

ANNUAL NARRATIVE REPORT

OF

CHARLES CITY AND NEW KENT COUNTIES,
VIRGINIA

SEPTEMBER 1, 1949- NOVEMBER 30, 1949

C. E. CALENDER
LOCAL FARM AGENT

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COUNTY ORGANIZATION

The only organized extension group set up to help the Agent carry out the program of work is the County Advisory Board, with 28 members; 9 women and 19 men. Proposed groups and clubs are a garden club, adult farmers clubs, and canning clubs. Eagerness to promote such organizations has been expressed by an appreciable number of folk contacted.

County Advisory Board

This group is composed, at present, of persons who were singled out as leaders, persons suggested to me by the former local Agent, and persons voluntarily expressing a willingness to cooperate in extension activities. The function of this group is to help spread the teachings, practices and plans through out the county.

Farm Clubs.

Several of the farmers have been sold on the value of farm clubs. It is reasonable to assume that Agriculture in the Counties can be greatly improved and enhanced through these organizations.

Canning Clubs

Having observed the limited extent to which adequate canning is practiced in the counties, it is evident that the live-at-home idea can be significantly extended through canning clubs. Several persons who are out in front, as far as canning is concerned; will be instrumental as leaders in furthering this phase of work.

Garden Clubs

Beautifying the home surroundings is one thing in which local interest can and should be greatly stimulated. Already there have been calls to assist and advise in this type of thing. A Voluntary Home Grounds Beautification Demonstrator is already available. Much can be done to spread the beautification idea by means of the garden club. And it is by this means that more of the women will be contacted, and their interest gained in extension work in general.

TYPE OF AGRICULTURE

Crops - Soy beans, wheat and corn are the main cash crops produced in the counties. Soy beans are produced almost entirely for market, and wheat as a market crop, is almost as important in some instances. Much of the corn produced is used for feed purposes, but an appreciable amount is marketed. The big majority of the farms are small, consequently, large acreages of field crops are not characteristic of this area. Those farmers who sell beans,

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corn and wheat, produce only small acreages. To increase the yields on these limited acres can mean increased profits and greater stability for the farmers here. Various small grains are planted for forage and hay purposes. The use of cover crops and green manure needs to be encouraged greatly. Fall and winter gardens is another thing which should be worked on to the maximum in Charles City and New Kent Counties. Small home orchards, and small fruit production may also play a significant role in the farm program here.

Livestock - Hogs, dairy cows, and chickens and a few turkeys are the livestock raised in the counties. Hogs and chickens are raised mostly for home use, however, both are marketed in small numbers. It has been observed that milk cows are much too few, and that beef cows are absent. Sufficient milk cows would do much to improve the diet and health of many of the people, and one or two beef cows could certainly graze on some of the idle acres. The beef animals, when sold, would add some to the scant cash income of some of the farms.

Soils - The soils in the counties are generally, low, flat sandy loams. Most of it ranges from fair to poor in fertility. Better land use consciousness, and more attention to the soil conservation, and FMA programs can improve the conditions to some extent.

ADULT PROJECT ACTIVITIES

No adult projects can be mentioned for the year 1949, however, practical projects for the future would seem to include:

CROPS

Corn, wheat, forage and cover crops and pastures. Special emphasis may well be placed on fall-winter gardens, small home orchards, and small fruit production.

LIVESTOCK

Hogs - Emphasis shall be placed on getting more people to raise hogs for the home pork supply, and farmers will be encouraged to produce more hogs for market. Better breeding stock in the counties, and improved feeding methods should enable hog production to become more profitable. Since September, the hog situation has been influenced by 250 being vaccinated to prevent cholera, and several farmers being advised, and some assisted in controlling internal and external parasites.

Dairy Cattle - A more thorough study has to be made before goals in this particular field can be set up. Of course it can be easily seen that there are not nearly enough dairy cows owned by the Negro farmers. At a 4-H club meeting, a call for a show of hands by all who had a cow at their homes, was shocking. It is not

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assumed that each family will be persuaded to obtain a milk cow this year, but certainly it is hoped that some progress can be made along that line.

Beef Cattle - Without sufficient land for pasture, beef cattle production can not stand. Probably that is the reason why there are no beef animals on our farms here. However, there is enough unused land which could be made into pasture to take care of several herds in various parts of the counties. It may not be too much to say that in a few years, the stubble and brush land, entirely unprofitable now, may be grazing thousands of pounds of white faced or black angus beef animals.

Poultry- On farms where limited acreages is a deciding factor, concentrated enterprises should receive a great deal of consideration. Soy beans, wheat, and other field crops, dairy herds and pastures call for land and more land if they are to be extensive and profitable. However, enterprises such as poultry for broilers or eggs, can be extensive and profitable, and handled on much less land. Consequently, this also is to be one of the main prongs in the extension program in Charles City and New Kent. Broilers, laying hens, and turkeys - small to medium flocks properly managed - can do much to increase the net income of our people here.

NUTRITION AND HEALTH

For better nutrition and health, sufficient amounts of the proper food, and balanced diets are essential. These aspects can be influenced in a large measure, by getting every farm family to have a year-round garden. Such a garden plan would provide sufficient vegetables for table use at home and surplus for canning and storing. The late garden will be emphasized greatly, for not many are to be found now. Production of more of the home food supply can be accomplished by practically all of the people.

Cognizant of the exorbitant cost of food, it should be clear to see that great sums, which will be saved by more home food production and conservation, can be used in other ways to improve the standard of living. It may seem an indirect approach, but where the standard of living is low, nutrition and health will be, proportionately, the same.

Conservation of Natural Resources

Generally speaking, the land is low and flat, so terracing is not a problem here. The hills, if they can be classed as such, are to be found in New Kent County. The degree of these slopes is low enough to allow proper cropping to take care of soil and water conservation. Strip cropping, crop rotation, drainage and similar conservation measures will be encouraged wherever expedient. More and closer cooperation with the soil conservation service and the FMA will mean much to the farmers of the counties.

Forestry

The goal here will be to get the farmers to treat their

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growing timber as they would their growing crops, in order for them, or at, to produce a yearly income. The advice of the Forestry Specialist will be used whenever available.

②
Farm Management

② Emphasizing the importance of good management is the first step here. Assistance will then be given in making inventories, keeping records, developing farm plans, analyzing the farm business, balancing factors of production, and developing supplemental sources of income.

② Farm and Home Unit Demonstrations - These demonstrations involving the entire farm and home in one unit demonstration will also be a major part of the adult activities program.

State Community Live-at-Home work

② The aim of this project, which is sponsored by the State and County Advisory Boards, is to have one Community in a county demonstrate a definite Live-at-home series of practices, for which the Advisory board pays cash awards for excellence in performance. Families set their own goals at the first of the year, and the farm Agent with an appointed committee encourages the work and does the scoring.

Beautiful Home & Surroundings Demonstration

Whatever one does to improve or beautify his or her home is usually copied by the neighbors. This characteristic is used to the fullest extent in getting farm people to beautify their homes. Lawns, shrubs, and flowers; fences and walks; and repair and painting of the home are things which will be emphasized in this Beautiful Home and Surroundings Demonstration. The value of demonstrators in this phase of work is very great.

Tours

② Visits to the Agricultural Experiment Stations, Outstanding farms, and homes accomplishing worthwhile goals and other places of Agricultural interest will be made.

STATE-WIDE MEETINGS

State Farmer' Conference

The State Farmers Conference will be attended by farmers from Charles City and New Kent Counties at Virginia State College this coming Spring. There will be observed demonstrations and practices which should be valuable and inspirational to them.

State Advisory Board Meeting

Charles City and New Kent had representatives at the State

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Advisory Board Meeting in Gloucester County on September 7 & 8, 1949. Mr. T. R. Williams, Tungstall, Va, attended from New Kent, and Mr. J. A. Oliver attended from Charles City along with the Local Farm Agent. The reports of the delegates were interesting and challenging. They showed that the farmers all over the State are making progress in improving their homes, conserving their skills, and increasing their crop yields. In 1950, Charles City and New Kent will have a report to make on their Live-at-Home Communities. Several speakers were presented in the Gloucester meetings. Outstanding among them were, Mr. L. B. Dietrick, Director Virginia Extension Service, Mr. J. W. Mitchell, Field Agent, USDA, Hon. T. C. Walker, Attorney-at-Law, Gloucester, Virginia, and Mr. F. B. Goode, Local Farm Agent, Gloucester County, Virginia.

4-H Club Work

Organization

The 4-H club organizations of the Counties thus far, consist of 8 4-H clubs, one 4-H club council, and the Adult leaders. Groundwork has been laid for other clubs, and evidence points to strong and active participation in 4-H club work here.

County Council

The County Council in its December meeting is to make plans for, and set goals for county-wide activities for 1950.

4-H Club enrollment

At present, the eight clubs have an enrollment of 78 boys and 121 girls. All of the members are in school. At this writing 15 meetings have been held, the work introduced and explained, and plans suggested. Projects have been discussed, and enthusiasm is high in regard to club work. Each member is required to carry a project, and everywhere, the parents are in accord with the program.

Leaders

Thus far, leaders have not been difficult to secure. It is hoped that they will stick to the job. So far there has been only one training meeting held for leaders, with 10 attending.

Projects

PROJECTS

There are no project reports for 1949, for the work was started too far up into the year. Initiated in September, it has been impossible in three months, to have a report on projects completed. 1950 should unveil much progress along the 4-H club project line. Members have been encouraged to carry the following projects: Crops, gardens, fruit trees, small fruit, breeding pigs, sow and litter, fat pigs, poultry, and Home Grounds Beautification.

COOPERATION WITH OTHER AGENCIES

A meeting of the County Advisory Board is scheduled to be held

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along with other neighborhood leaders on December 17. One of the main purposes of this meeting will be to acquaint the people more with the FMA practices and policies. Plans will be made, and committees appointed to distribute this information over the counties.

FMA - Two farmers have been advised on the procedure in getting assistance from this agency. Both of them own land, and they wish to secure money to purchase some farm machinery.

District Soil Conservation Agency - Several farmers have been acquainted with the services of this agency. Some wish to have maps and soil conservation plans made for their farms. More farmers will be advised of this service.

Public Health - This program will also have to be worked out in cooperation with, or in conjunction with the ones of similar nature now operating. At this writing, no significant steps have been taken.

OTHER MEANS OF REACHING PEOPLE

It has been found that the other most effective means of reaching people is through the Parent Teachers Association, the Churches, and Church Groups. An extension News Bulletin, to be published by the farm Agent, and circulated among the folk of the counties, is planned to be another very effective way of contacting many others. The work will be spread more, and more people will be reached, when more community and special leaders are assisting.

EVALUATION OF YEARS WORK

Many encouraging things have been accomplished since September 1st. Cooperation has been good, but too much can not be accomplished in a short time. Significant contacts have been made, and significant projects initiated. However, at this time and point, it is hardly justifiable to the Agent, to Charles City or New Kent to attempt to evaluate the work very definitely.

TRENDS AND DEVELOPMENTS

More and more people seem to be interested in more home food production for next year. Poultry and eggs seem to be gaining favor as a supplementary source of income. Evidence is that a cannery may be established in the County.. in the Spring. If this materializes, more and better gardens, and home orchards will certainly be a major part of the program here.

STATE-WIDE MEETINGS - See page 4.

Annual Farm And Home Agents Meeting

The annual farm and Home Agents Meeting was held at Virginia State College, Petersburg, October 24-28 th. The purpose of this meeting was, as its theme suggested, " to Study Our Job". Much

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helpful information and materials regarding extension work were made available there. Able and Capable speakers from Virginia State College, Virginia Agricultural Extension Service, USDA, Tennessee Valley Authority, University of Virginia, Lynchburg Broadcasting Cooperation, and Petersburg addressed the meetings with most important and practical food for thought and action. This annual Agents Meeting is, to my mind, the most helpful thing that could be had to keep the Agents up with the trends and alert to new approaches designed to improve and extend the effectiveness of the Extension program in general.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
AGENT'S ANNUAL REPORT

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 Charles City New Kent

REPORT OF

From Home Demonstration Agent 194 to 194

From 194 to 194

Assistant Home Demonstration Agent. From 194 to 194

4-H Club Agent. From 194 to 194

Assistant County Agent in charge of Club Work. From 194 to 194

Charles E. Colander From Sept 1, 1947 to Nov 30, 1947

Assistant Agricultural Agent. From 194 to 194



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director

16-5800-01

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 on 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 other 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.

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)				3	XXXXXX
2. Days devoted to work with adults				56	XXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth)				21	XXXXXXXX
4. Days in office				18	XXXXXXXX
5. Days in field				59	XXXXXXXX
6. Number of farm or home visits made in conducting extension work				115	115
7. Number of different farms or homes visited				52	52
8. Number of calls relating to extension work	(1) Office (2) Telephone			101	101
9. Number of news articles or stories published				7	7
10. Number of bulletins distributed				17	17
11. Number of radio talks broadcast or prepared for broadcasting					
12. Training meetings held for local leaders or committeemen	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance of leaders (c) Men (d) Women		1 8	1 8
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance			
14. Number of adult result demonstrations conducted		(1) Number (2) Total attendance			
15. Meetings held at such result demonstrations		(1) Adult work (2) 4-H Club and young men and women (older youth)			
16. Tours conducted	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance		1 32	1 32
17. Achievement days held	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance			

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified	Home demonstration agents		4-H Club agents ¹	Agricultural agents	County total ²
	(a)	(b)	(c)	(d)	(e)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number (b) Total members 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 (b) Total attendance		2	2
	(2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance			
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 (b) Total attendance			
	(2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance			

¹ Include assistant county agent in charge of 4-H Club work if he 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 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)	(2) Telephone	(3) Telephone			
22. Number of farms on which changes in practices have definitely resulted from the agricultural program					542
23. Number of farms involved in preceding question which were reached this year for the first time					15
24. Number of nonfarm families making changes in practices as a result of the agricultural program					1
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program					
26. Number of farm homes involved in preceding question that were reached this year for the first time					
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program					
28. Number of other homes involved in preceding question that were reached this year for the first time					
29. Number of farm homes with 4-H Club members enrolled					
30. Number of other homes with 4-H Club members enrolled					
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)					15
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)					

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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 Advisory Board (2) No. of members 25
- (b) Agricultural (1) Name _____ (2) No. of members _____
- (c) Home demonstration (1) Name _____ (2) No. of members _____
- (d) 4-H Clubs (1) Name _____ (2) No. of members _____
- (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 (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) 17

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 5

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) 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 7 (2) Women 14
- (b) 4-H Club and work with young men and women (older youth) (1) Men _____ (2) Women _____
- (c) Older club boys _____
- (d) 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 _____ ✓

Days devoted to line of work by	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers	(1) County	(2) Community	Total
47. Days devoted to line of work by	✓	✓	✓				<u>15 14</u>
48. Number of planning meetings held					1	4	
49. Number of unpaid voluntary leaders or committeemen assisting this year							
50. Days of assistance rendered by voluntary leaders or committeemen							

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).

50. Number of communities in which work was conducted this year	Corn	Wheat	Other cereals	Legumes	Feetures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents			✓	13	72	✓	✓	✓	✓	✓
(4) State extension workers										
52. Number of communities in which work was conducted this year	2			3						
53. Number of voluntary local leaders or committeemen assisting this year	0			1						
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime				6	4					
(3) The use of fertilizers				7						
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds				3						
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

51. Number of communities in which work was conducted this year	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock ¹
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
52. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	✓	✓	✓	18	✓	13	✓
(4) State extension workers							
53. Number of communities in which work was conducted this year				10		4	
54. Number of voluntary local leaders or committeemen assisting this year							
55. Number of breeding circles or clubs or improvement associations organized or assisted this year				✓	✓	✓	✓
56. Number of members in such circles, clubs, or associations				✓	✓	✓	✓
57. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals				✓	✓	✓	✓
58. Number of farmers assisted this year in—							
(1) Obtaining purebred males				✓	✓	✓	✓
(2) Obtaining purebred or high-grade females				✓	✓	✓	✓
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	1	XXXXX
(4) Improving methods of feeding						13	
(5) Controlling external parasites						2	
(6) Controlling diseases and internal parasites				6	45	1	✓
(7) Controlling predatory animals					✓	✓	✓

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

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 This report is to be filled out by the foreman or other person in charge of the work reported on. It should be filled out at the end of the year or at the end of the period for which the work was done. It should be filled out for each year from 1941 to 1945. It should be filled out for each year from 1946 to 1950. It should be filled out for each year from 1951 to 1955. It should be filled out for each year from 1956 to 1960. It should be filled out for each year from 1961 to 1965. It should be filled out for each year from 1966 to 1970. It should be filled out for each year from 1971 to 1975. It should be filled out for each year from 1976 to 1980. It should be filled out for each year from 1981 to 1985. It should be filled out for each year from 1986 to 1990. It should be filled out for each year from 1991 to 1995. It should be filled out for each year from 1996 to 2000. It should be filled out for each year from 2001 to 2005. It should be filled out for each year from 2006 to 2010. It should be filled out for each year from 2011 to 2015. It should be filled out for each year from 2016 to 2020. It should be filled out for each year from 2021 to 2025. It should be filled out for each year from 2026 to 2030. It should be filled out for each year from 2031 to 2035. It should be filled out for each year from 2036 to 2040. It should be filled out for each year from 2041 to 2045. It should be filled out for each year from 2046 to 2050. It should be filled out for each year from 2051 to 2055. It should be filled out for each year from 2056 to 2060. It should be filled out for each year from 2061 to 2065. It should be filled out for each year from 2066 to 2070. It should be filled out for each year from 2071 to 2075. It should be filled out for each year from 2076 to 2080. It should be filled out for each year from 2081 to 2085. It should be filled out for each year from 2086 to 2090. It should be filled out for each year from 2091 to 2095. It should be filled out for each year from 2096 to 2100.

CONSERVATION OF NATURAL RESOURCES

	Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by: <ul style="list-style-type: none"> (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers 	✓	✓	✓
63. Number of communities in which work was conducted this year	2		
64. Number of voluntary local leaders or committeemen assisting this year			

Soil and Water—Continued

Forestry—Continued

65. Number of farmers assisted this year— <ul style="list-style-type: none"> (a) With problems of land use (b) In the use of crop rotations (c) With strip cropping (d) In constructing terraces (e) In grassing waterways or otherwise preventing or controlling gullies (f) With contour farming of cropland (g) In contouring pasture or range (h) In the use of cover or green-manure crops (i) In otherwise controlling wind or water erosion (j) In summer-fallowing (k) In making depth-of-moisture tests (l) With drainage (m) With irrigation (n) With land clearing 	✓	✓	✓
66. Number of farmers— <ul style="list-style-type: none"> (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 	✓	✓	✓
67. Number of farmers assisted this year— <ul style="list-style-type: none"> (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings) (b) In making improved thinnings, weeding 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 	✓	✓	✓
68. Number of farmers cooperating this year in prevention of forest fires			✓
69. Number of farmers assisted this year— <ul style="list-style-type: none"> (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 pasture 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.	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	(1)		
	(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	75. Number of farmers assisted this year—Continued	(e) In getting started in farming, or in relocating	
	(b) Enterprise		(f) With credit problems (debt adjustment and financial plans)	
	(c) Other		(g) In using "outlook" to make farm adjustments	
74. Number of farmers assisted this year in keeping—	(a) Farm inventory		(h) With a farm-income statement for tax purposes	
	(b) General farm records		(i) With farm-labor problems	
	(c) Enterprise records		(j) In developing supplemental sources of income	
75. Number of farmers assisted this year—			(k) In other indicated information	
(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				
(e) In the use of each category				

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, international competition, etc.)	Land policy and programs (distribution 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 FMA 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	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(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				110							
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 ¹ assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)											
89. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
90. Number of farmers or families (not members of cooperatives) ² assisted during the year	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
91. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² 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.
³ Organized pieces of work.

15-58074-7

REPRODUCED FROM THE NATIONAL ARCHIVES

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with clubs, 4-H Club members, and young men and women (older 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 _____				
100.	(1) Home demonstration agents _____				
100.	(2) 4-H Club agents _____				
100.	(3) Agricultural agents _____				
100.	(4) State extension workers _____				
103.	Number of communities in which work was conducted this year _____				
104.	Number of voluntary local leaders or committeemen assisting this year _____				
Rural Electrification—Continued					
106.	Number of families assisted this year in—		106. Number of associations organized or assisted this year to obtain electricity. (Report associations, not individual members).		
106.	(a) Constructing dwellings _____		107. Number of families assisted this year in—		
106.	(b) Remodeling dwellings _____		(a) Obtaining electricity _____		
106.	(c) Installing sewage systems _____		(b) Selection or use of electric lights or home electrical equipment _____		
106.	(d) Installing water systems _____		(c) Using electricity for income-producing purposes _____		
106.	(e) Installing heating systems _____		Farm Buildings—Continued		
106.	(f) Providing needed storage space _____		108. Number of farmers assisted this year in—		
106.	(g) Rearranging or improving kitchens _____		(a) The construction of farm buildings _____		
106.	(h) Improving arrangement of rooms (other than kitchens) _____		(b) Remodeling or repairing farm buildings _____		
106.	(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings _____		(c) Selection or construction of farm-building equipment _____		
106.	(j) Selecting housefurnishings or equipment (other than electric) _____		Farm Mechanical Equipment—Continued		
106.	(k) Improving housekeeping methods _____		109. Number of farmers assisted this year in—		
106.	(l) Laundry arrangement _____		(a) The selection of mechanical equipment _____		
106.	(m) Installing sanitary closets or outhouses _____		(b) Making more efficient use of mechanical equipment _____		
106.	(n) Screening or using other recommended methods of controlling flies or other insects _____		110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year _____		
106.	(o) Improving home grounds _____		111. Number of gin stands assisted this year in the better ginning of cotton _____		
106.	(p) Planting windbreaks or shelterbelts _____				

At 4 "extension workers" has indicated "most of" what follows in this column. If "most of" is not indicated, the extension worker has indicated that he has not been involved in the activity. If "most of" is not indicated, the extension worker has indicated that he has not been involved in the activity.

NUTRITION AND HEALTH

Includes 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 safety and preservation (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 above subitems minus duplications due to families making changes in production of more than one kind of food.				
(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 above subitems minus duplications due to families using more than one method of preserving.				
(g) In producing and preserving home food supply according to annual food-supply budget.				
(A) 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.				

U. S. 11

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117. Includes all work with adults, 4-H Club members, and young men and women (older youth) <u>117</u>				
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.				

(c) 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* 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 2.

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.

* The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
 † Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), 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	✓	✓	✓	✓	Acres
139. Oilseed crops					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					Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					x x x x x x x x x x x x
159. Forestry					Acres
160. Wildlife and nature study (game and fur animals)					x x x x x x x x x x x x
161. Agricultural engineering, farm shop, electricity, tractor					Articles made Articles repaired
162. Farm management					x x x x x x x x x x x x
163. Food selection, preparation, and/or baking					Meals served
164. Food preservation. (Include frozen foods)					Quarts canned
165. Health, home nursing, and first aid					xx Quarts frozen xx Pounds frozen
165a. Child care					Garments made
166. Clothing					Garments remodeled
167. Home management (housekeeping)					L-nits Rooms
168. Home furnishings and room improvement					Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					x x x x x x x x x x x x
171. All others					x x x x x x x x x x x x
172. Total (project enrollment and completion)					x x x x x x x x x x x x

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

173. Number of 4-H Clubs (do not count the same club more than once)
174. Number of different 4-H Club members enrolled (a) Boys (b) Girls
175. Number of different 4-H Club members completing (a) Boys (b) Girls
176. Number of different 4-H Club members in school (a) Boys (b) Girls
177. Number of different 4-H Club members out of school (a) Boys (b) Girls
178. Number of different 4-H Club members from farm homes (a) Boys (b) Girls
179. Number of different 4-H Club members from nonfarm homes (a) Boys (b) Girls

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	11	12	13	14
1st year			10 and under							
2d year			11							
3d year			12							
4th year			13							
5th year			14							
6th year			15							
7th year			16							
8th year			17							
9th year			18							
10th and over			19							
			20 and over							

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

- A. Extension organized groups of young men and women:
185. Number of such groups worked with during 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		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Young women	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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
191. Number in such groups (a) Different young men (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 (b) Young women
194. Question discontinued.

* 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.
 † 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 12, 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.
 ‡ Same as footnote 1, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

	Items (a)	General order items (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.			

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. Councils (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											
(4) State extension workers											
200. Number of communities in which work was conducted this year.											
201. Number of voluntary local leaders or committeemen assisting this year.											
202. Number of meetings participated in this year by extension workers.											

1. Include grasshoppers, armyworms, white-bugs, and other insects not reported under specific crop or livestock headings.

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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 adopted.
 - (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 18 to 39 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)