(j) In summer-fallowing	—
(k) In making depth-of-moisture tests	—
(l) With drainage	1
(m) With irrigation	—
(n) With land clearing	2
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	—
(b) Assisted in arranging for farm-conservation plans this year	—
(c) Assisted in doing work based on definite farm-conservation plans this year	—

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	—
(b) In making improved thinnings, weedings or pruning of forest trees	—
(c) With selection cutting	—
(d) With production of naval stores	—
(e) With production of maple-sirup products	—
(f) In timber estimating and appraisal	2
68. Number of farmers cooperating this year in prevention of forest fires	25

Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	—
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	—
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	—
(d) With other plantings for food and protection in wild-life areas	—

[1] Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments,[1] tenancy, and other management problems (b)	Farm credit (short and long time) (c)	Outlook information (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				
71. Number of communities in which work was conducted this year				
72. Number of voluntary local leaders or committeemen assisting this year				

73. Number of farm-survey records taken during the year:
   - (a) Farm business
   - (b) Enterprise
   - (c) Other

74. Number of farmers assisted this year in keeping—
   - (a) Farm inventory
   - (b) General farm records
   - (c) Enterprise records

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

75. Number of farmers assisted this year—Continued.
   - (e) In getting started in farming, or in relocating
   - (f) With credit problems (debt adjustment and financial plans)
   - (g) In using "outlook" to make farm adjustments
   - (h) With a farm-income statement for tax purposes
   - (i) With farm-labor problems
   - (j) In developing supplemental sources of income

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.) (a)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public land management, etc.) (b)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.) (c)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.) (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 PMA 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 young men and women (older youth)	General (a)	Grain and hay (b)	Livestock and wool [1] (c)	Dairy products (d)	Poultry and eggs [1] (e)	Fruits and vegetables (f)	Cotton (g)	Forest products (h)	Tobacco, sugar, rice, and other commodities (i)	Home products and crafts (j)	Purchasing of farm and home supplies and equipment (k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives [2] assisted in organizing during the year											
87. Number of established cooperatives [3] assisted during the year											
88. Number of members [4] in the cooperatives assisted during the year (questions 86 and 87)											
89. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X

92. Number of private marketing and distributing agencies and trade groups assisted this year	
93. Number of programs [4] pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year	
94. Number of marketing facilities improvement programs [4] participated in or conducted this year	
95. Number of marketing surveys assisted with or conducted this year	
96. Number of special merchandising programs [4] participated in or conducted this year	
97. Number of consumer information programs [4] pertaining to marketing and distribution participated in or conducted this year	
98. Number of programs [4] relating to marketing services and costs of distribution conducted this year	
99. Number of programs [4] relating to transportation problems conducted this year	
100. Number of programs [4] relating to the specific use of market information conducted this year	
101. Number of other marketing programs [4] conducted this year (specify)	

[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 members living in the county covered by this report.
[4] Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and young men and women (other youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents			—	—
(2) 4-H Club agents			—	—
(3) Agricultural agents			12	7
(4) State extension workers				
103. Number of communities in which work was conducted this year			3	8
104. Number of voluntary local leaders or committeemen assisting this year			2	2

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	
(b) Remodeling dwellings	
(c) Installing sewage systems	
(d) Installing water systems	
(e) Installing heating systems	
(f) Providing needed storage space	
(g) Rearranging or improving kitchens	
(h) Improving arrangement of rooms (other than kitchens)	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	
(j) Selecting housefurnishings or equipment (other than electric)	
(k) Improving housekeeping methods	
(l) Laundry arrangement	
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)	—
107. Number of families assisted this year in—	
(a) Obtaining electricity	2
(b) Selection or use of electric lights or home electrical equipment	2
(c) Using electricity for income-producing purposes	2

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	3
(b) Remodeling or repairing farm buildings	5
(c) Selection or construction of farm-building equipment	3

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	2
(b) Making more efficient use of mechanical equipment	3
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	5
111. Number of gin stands assisted this year in the better ginning of cotton	—

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NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	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				
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food				
NOTE.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food-preservation problems in—				
(1) Canning				
(2) Freezing				
(3) Drying				
(4) Storing				
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				
NOTE.—This total should not be less than the largest subitem				
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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Include all work with adults, 4-H Club members, and young men and women (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

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

122. Number of home demonstration **CLUBS**, other consumer **ASSOCIATIONS** or **GROUPS** assisted this year with cooperative buying. (*Do not report individuals*):
- (a) Food
- (b) Clothing
- (c) Housefurnishings and equipment
- (d) General household supplies

123. Number of families assisted this year through cooperative associations [2] or individually, with the buying of—
- (a) Food
- (b) Clothing
- (c) Housefurnishings and equipment
- (d) General household supplies

124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)

125. Number of families assisted this year with "making versus buying" decisions

126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living

NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

128. Number of families assisted this year—
- (a) With child-development and guidance problems
- (b) In improving family relationships

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

131. Number of children in families represented by such individuals

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation

133. Number of communities assisted this year in improving community recreational facilities

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

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 home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The house, furnishings and surroundings," p. 10.
[2] Includes question 122; i.e., no families buying through markets, cooperatives, organized or assisted, column (d), 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)	
138. Corn	22	0	9	0	9	Acres
139. 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						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	41	53	25	30	14	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	12	27	8	15	660	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	9	2	8	1	9	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
						Articles repaired
162. Farm management					XXXXXXXXXXXXXX	
163. Food selection, preparation, and/or baking						Meals planned
						Meals served
164. Food preservation. (Include frozen foods)						Quarts canned
165. Health, home nursing, and first aid					XX	Quarts frozen [1]
165a. Child care					XX	Pounds frozen [1]
166. Clothing						Garments made
						Garments remodeled
167. Home management (housekeeping)						Units
168. Home furnishings and room improvement						Rooms
						Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXXXX	
171. All others					XXXXXXXXXXXXXX	
172. Total (project enrollment and completion)	84	82	50	46	XXXXXXXXXXXXXX	

[1] Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

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4-H CLUB MEMBERSHIP [1]

173. Number of 4-H Clubs (do not count the same club more than once) 10

174. Number of different 4-H Club members enrolled ..... (a) Boys [2] 84 (b) Girls [2] 82

175. Number of different 4-H Club members completing ..... (a) Boys [3] 50 (b) Girls [3] 46

176. Number of different 4-H Club members in school ..... (a) Boys 80 (b) Girls 80

177. Number of different 4-H Club members out of school ..... (a) Boys 4 (b) Girls 2

178. Number of different 4-H Club members from farm homes ..... (a) Boys 84 (b) Girls 82

179. Number of different 4-H Club members from nonfarm homes ..... (a) Boys 0 (b) Girls 0

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under	0	0
1st year	0	1	11	11	10
2d	23	17	12	13	11
3d	24	28	13	12	14
4th	10	9	14	10	15
5th	7	10	15	10	9
6th	6	7	16	13	12
7th	9	6	17	10	6
8th	1	3	18	1	4
9th	4	1	19	3	1
10th and over	0	0	20 and over	1	0

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

(a) Judging	5	(f) Fire and accident prevention	—
(b) Giving demonstrations	—	(g) Wildlife conservation	—
(c) Recreational leadership	—	(h) Keeping personal accounts	—
(d) Music appreciation	—	(i) Use of economic information	—
(e) Health	—	(j) Soil and water conservation	—
		(k) Forestry	—

183. Number of 4-H Club members having health examination because of participation in the extension program ..... —

184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs ..... —

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year ..... —

186. Membership in such groups { (a) Number of different young men — ; (b) Number of different young women ✓

187. Distribution of these members by school and marital status and age groupings. The sum of (1) $a+b+c$=the sum of $d+e+f$=186 (a). Also the sum of (2) $a+b+c$=the sum of $d+e+f$=186 (b).

	In school (a)	Out of school: Unmarried (b)	Out of school: Married (c)	Under 21 years (d)	21–24 years (e)	25 years and older (f)
(1) Young men	✓	✓	✓	✓	✓	✓
(2) Young women	✓	✓	✓	✓	✓	✓

188. Number of meetings these extension organized groups held ..... —

189. Total attendance at such meetings ..... —

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year 1

191. Number in such groups { (a) Different young men Veterans 20 ; (b) Different young women —

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted { (a) Young men — ; (b) Young women —

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") { (a) Young men 20 ; (b) Young women —

194. Question discontinued —

[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 project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

[3] Same as footnote 2, except that reference is to completions instead of enrollments.

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MISCELLANEOUS

(Report here all work not properly included under any of the headings on preceding pages)

Include all work with adults, 4-H Club members, and young men and women (older youth)	Boys (a)	General feeder insects[1] (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

198. Question discontinued.

COOPERATION WITH OTHER FEDERAL AGENCIES

The purpose of this report is to bring together in one place the cooperation given other Federal agencies working with the rural people of the county. It is assumed that all such work has been reported previously under appropriate problems of the farm or home.

	Assistance to Veterans (a)	U. S. D. A. Comm. (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by—											
(1) Home demonstration agents	—					—					
(2) 4-H Club agents	—					—					
(3) Agricultural agents	5					1					
(4) State extension workers	—					—					
200. Number of communities in which work was conducted this year	5					2					
201. Number of voluntary local leaders or committeemen assisting this year	1					—					
202. Number of meetings participated in this year by extension workers	5					1					

[1] Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

18—2837

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. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 15 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21–25, 1949.)

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