

## 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 South Carolina County Greenville

### REPORT OF

Delphena H. Arnold  
(Name) Home Demonstration Agent.

From Dec. 1, 1946 to Nov. 30, 1947

Assistant Home Demonstration Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

4-H Club Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

L. N. Anderson  
Assistant County Agent in charge of Club Work.  
Agricultural Agent.

From Dec. 1, 1946 to Nov. 30, 1947

Assistant Agricultural Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date

State Extension Director.



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

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

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

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

### NARRATIVE SUMMARY

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

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

A good narrative report should enable the reader to obtain a comprehensive picture of—

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

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

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive 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 <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12		12	x x x x x x x x
2. Days devoted to work with adults <sup>3</sup>		160		177	x x x x x x x x
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		129		123	x x x x x x x x
4. Days in office <sup>3</sup>		72		88	x x x x x x x x
5. Days in field <sup>3</sup>		217		212	x x x x x x x x
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		368		469	837
7. Number of different farms or homes visited		248		287	535
8. Number of calls relating to extension work	(1) Office	207		1178	1387
	(2) Telephone	147		363	510
9. Number of news articles or stories published <sup>5</sup>				13	13
10. Number of bulletins distributed				46	46
11. Number of radio talks broadcast or prepared for broadcasting				0	0
	(a) Number	2		2	4
12. Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance of:		28	28
	(b) Men leaders				82
	(c) Women leaders	72			
	(2) 4-H Club and older youth	(a) Number	2	2	4
		Total attendance of:			
	(b) Leaders	88		12	100
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	172		172
	(b) Total attendance	2898			2898
	(2) 4-H Club and older youth	(a) Number	283		283
	(b) Total attendance	3474			3474
14. Number of adult result demonstrations conducted				91	91
15. Meetings held at such result demonstrations	(1) Number			3	3
	(2) Total attendance			42	42
	(a) Number	5		2	7
	(b) Total attendance	65		31	96
16. Tours conducted	(1) Adult work	(a) Number			
	(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number			
	(b) Total attendance				
	(1) Adult work	(a) Number	1		1
	(b) Total attendance	23	2		237
17. Achievement days held	(2) 4-H Club and older youth	(a) Number	1		2
	(b) Total attendance	31	1	283	594

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

<sup>4</sup> Do not count a single visit to both the farm and home as two visits.

<sup>5</sup> 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 (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number (b) Total members attending (c) Total others attending	1 2			1 2
	(2) 4-H Club and older youth	(a) Number (b) Total boys attending (c) Total girls attending (d) Total others attending	2 138 71		1 27 6	3 27 77
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	1 116			1 116
	(2) 4-H Club and older youth	(a) Number (b) Total attendance	2 68		1 4	3 72
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 older youth	(a) Number (b) Total attendance				

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

<sup>3</sup> 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)	3434
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	265
23. Number of farms involved in preceding question which were reached this year for the first time	47
24. Number of nonfarm families making changes in practices as a result of the agricultural program	9
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	787
26. Number of farm homes involved in preceding question that were reached this year for the first time	32
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	496
28. Number of other homes involved in preceding question that were reached this year for the first time	9
29. Number of farm homes with 4-H Club members enrolled	363
30. Number of other homes with 4-H Club members enrolled	73
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	942
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	499



# EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general.....	(1) Name <u>County Planning Committee</u>	(2) No. of members.....	<u>43</u>
(b) Agricultural.....	(1) Name <u>Farm Planning Committee</u>	(2) No. of members.....	<u>32</u>
(c) Home demonstration.....	(1) Name <u>County Council of Farm Women</u>	(2) No. of members.....	<u>51</u>
(d) 4-H Club.....	(1) Name <u>4-H County Council</u>	(2) No. of members.....	<u>59</u>
(e) Older youth.....	(1) Name.....	(2) No. of members.....	

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

(a) Agricultural.....	<u>32</u>	(b) Home demonstration.....	<u>51</u>	(c) 4-H Club.....	<u>59</u>	(d) Older youth.....	
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35. Total number of communities in county. (Do not include number of neighborhoods.)..... 23

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 21

37. Number of clubs or other groups organized to carry on adult home demonstration work..... 21

38. Number of members in such clubs or groups..... 418

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

40. Number of neighborhood and community leaders in the neighborhood-leader system..... Men 44 Women 38

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

(a) Adult work.....	(1) Men <u>44</u>	(b) 4-H Club and older youth work.....	(1) Men <u>8</u>	(3) Older club boys.....	
	(2) Women <u>19</u>		(2) Women <u>9</u>	(4) Older club girls.....	<u>12</u>

## COOPERATIVE AGRICULTURAL PLANNING

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

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)..... 21

45. Number of members of such community planning committees: (a) Men..... (b) Women 59 (c) Youth.....

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>1</sup> (c)
(1) Home demonstration agents.....	<u>9</u>		<u>9</u>
(2) 4-H Club agents.....			
(3) Agricultural agents.....	<u>5</u>	<u>4</u>	<u>9</u>
(4) State extension workers.....			
47. Days devoted to line of work by.....			
(1) County.....	<u>3</u>	<u>7</u>	<u>10</u>
(2) Community.....	<u>13</u>	<u>12</u>	<u>25</u>
48. Number of planning meetings held.....	<u>34</u>	<u>32</u>	<u>66</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	<u>81</u>	<u>51</u>	<u>132</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			

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



## CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and 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	16	8	6	12	7	22		12	7	4
(4) State extension workers										
52. Number of communities in which work was conducted this year	12	12	12	12	3	12		12	12	5
53. Number of voluntary local leaders or committeemen assisting this year	34	30	18	22	3	37		35	9	5
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	16	11	3	26	2	16		9	2	1
(2) The use of lime	7	17	3	15	2	16		3	0	0
(3) The use of fertilizers	34	30	18	22	3	32		35	9	5
(4) Controlling plant diseases	0	5	2	8	0	9		6	6	1
(5) Controlling injurious insects	7	5	0	0	0	7		6	6	0
(6) Controlling noxious weeds	0	0	0	16	3	0		6	0	0
(7) Controlling rodents and other animals	0	0	0	0	0	0		2	0	0

## LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock <sup>1</sup> (g)
(1) Home demonstration agents						12	
(2) 4-H Club agents							
55. Days devoted to line of work by—							
(3) Agricultural agents	12	12	0	12	0	10	2
(4) State extension workers							
56. Number of communities in which work was conducted this year	12	4	0	12	0	25	2
57. Number of voluntary local leaders or committeemen assisting this year	28	9	0	37	0	25	4
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1	1	0	1	0	0	0
59. Number of members in such circles, clubs, or associations	23	4	0	22	0	0	0
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	4	0	0	8	0	2	0
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	2	0	0	4	0	17	0
(2) Obtaining purebred or high-grade females	7	0	0	16	0	14	0
(3) Obtaining better strains of baby chicks (including hatching eggs)	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	39	x x x x x
(4) Improving methods of feeding	11	4	0	20	0	81	1
(5) Controlling external parasites	2	3	0	9	0	111	0
(6) Controlling diseases and internal parasites	2	3	0	9	0	111	0
(7) Controlling predatory animals	0	0	0	0	0	3	0

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



# CONSERVATION OF NATURAL RESOURCES <sup>1</sup>

Include all work with adults, 4-H Club members, and older youth			
	Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	6	5	3
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	8	3	3
64. Number of voluntary local leaders or committeemen assisting this year.....	16	9	9

## Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use.....	23
(b) In the use of crop rotations.....	13
(c) With strip cropping.....	9
(d) In constructing terraces.....	9
(e) In grassing waterways or otherwise preventing or controlling gullies.....	2
(f) With contour farming of cropland.....	7
(g) In contouring pasture or range.....	9
(h) In the use of cover or green-manure crops.....	4
(i) In otherwise controlling wind or water erosion.....	4
(j) In summer-fallowing.....	0
(k) In making depth-of-moisture tests.....	3
(l) With drainage.....	0
(m) With irrigation.....	0
(n) With land clearing.....	0
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year.....	10
(b) Assisted in arranging for farm-conservation plans this year.....	6
(c) Assisted in doing work based on definite farm-conservation plans this year.....	6

## Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	0
(b) In making improved thinnings, weedings or pruning of forest trees.....	0
(c) With selection cutting.....	1
(d) With production of naval stores.....	0
(e) With production of maple-sirup products.....	9
(f) In timber estimating and appraisal.....	1
68. Number of farmers cooperating this year in prevention of forest fires.....	9

## Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish.....	0
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or live-stock.....	6
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders.....	0
(d) With other plantings for food and protection in wild-life areas.....	0

<sup>1</sup> Include nature study.



# FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, <sup>1</sup> 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	1		1
	(2) 4-H Club agents.....				
	(3) Agricultural agents.....	5	8	6	2
	(4) State extension workers.....				
71. Number of communities in which work was conducted this year.....		3	2		25
72. Number of voluntary local leaders or committeemen assisting this year.....					25
73. Number of farm-survey records taken during the year:—		(a) Farm business.....	75. Number of farmers assisted this year—Continued.		
74. Number of farmers assisted this year in keeping—	(b) Enterprise.....		(e) In getting started in farming, or in re-locating.....		16
	(c) Other.....		(f) With credit problems (debt adjustment and financial plans).....		6
			(g) In using "outlook" to make farm adjustments.....		9
75. Number of farmers assisted this year—	(a) Farm inventory.....	52	(h) With a farm-income statement for tax purposes.....		18
	(b) General farm records.....	37	(i) With farm-labor problems.....		37
	(c) Enterprise records.....		(j) In developing supplemental sources of income.....		
(a) In developing a farm plan only.....		6			
(b) In developing a farm and home plan.....					
(c) In analyzing the farm business.....		8			
(d) In improving landlord-tenant relations and leasing arrangements.....					

## GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents.....				
	(2) 4-H Club agents.....				
	(3) Agricultural agents.....	2		2	6
	(4) State extension workers.....				
77. Number of communities in which work was conducted this year.....		4		4	7
78. Number of voluntary local leaders or committeemen assisting this year.....		0		4	16
79. Number of tours conducted this year to observe economic and social conditions in various land use areas.....					2
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.....					3
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural).....					7
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.....					2

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



# MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	<sup>a</sup> Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment <sup>2</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents					3	2				2	
(2) 4-H Club agents											
(3) Agricultural agents	3	4	7	12	6	10	4	1	0	3	4
(4) State extension workers											
84. Number of communities in which work was conducted this year	12	12	12	12	19	19	12	2	0	19	4
85. Number of voluntary local leaders or committeemen assisting this year	37	39	36	29	19	19	44	3	0	19	5
86. Number of new cooperatives <sup>3</sup> assisted in organizing during the year					19	19				19	
87. Number of established cooperatives <sup>3</sup> assisted during the year											
88. Number of members <sup>3</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	31				73	41				22	
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$619 <sup>50</sup>	\$435 <sup>00</sup>	\$465 <sup>00</sup>	\$695 <sup>00</sup>	\$1192 <sup>10</sup>	\$820 <sup>14</sup>	\$2400 <sup>00</sup>	\$690 <sup>00</sup>	\$0	\$218.25	\$3400 <sup>00</sup>
92. Number of private marketing and distributing agencies and trade groups assisted this year										0	
93. Number of programs <sup>3</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year										0	
94. Number of marketing facilities improvement programs <sup>3</sup> participated in or conducted this year										0	
95. Number of marketing surveys assisted with or conducted this year										0	
96. Number of special merchandising programs <sup>3</sup> participated in or conducted this year										0	
97. Number of consumer information programs <sup>3</sup> pertaining to marketing and distribution participated in or conducted this year										0	
98. Number of programs <sup>3</sup> relating to marketing services and costs of distribution conducted this year										0	
99. Number of programs <sup>3</sup> relating to transportation problems conducted this year										0	
100. Number of programs <sup>3</sup> relating to the specific use of market information conducted this year										0	
101. Number of other marketing programs <sup>3</sup> conducted this year (specify)										0	

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

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

<sup>3</sup> Organized pieces of work.



# HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and 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—				
(1) Home demonstration agents	28	2		
(2) 4-H Club agents				
(3) Agricultural agents	4	2	3	6
(4) State extension workers				
103. Number of communities in which work was conducted this year	25	4	3	3
104. Number of voluntary local leaders or committeemen assisting this year	25	4	5	5

## 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

107. Number of families assisted this year in—

- (a) Obtaining electricity
- (b) Selection or use of electric lights or home electrical equipment
- (c) Using electricity for income-producing purposes

## Farm Buildings—Continued

108. Number of farmers assisted this year in—

- (a) The construction of farm buildings
- (b) Remodeling or repairing farm buildings
- (c) Selection or construction of farm-building equipment

## Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—

- (a) The selection of mechanical equipment
- (b) Making more efficient use of mechanical equipment

110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year

111. Number of gin stands assisted this year in the better ginning of cotton



# NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and 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	57	63	21	14
(2) 4-H Club agents				
(3) Agricultural agents	12	11		2
(4) State extension workers				
113. Number of communities in which work was conducted this year	25	25	25	25
114. Number of voluntary local leaders or committeemen assisting this year	25	25	25	16
115. Number of families assisted this year—				
(a) In improving diets	93			
(b) With food preparation	71			
(c) In improving food supply by making changes in home food production <sup>1</sup>	179			
(1) Of vegetables	77			
(2) Of fruits	63			
(3) Of meats	163			
(4) Of milk	31			
(5) Of poultry and eggs	147			
(d) With home butchering, meat cutting or curing	137			
(e) With butter or cheese making				
(f) With food preservation problems <sup>2</sup>	189			
(1) Canning	149			
(2) Freezing	128			
(3) Drying				
(4) Storing				
(g) In producing and preserving home food supply according to annual food-supply budget	38			
(h) In canning according to a budget	321			
(i) With child-feeding problems	82			
(j) In the prevention of colds and other common diseases	148			
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				116
(l) With first-aid or home nursing				309
(m) In removing fire and accident hazards				329
116. Number of schools assisted this year in establishing or maintaining hot school lunches				38
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

115(g)

## FOOD PRESERVATION BY ADULTS

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	31 743	29 872	16 722
2. Gallons brined			
3. Pounds: Dried <sup>3</sup>	21 678	19 742	
4. Cured <sup>3</sup>			
5. Stored			31 744
6. Frozen <sup>4</sup>	23 997	19 763	29 742
7. Number of different families represented by the above figures			479

115(h)

## FOOD PRESERVATION BY 4-H CLUB MEMBERS

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	21 968	12 942	13 13
2. Gallons brined			
3. Pounds: Dried <sup>3</sup>	3 817	1 647	
4. Cured <sup>3</sup>			3 150
5. Stored	2 728	1 172	
6. Frozen <sup>4</sup>			9 75

<sup>1</sup> Sum of the subitems minus duplications due to families participating in more than one activity.

<sup>2</sup> Weight of finished product after drying.

<sup>3</sup> Weight of product before curing.

<sup>4</sup> Include contents of locker plants and home freezer units.

<sup>5</sup> Do not include vine-matured peas and beans.



## CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents.....	5	12	6	19
	(2) 4-H Club agents.....				8
	(3) Agricultural agents.....				
	(4) State extension workers.....				
119. Number of communities in which work was conducted this year.....		25	25	25	25
120. Number of voluntary local leaders or committeemen assisting this year.....		12	12	12	12

## 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.....

31

47

122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—

- (a) Food.....
- (b) Clothing.....
- (c) Housefurnishings and equipment.....
- (d) General household supplies.....

19

19

19

19

123. Number of families assisted this year through cooperative associations<sup>1</sup> or individually, with the buying of—

- (a) Food.....
- (b) Clothing.....
- (c) Housefurnishings and equipment.....
- (d) General household supplies.....

97

184

73

28

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

217

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.....

144

138

572

## Family Relationships—Child Development—Continued

128. Number of families assisted this year—

- (a) With child-development and guidance  
problems.....
- (b) In improving family relationships.....

84

42

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....

117

130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....

91

(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.....

142

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

18

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.....

31

137. Number of school or other community grounds improved this year according to recommendations.....

12

<sup>1</sup> 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.

<sup>2</sup> 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	27		23		40	Acres
139. Other cereals						Acres
140. Peanuts		14		14	4	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil and water conservation						Acres
143. Potatoes, Irish and sweet	11		6		4.5	Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits		3		3		Acres
147. Home gardens	37	93	31	77	24 1/2	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	28	84	24	77	47 8/4	Birds
151. Dairy cattle	7		3		3	Animals
152. Beef cattle	16		4		4	Animals
153. Sheep						Animals
154. Swine	42		35		35	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds		147		141	x x x x x x x x x x x x	Acres
159. Forestry						
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		84		81	{ 29 4/6	Meals planned
					{ 29 4/2	Meals served
164. Food preservation. (Include frozen foods)		31		31	31 6 4/2	Quarts preserved
165. Health, home nursing, and first aid					x x x x x x x x x x x x	
165a. Child care		19		17	x x x x x x x x x x x x	
166. Clothing		97		92	{ 12 1/1	Garments made
					{ 16 1/8	Garments remodeled
167. Home management (housekeeping)		117		17		Units
168. Home furnishings and room improvement		142		142	{ 142	Rooms
					{ 947	Articles
169. Home industry, arts and crafts		15		14	119	Articles
170. Junior leadership		28		24	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)	162	872	126	746	x x x x x x x x x x x x	



# 4-H CLUB MEMBERSHIP<sup>1</sup>

173. Number of 4-H Clubs. 28
174. Number of different 4-H Club members enrolled. (a) Boys 162 (b) Girls 521
175. Number of different 4-H Club members completing. (a) Boys 126 (b) Girls 497
176. Number of different 4-H Club members in school. (a) Boys 115 (b) Girls 473
177. Number of different 4-H Club members out of school. (a) Boys 11 (b) Girls 58
178. Number of different 4-H Club members from farm homes. (a) Boys 126 (b) Girls 484
179. Number of different 4-H Club members from nonfarm homes. (a) Boys 47 (b) Girls 47

## Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>23</u>	<u>31</u>	10 and under	<u>9</u>	<u>23</u>
2d	<u>18</u>	<u>11</u>	11	<u>14</u>	<u>37</u>
3d	<u>28</u>	<u>61</u>	12	<u>27</u>	<u>51</u>
4th	<u>27</u>	<u>96</u>	13	<u>27</u>	<u>45</u>
5th	<u>24</u>	<u>79</u>	14	<u>26</u>	<u>72</u>
6th	<u>19</u>	<u>40</u>	15	<u>20</u>	<u>47</u>
7th	<u>11</u>	<u>97</u>	16	<u>13</u>	<u>84</u>
8th	<u>7</u>	<u>14</u>	17	<u>12</u>	<u>29</u>
9th	<u>5</u>	<u>22</u>	18	<u>8</u>	<u>62</u>
10th and over	<u>20</u>	<u>20</u>	19	<u>6</u>	<u>23</u>
			20 and over	<u>58</u>	<u>58</u>

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging. 14 (f) Fire and accident prevention. 12
- (b) Giving demonstrations. 14 (g) Wildlife conservation. 4
- (c) Recreational leadership. 8 (h) Keeping personal accounts. 22
- (d) Music appreciation. 0 (i) Use of economic information. 0
- (e) Health. 0 (j) Soil and water conservation. 0
- (k) Forestry. 0
183. Number of 4-H Club members having health examination because of participation in the extension program. 2
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs. 2

# WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. 1
186. Membership in such groups. (a) Young men. 57  
(b) Young women. 57

187. Number of members by school status and age	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						
(2) Young women	<u>41</u>	<u>11</u>	<u>5</u>	<u>41</u>	<u>12</u>	<u>4</u>

188. Number of meetings of older rural youth extension groups. 2
189. Total attendance at such meetings. 171
190. Number of other older rural youth groups assisted.
191. Membership in such groups. (a) Young men. 14  
(b) Young women. 14
192. Number of older rural youth not in extension or other youth groups assisted. (a) Young men. 14  
(b) Young women. 14
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications). (a) Young men. 14  
(b) Young women. 14

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-39 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Same as footnote 2, except that reference is to completions instead of enrollments.



# MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General-feeder insects <sup>1</sup> (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			35
(2) 4-H Club agents			2
(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			

## SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			3
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			

## 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 Conserva- tion Service (f)	Farmers Home Administration (g)	Rural Electrifi- cation 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			3	3		3	3	1		1	1
(4) State extension workers											
200. Number of communities in which work was conducted this year			12	12		5	6	3		1	12
201. Number of voluntary local leaders or committeemen assisting this year			37	10		12	32	7		5	5
202. Number of meetings participated in this year by extension workers				2		2	3				

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.



## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

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