

# COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service,  
Office of Cooperative Extension Work  
Washington, D. C.

## ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is to be used by county extension agents, such as county agricultural agent, home demonstration agent, club agent, and negro agent, reporting on their respective lines of work.

State North Carolina County Home Dem. Agents (White)

Report of Mrs. Jane S. McKinmon County State Agent  
(Name) (Title)

From December 1, 1930 to November 30, 1931

If agent has not been employed entire year, indicate exact period. Agents resigning during the year should make out this report before quitting the service.

### READ DEFINITIONS, PAGE 3



Approved:

Date \_\_\_\_\_

State or District Supervisor.

Date \_\_\_\_\_

State Extension Director.

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

The annual report should be a summary, with analysis and interpretations, for presentation to the people of the county, the State, and the Nation of the extension activities in each county for the year and the results obtained by the county extension agent, assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agent and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support of extension work.

Separate statistical and narrative reports are desired from each leader of a line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and negro agent, regardless of title. Where an assistant agent has been employed a part or all of the year, a report on 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. Where two or more agents are employed in a county, each a leader of a line of work, statistics should not be duplicated.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy 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

The narrative report should summarize and interpret the outstanding results accomplished and the extension methods used, under appropriate subheadings, for each project. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with necessary data from the statistical summary. Use an interesting style of writing, giving major accomplishments first under each project. Give extension methods fully relating to outstanding results only, and where practicable illustrate with photographs, maps, diagrams, blue prints, or copies of charts and other forms used. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented. Each agent should adapt the outline to the situation and the work to be reported.

#### SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Status of county extension organization.
  - (1) Form of organization—changes and development.
  - (2) Function of local people, committees, or project leaders in developing the program of work.
  - (3) General policies, including relationships to other organizations.
- IV. Program of work; listing goals set up, methods employed, and results achieved.
  - (1) Factors considered and methods used in determining program of work.
  - (2) Project activities and results.
 

(a) Cereals.	(m) Dairy.
(b) Legumes and forage crops.	(n) Other livestock.
(c) Potatoes, Irish.	(o) Farm management.
(d) Cotton.	(p) Marketing, farm and home.
(e) Tobacco and other special crops.	(q) Foods and nutrition.
(f) Home gardens and home beautification.	(r) Child training and care.
(g) Market garden and truck crops.	(s) Clothing.
(h) Fruits.	(t) Home management.
(i) Forestry.	(u) Home furnishings.
(j) Rodents and miscellaneous insects.	(v) Home health and sanitation.
(k) Agricultural engineering and home engineering.	(w) Community activities.
(l) Poultry.	(z) Miscellaneous.
- V. Outlook and recommendations, including suggestive program of work for next year.
- VI. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

### STATISTICAL SUMMARY

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting:

#### DEFINITIONS OF TERMS USED IN THIS REPORT

1. A program of work is a statement of the specific lines of extension work to be undertaken by the extension agent during a year or a period of years.

2. A plan of work is a definite outline of procedure for carrying out the different phases of the program of work. 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.

3. 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.

4. 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.

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, home maker, 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, or that the use of certified seed in growing potatoes is a good investment.

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 result demonstrator is an adult, boy, or girl who conducts a result demonstration as defined above.

7. A cooperator is a farmer or home maker 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.

8. 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.

9. 4-H Club members enrolled are those boys and girls who actually start the work outlined for the year.

10. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.

11. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.

12. A training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.

13. An office call is a call in person by an individual or 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.

14. 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.

15. Days in office should include time spent by the county extension agent in his office, extension conferences, and any other work directly related to office administration.

16. Days in field should include all days spent on official duty other than those spent in office.

17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)

18. An extension school is a school usually of two to six days' duration, arranged by the extension service, where practical instruction is given to persons not resident at the college. An extension short course differs from an extension school in that it is usually held at the college or other educational institution and usually for a longer period of time.

19. 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.

GENERAL ACTIVITIES

Report Only This Year's Activities and Results that can be Verified

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report.

Mrs. Jane S. McKimmon State Agent 12 months  
 (Name) (Title) (Months of service this year)  
 60 Agents Home Dem. Agents 60 668 1/6

2. County extension organization or association.

(a) Name 57 74  
 7 2683 (1) Men 4 821  
 (b) Number of members (2) Women 58 2636

3. Number of communities in county where extension work should be conducted 60 1339 3

4. Number of above communities in which the extension program has been cooperatively worked out by extension agents and local committees 59 1087 4

5. Number of different voluntary county or community local leaders or committeemen actively engaged in forwarding the extension program.

(a) Adult work 4 62  
 (1) Men 57 2698  
 (2) Women 7 43  
 (1) Men 35 268  
 (2) Women 7 35  
 (3) Older club boys 45 525  
 (4) Older club girls 59 788

6. Number of clubs or other groups organized to carry on adult home demonstration work 59 20831 6

7. Members in above clubs or groups 60 670 7

8. Number of 4-H Clubs 13 997 8

9. Number of different 4-H Club members enrolled (a) Boys 11 786  
 (b) Girls 60 19436 9

10. Number of different 4-H Club members completing (a) Boys 57 11906  
 (b) Girls 11 786 10

11. Number of members enrolled in 4-H Club work for:

	1st Year	2d Year	3d Year	4th Year	5th Year	6th Year and Over
(a) Boys	409	390	107	85	44	11
(b) Girls	527	4208	3128	49805	3901	25493

Age	10	11	12	13	14	15	16	17	18	19	20
Boys	49	89	116	121	128	8	97	82	539	317	81
Girls	1571	2146	2869	3100	2793	2242	1777	1182	647	342	237

12. Number of 4-H Club members according to age. This total should equal the sum of the project enrollments reported on pages 8 to 21, less any duplications due to the same boy or girl carrying on two or more subject-matter lines of work.

## GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

13. Number of 4-H Club members in school.....	57	18599	Out of school.....	41	982	13
14. Number of 4-H Club teams trained.....			(a) Judging.....	9	22	14
			(b) Demonstration.....	5	6	
15. Number of groups organized for extension work with rural young people above the 4-H Club age.....			(a) Young men.....	1	8	15
16. Members in above groups.....			(b) Young women.....	6	123	16
17. Total number of farm visits <sup>2</sup> made in conducting extension work.....				4	843	17
18. Number of different farms visited.....				7	852	18
19. Total number of home visits <sup>2</sup> made in conducting extension work.....				59	17171	19
20. Number of different homes visited.....				59	10919	20
21. Number of calls relating to extension work.....			(a) Office.....	59	23351	21
			(b) Telephone.....	56	22674	
22. Number of days agent spent in office.....				60	3555	22
23. Number of days agent spent in field.....				60	12052	23
24. Number of news articles or stories published <sup>3</sup> .....				59	3822	24
25. Number of individual letters written.....				59	43819	25
26. Number of different circular letters prepared (not total copies mailed).....				59	8002	26
27. Number of bulletins distributed.....				60	138701	27
28. Number of radio talks made.....				4	5	28
29. Number of events at which extension exhibits were shown.....				45	119	29
30. Training meetings held for local leaders or committeemen.....	(a) Adult work	(1) Number.....	56	566	30	
		(2) Total men leaders attending.....	1	47		
		(3) Total women leaders attending.....	56	11759		
(b) 4-H Club.....	(1) Number.....	23	93	31		
	(2) Total leaders attending.....	23	301			
31. Method demonstration meetings held (do not include meetings reported under No. 30).....	(a) Number.....	59	14138	31		
	(b) Total attendance.....	58	320431			
32. Meetings held at result demonstrations.....	(a) Number.....	22	353	32		
	(b) Total attendance.....	21	5521			
33. Tours conducted.....	(a) Number.....	21	35	33		
	(b) Total attendance.....	21	1468			
34. Achievement days held.....	(a) Adult work	(1) Number.....	38	53	34	
		(2) Total attendance.....	38	10052		
	(b) 4-H Club.....	(1) Number.....	29	30		
		(2) Total attendance.....	29	9030		

<sup>2</sup> List as farm or home visit according to principal purpose of visit.<sup>3</sup> Include county and State press, agricultural journals, and home magazines. Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

15	Out of school	(1) Number	13	15
14	(a) Judging	(a) Farm women	15	
	(b) Demonstration	(2) Total members attending	399	
		(3) Total others attending	11	255
35	Encampments held	(1) Number	2	233
		(2) Total boys attending	21	538
	(a) Young men	(b) 4-H Club...	31	1283
	(b) Young women	(3) Total girls attending	30	1149
		(4) Total others attending	54	1823
36	Other meetings of an extension nature participated in and not previously reported	(a) Number	54	269405
		(b) Total attendance	45	856
37	Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere	(a) Adult work	44	33132
		(2) Total attendance	26	208
		(b) 4-H Club...	26	10928
		(2) Total attendance		

1. List items and state how reported to district office. 2. Do not count items reported to district office of another year.

## PROGRAM SUMMARY

List below information on each subdivision of the program of work. Include under each heading all of the work done with men, women, boys, and girls. If an assistant agent has been employed include his or her time with that of the agent. This page should not be filled out until the questions on the following pages have been answered. Estimate where records are not available.

Line of work	Number of communities or other units participating	Number of leaders or committeemen assisting	Days specialists helped with line of work	Days agent devoted to line of work	Number of meetings held in relation to line of work	Number of news stories published	Number of different circular letters issued	Number of home visits made	Number of office calls received
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
38. Cereals (page 8).....									
39. Legumes and forage crops (pages 9, 10).....									
40. Potatoes, Irish (page 11).....									
41. Cotton (page 11).....									
42. Tobacco and other special crops (page 11).....									
43. Home gardens and home beautification (page 12).....	51	41	20	52	47	45	43	49	50
44. Market garden and truck crops (page 12).....	755	777	36	913	1206	263	597	4988	2166
45. Fruits (page 12).....	12	9	3	11	7	8	6	10	12
46. Forestry (page 13).....	87	24	6	116	168	1	5	4	39
47. Rodents and miscellaneous insects (page 13).....	8	3	2	12	28	1	2	4	8
48. Agricultural engineering (page 14).....	22	18	2	3	9	1	15	2	9
49. Poultry (page 15).....	19	1	2	3	1	6	2	3	1
50. Dairy (page 15).....	207	90	7	19	142	20	5	68	227
51. Other livestock (page 15).....	242	170	6	13	148	16	20	18	300
52. Farm management (page 16).....	115	17	3	4	177	40	6	19	18
53. Marketing—farm and home (page 17).....	2	14	1	1	2	1	2	2	7
54. Foods and nutrition (page 18).....	1	1	1	1	1	1	1	2	1
55. Child training and care (page 19).....	41	32	14	43	33	30	29	35	42
56. Clothing (page 20).....	525	302	25	1309	751	347	933	935	2915
57. Home management (page 21).....	59	51	54	60	59	53	50	55	57
58. House furnishings (page 22).....	1002	1197	165	4337	4876	1078	1786	4195	6647
59. Home health and sanitation (page 23).....	19	7	5	16	16	9	5	10	17
60. Community activities (page 24).....	139	30	7	71	92	23	24	80	203
61. Miscellaneous (page 24).....	48	30	28	47	48	37	32	39	44
62. Building extension program of work <sup>1</sup> .....	578	330	68	2714	3667	480	2222	2254	2196
63. Organization—extension association and committee <sup>2</sup> .....	36	23	18	59	119	21	18	29	31
	420	506	59	1329	1193	119	420	1058	1554
	383	261	25	670	655	19	13	450	736
	47	38	11	40	39	36	26	645	634
	613	318	47	678	968	96	645	634	805
	52	39	12	53	42	41	36	43	46
	717	840	52	875	867	286	2562	1255	1653
	34	332	24	308	10	23	585	24	481
	432	308	10	23	585	24	481	24	283
	39	605	28	101	47	37	20	473	509
	605	660	25	101	47	37	20	473	509
	50	41	25	57	49	36	34	34	37
	821	1059	81	775	597	267	3476	847	1125

(The totals for these columns do not necessarily check with the information given on pages 4, 5, and 6, since one meeting, farm visit, circular letter, etc., may relate to two or more lines of subject matter.)

<sup>1</sup> Under "building the extension program" include all work incident to the collection of economic and social data as a basis for determining programs, the conducting of program surveys, and the outlining of county, district, and community programs. Do not include work related to the execution of programs, as this should be reported under the projects above.

<sup>2</sup> Under "organization" include all work incident to maintaining extension associations, agricultural councils, home demonstration councils, advisory committees, project committees, community committees, and the like not reported under building the extension program.

CEREALS<sup>1</sup>

Report Only This Year's Extension Activities that are Supported by Records

Item	(a)	(b)	(c)	(d)	(e)	(f)
	Corn	Wheat	Oats	Rye	Barley	Other <sup>2</sup>
64. Number of method demonstration meetings held.....						
65. Number of adult result demonstrations completed or carried into the next year.....						
66. Total number of acres included in adult result demonstrations.....						
67. Average increased yield per acre on adult result demonstrations due to recommended practices.....	bu.	bu.	bu.	bu.	bu.	bu.
68. Number of 4-H Club members enrolled.....						
69. Number of 4-H Club members completing.....						
70. Number of acres grown by club members completing.....						
71. Total yields of cereals grown by club members completing.....	bu.	bu.	bu.	bu.	bu.	bu.

NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.

(Use space below for State questions not listed above)

<sup>1</sup> Report fall-sown crops the year they are harvested.<sup>2</sup> Indicate crop by name.



## LEGUMES AND FORAGE CROPS

Report Only This Year's Extension Activities that are Supported by Records

Item	(a)	(b)	(c)	(d)	(e)	(f)
	Alfalfa	Sweet clover	Clover (red, alsike, white)	Vetch	Lespedeza	Pastures
72. Number of method demonstration meetings held.....						72
73. Number of adult result demonstrations completed or carried into the next year.....						73
74. Total number of acres included in adult result demonstrations.....						74
75. Average increased yield per acre on adult result demonstrations due to recommended practices <sup>1</sup> .....	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ xxxxxx xxxxxx } 75
76. Number of 4-H Club members enrolled.....	{ (1) Boys.....					} 76
	{ (2) Girls.....					
77. Number of 4-H Club members completing.....	{ (1) Boys.....					} 77
	{ (2) Girls.....					
78. Number of acres grown by club members completing.....						78
79. Total yield of crops grown by club members completing.....	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ xxxxxx xxxxxx } 79

NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.

(Use space below for State questions not listed above)

<sup>1</sup>Indicate whether yield is bushels of seed or tons of cured forage.

## LEGUMES AND FORAGE CROPS—Continued

Report Only This Year's Extension Activities that are Supported by Records

(1)	(2)	(3)	(4)	(5)	(6)	(g)	(h)	(i)	(j)	(k)	(m)	
Number	Acres	Item	Yield (bu. or tons)	Yield (bu. or tons)	Yield (bu. or tons)	Soy beans	Cowpeas	Velvet-beans	Field beans	Peanuts	Other <sup>1</sup>	
72.		Number of method demonstration meetings held.....									72	
73.		Number of adult result demonstrations completed or carried into the next year.....									73	
74.		Total number of acres included in adult result demonstrations.....									74	
75.		Average increased yield per acre on adult result demonstrations due to recommended practices <sup>2</sup> .....				bu. tons	bu. tons	bu. tons	bu. tons	bu. tons	bu. tons	75
76.		Number of 4-H Club members enrolled.....										76
77.		Number of 4-H Club members completing.....										77
78.		Number of acres grown by club members completing.....									78	
79.		Total yield of crops grown by club members completing <sup>2</sup> .....				bu. tons	bu. tons	bu. tons	bu. tons	bu. tons	bu. tons	79

NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.

(Use space below for State questions not listed above)

<sup>1</sup> Indicate crop by name.

<sup>2</sup> Indicate whether yield is bushels of seed or tons of cured forage.

## POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

Report Only This Year's Extension Activities that are Supported by Records

	(a)	(b)	(c)	(d)	(e)
Item	Irish potatoes	Sweet potatoes	Cotton	Tobacco	Other <sup>1</sup>
80. Number of method demonstration meetings held.....					80
81. Number of adult result demonstrations completed or carried into the next year.....					81
82. Total number of acres included in adult result demonstrations.....					82
83. Average increased yield per acre on adult result demonstrations due to recommended practices.....	bu.	bu.	lbs. <sup>2</sup>	lbs.	83
84. Number of 4-H Club members enrolled.....					84
	(1) Boys				
	(2) Girls				
85. Number of 4-H Club members completing.....					85
	(1) Boys				
	(2) Girls				
86. Number of acres grown by club members completing.....					86
87. Total yield of crops grown by club members completing.....	bu.	bu.	lbs. <sup>2</sup>	lbs.	87

Note.—Work relating to soils and fertilizers, insects, and diseases should be reported in connection with the plant crops concerned.

(Use space below for State questions not listed above)

<sup>1</sup> Indicate crop by name.

<sup>2</sup> Report yield of cotton in pounds of seed cotton.

## FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities that are Supported by Records

	(a)	(b)	(c)	(d)	(e)	(f)
Item	Home gardens	Market gardening, truck, and canning crops	Beautification of home grounds	Tree fruits	Bush and small fruits	Grapes
	37	4	30	1	4	1
88. Number of method demonstration meetings held	814	69	404	12	34	1
89. Number of adult result demonstrations completed or carried into the next year	8150	853	2342	248	250	229
90. Total number of acres included in adult result demonstrations	x x x x x	322	x x x x x	10	5	2
91. Average increased yield per acre on adult result demonstrations due to recommended practices	x x x x x	bu.	x x x x x	bu.	qts.	lbs.
	5	123	2	347	1	6
92. Number of 4-H Club members enrolled	22	6	10	1	2	179
(1) Boys	8137	412	1262	3	183	
(2) Girls	5		2	1		
	5	176	278	5		
93. Number of 4-H Club members completing	22	6	9	1	2	1
(1) Boys	2055	230	705	3	46	5
(2) Girls	19	6			1	
94. Number of acres grown by club members completing	768	222	1/7 x x x x		1	

Note.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.

(Use space below for State questions not listed above)

## Fruits, Vegetables, and Beautification of Home Grounds - Page 12

266. Number of women enrolled <sup>49</sup> 14636 Number completing <sup>48</sup> 10725

267. Number of year round gardens <sup>52</sup> 8102

268. Number home grounds beautified <sup>4</sup> 3058

269. Total number farm homes growing vegetable gardens <sup>51</sup> 23243

270. Number added in 1931 <sup>36</sup> 5412

## FORESTRY

Report Only This Year's Extension Activities that are Supported by Records

95. Number of method demonstration meetings held.....	1	2	96
96. Number of adult result demonstrations completed or carried into the next year.....			96
97. Number of 4-H Club members enrolled.....	(a) Boys.....	2	25
	(b) Girls.....	2	15
		2	25
98. Number of 4-H Club members completing.....	(a) Boys.....	2	14
	(b) Girls.....	2	14
99. Number of transplant beds cared for by club members completing.....			99
100. Number of acres farm wood lot managed by club members completing.....			100
101. Number of new forest or farm woodland areas planted according to recommendations.....			101
102. Acres involved in preceding question.....			102
103. Number of farms assisted in forest or wood-lot management.....			103
104. Acres involved in preceding question.....			104
105. Number of farms planting windbreaks according to recommendations.....			105
106. Number of farms following recommendations as to control of white-pine blister rust.....			106
107. Number of farms assisted in other ways relative to forestry (specify below).....		1	30
(Use space below for State questions not listed above)			

## RODENTS, OTHER ANIMAL PESTS, AND MISCELLANEOUS INSECTS

Report Only This Year's Extension Activities that are Supported by Records

(Do not include work reported under "Crop" and "Livestock" headings)

	(a) Rodents	(b) Other animal pests	(c) Insects	
108. Number of method demonstration meetings held.....	1	3	1	2
109. Number of result demonstrations completed or carried into the next year.....			1	5
110. Pounds of poison used.....				110

## AGRICULTURAL ENGINEERING

(Farm and Home)

Report Only This Year's Extension Activities that are Supported by Records

111.	Number of method demonstration meetings held.....	12	101	111
112.	Number of adult result demonstrations completed or carried into the next year.....	13	170	112
113.	Number of 4-H Club members enrolled.....	(a) Boys.....	(b) Girls.....	113
114.	Number of 4-H Club members completing.....	(a) Boys.....	(b) Girls.....	114
115.	Number of farms following recommendations in installing drainage systems.....	1	7	115
116.	Aeres drained by such systems.....			116
117.	Number of farms following recommendations in installing irrigation systems.....			117
118.	Aeres irrigated by such systems.....			118
119.	Number of farms building terraces and soil-saving dams to control erosion according to recommendations.....			119
120.	Aeres on which soil erosion was so prevented.....			120
121.	Number of farms clearing land of stumps or boulders according to recommended methods.....			121
122.	Number of families assisted with house-planning problems.....	19	363	122
123.	Number of dwellings constructed according to plans furnished.....	5	10	123
124.	Number of dwellings remodeled according to plans furnished.....	11	61	124
125.	Number of sewage-disposal systems installed according to recommendations.....	14	115	125
126.	Number of water systems installed according to recommendations.....	22	167	126
127.	Number of heating systems installed according to recommendations.....	7	36	127
128.	Number of lighting systems installed according to recommendations.....	14	213	128
129.	Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished.....	5	39	129
130.	Number of buildings involved in preceding question.....	(a) Dairy barns.....	1	1
		(b) Hog houses.....		
		(c) Poultry houses.....	5	22
		(d) Silos.....		
		(e) Other.....		
130%.	Number of farms or homes following recommendations on maintenance and repair of machinery.....			130%
130%.	Number of machines involved in preceding question.....	(a) Tractors.....		130%
		(b) Tillage implements.....		
		(c) Harvesters and threshers.....		
		(d) Other.....		
130%.	Number of farms employing better types of machinery or equipment recommended by extension agent.....			130%
271.	Number women enrolled.....	22	2905	
	Number completing.....	22	815	

## POULTRY, DAIRY CATTLE, BEEF CATTLE, SHEEP, SWINE, AND HORSES

Report Only This Year's Extension Activities that are Supported by Records

Item	(a)	(b)	(c)	(d)	(e)	(f)
	Poultry	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules
131. Number of method demonstration meetings held	16	146	3	29	1	2
132. Number of adult result demonstrations completed or carried into the next year	8	914	1	16		
133. Number of animals involved in these completed adult result demonstrations	6	28528	1	36	1	
134. Total profit or saving on adult result demonstrations completed	5	82	1		1	
135. Number of 4-H Club members enrolled....	(1) Boys	85		6		1
	(2) Girls	11	481	2	5	
136. Number of 4-H Club members completing	(1) Boys	5	56	1	6	1
	(2) Girls	11	377	2	5	
137. Number of animals involved in 4-H Club work completed	7	6740	2	11	1	6
138. Number of farms assisted in obtaining purebred sires	1	5				
139. Number of farms assisted in obtaining high-grade or purebred females	1	5				
140. Number of bull, boar, ram, or stallion circles or clubs organized						
141. Number of members in preceding circles or clubs	1	156				
142. Number of herd or flock improvement associations organized or reorganized						
143. Number of members in these associations	1	156				
144. Number of farms not in associations keeping performance records of animals	1	9				

(Use space below for State questions not listed above)

Poultry, Dairy Cattle, Beef Cattle, Sheep, Swine, and Horses -Page 15

272. Number farm homes having poultry flocks	39	21315
273. Number added in 1931	23	1722
274. Number farm homes owning dairy cow	36	14958
275. Number added in 1931	24	2126

## FARM MANAGEMENT, CREDIT, INSURANCE, AND TAXATION

Report Only This Year's Extension Activities that are Supported by Records

145.	Number of method demonstration meetings held.....										<b>1</b>				<b>3</b>	145
146.	Number of adult result demonstrations completed or carried into the next year.....															146
147.	Number of 4-H Club members enrolled in account work.....															147
148.	Number of 4-H Club members completing.....															148
149.	Number of farms keeping farm accounts throughout the year under supervision of agent.....															149
150.	Number of farms keeping cost-of-production records under supervision of agent.....															150
151.	Number of farms assisted in summarizing and interpreting their accounts.....															151
152.	Number of farms assisted in making inventory or credit statements.....															152
153.	Number of farm business or enterprise survey records taken during year.....															153
154.	Number of farms making recommended changes in their business as result of keeping accounts or survey records.....															154
155.	Number of other farms adopting cropping, livestock, or complete farming systems according to recommendations.....															155
156.	Number of farms advised relative to leases.....															156
157.	Number of farms assisted in obtaining credit.....															157
158.	Number of different farms assisted in using outlook or other timely economic information as a basis for readjusting farm operations.....															158
159.	Number of farms in preceding question making readjustments in—															159
	(a) Wheat.....	<b>1</b>	<b>75</b>	(g) Dairy cattle.....	<b>1</b>	<b>16</b>	(m).....									
	(b) Corn.....	<b>1</b>	<b>75</b>	(h) Beef cattle.....			(n).....									
	(c) Cotton.....			(i) Hogs.....	<b>1</b>	<b>16</b>	(o).....									
	(d) Potatoes.....	<b>1</b>	<b>75</b>	(j) Sheep.....			(p).....									
	(e) Tobacco.....			(k) Poultry.....	<b>1</b>	<b>210</b>	(q).....									
	(f) Truck crops.....	<b>1</b>	<b>150</b>	(l).....			(r).....									

(Use space below for State questions not listed above)



## MARKETING (FARM AND HOME)

Report Only This Year's Extension Activities that are Supported by Records

Item	(a) Grain and feed	(b) Cotton	(c) Dairy products	(d) Livestock	(e) Fruits and vegetables	(f) Poultry and eggs	(g) Home products	(h) Other	
160. Number of cooperative-marketing associations or groups organized during the year	1	1	1				8		160
161. Number of cooperative-marketing associations or groups previously organized assisted by extension agent this year	1		3	1	4	5	24	2	161
162. Membership in associations organized and assisted (161 and 162)	1	11	2	4	1	5	9	50	1
163. Value of products marketed by all associations worked with	\$ 1 25	\$	91	1	2	96	186	2045	23
164. Value of supplies purchased by all associations worked with	\$	\$	6	1	7	9	27	9	163
Number of cooperative-marketing associations or groups assisted with problems of—	\$	\$	\$	\$	\$	\$	\$	\$	164
165. Preliminary analysis	1						5		165
166. Organization	1	1					8	7	166
167. Accounting and auditing	1						2	3	167
168. Financing	1	1					7	8	168
169. Business policies	1	1					6	7	169
170. Production to meet market demand	1	1	1	1	1	1	15	18	1
171. Reduction of market losses							6	8	171
172. Use of current market information	1	1	1	1	1	1	15	1	172
173. Standardizing	1	1	3	3	2	3	3	19	2
174. Processing or manufacturing							5	7	173
175. Packaging and grading			2	2	3	3	3	12	14
176. Loading						1	1	3	3
177. Transporting	1	1					1	1	176
178. Warehousing							14		177
179. Keeping membership informed	1	1				1	1	18	178
180. Merging into larger units			1	1	1	1	1	1	1
Number of farms or homes not in co-operative associations or groups assisted with problems of—			2		2	2	6		179
181. Standardizing			44		34	60	188		180
182. Packaging and grading			1	36		1	47	169	181
183. Use of current market information			1	1	1	10	2	11	6

(Use space below for State questions not listed above)

## Marketing (Farm and Home) - Page 17

276. Number Home Demonstration Markets organized 26
277. Values of products sold through: 28
- Home Demonstration Curb Markets \$ 282061
- Shipments of poultry, eggs, butter, canned goods to institutions, colleges, hotels or merchants \$ \_\_\_\_\_
- Local sales to individuals or merchants \$ \_\_\_\_\_
- Total value of products sold \$ 44 282061
- List in your narrative kinds of products and where sold.



## CHILD TRAINING AND CARE

Report Only This Year's Extension Activities that are Supported by Records

197. Number of method demonstration meetings held.....	15	119	197
198. Number of adult result demonstrations completed or carried into the next year.....	7	468	198
199. Number of groups devoting major part of program to child training and care.....	5	5	199
200. Membership in these groups.....	4	78	200
201. Number of 4-H Club members enrolled.....	1	179	201
	(a) Girls.....	1	
	(b) Boys.....	1	147
202. Number of 4-H Club members completing.....	1	147	202
	(a) Girls.....	1	
	(b) Boys.....	1	37
203. Number of homes improving habits of school children (other than reported under "Foods and Nutrition" and "Home Health and Sanitation").....	10	306	203
204. Number of homes substituting positive methods of discipline for negative ones.....	6	37	204
205. Number of homes providing recommended play equipment.....	7	50	205
206. Number of homes making recommended physical adjustments to better meet children's needs.....	10	273	206
207. Number of homes adopting better adult habits with respect to development of children.....	11	273	207

(Use space below for State questions not listed above)

## Child Training and Care - Page 19

287. Number of fathers enrolled.....			
288. Number mothers enrolled.....	15	1975	
289. Number of homes improving habits of preschool children.....	12	855	
290. Number of homes where books on child development are read.....	16	507	
291. Number of homes subscribing for magazines on child development.....	12	165	
292. Number of requests for talks to groups on child development.....	10	85	

## CLOTHING

Report Only This Year's Extension Activities that are Supported by Records

208. Number of method demonstration meetings held.....	45	3520	208
209. Number of adult result demonstrations completed or carried into the next year.....	29	7156	209
210. Number of 4-H Club members enrolled.....	42	11259	210
	(a) Girls.....	3	184
	(b) Boys.....		
211. Number of 4-H Club members completing.....	41	7781	211
	(a) Girls.....	3	138
	(b) Boys.....		
212. Number of individuals following recommendations in improving construction of clothing.....	31	4786	212
	(a) Women.....	31	4990
	(b) Girls.....		
213. Number of individuals using a clothing budget.....	19	747	213
	(a) Women.....	13	401
	(b) Girls.....		
	(c) Boys.....		
214. Number of individuals making garments for themselves.....	40	7960	214
	(a) Women.....	33	5038
	(b) Girls.....		
215. Number of individuals improving children's clothing according to recommendations.....	29	3612	215
	(a) Women.....	14	1115
	(b) Girls.....		
216. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing.....	37	5412	216
	(a) Women.....	31	3266
	(b) Girls.....		

(Use space below for State questions not listed above)

## Clothing - Page 20

293. Number women enrolled	37	9639	Number completing	33	6122
294. Total number of homes involved in above questions			Attendance	38	10744
295. Number leaders' schools held	30	100		28	1761

## HOME MANAGEMENT

Report Only This Year's Extension Activities that are Supported by Records

217. Number of method demonstration meetings held.....	25	1258	217
218. Number of adult result demonstrations completed or carried into the next year.....	24	5405	218
219. Number of 4-H Club members enrolled.....	3		219
	(a) Girls.....	1006	
	(b) Boys.....	105	
220. Number of 4-H Club members completing.....	3	707	220
	(a) Girls.....	707	
	(b) Boys.....	105	
221. Number of homes keeping home accounts according to a recommended plan.....	23	607	221
222. Number of homes budgeting expenditures in relation to income according to a recommended plan.....	16	419	222
223. Number of homes following recommended methods in buying for the home.....	17	2017	223
224. Number of women following a recommended schedule for home activities.....	23	1623	224
225. Number of kitchens rearranged for convenience according to recommendations.....	39	1723	225
226. Number of homes following recommendations in obtaining labor-saving equipment.....	42	2640	226
227. Number of homes adopting recommended laundering methods.....	23	921	227
228. Number of homes adopting recommended methods in care of house.....	26	2420	228
229. Number of homes assisted in an analysis of their home conditions with reference to a standard of living.....	16	1417	229
230. Number of homes assisted in making adjustments in home making to gain a more satisfactory standard of living.....	19	2006	230
(Use space below for State questions not listed above)			

## Home Management - Page 21

296. Number of women enrolled.....	37	8254	Number completing.....	31	4507
297. Total number of homes involved in above questions.....	35	6510			
298. Number leaders' schools held.....	15	42	Attendance.....	14	8875
.....					
.....					
.....					
.....					

## HOME FURNISHINGS

Report Only This Year's Extension Activities that are Supported by Records

231. Number of method demonstration meetings held.....	28	837	231
232. Number of adult result demonstrations completed or carried into the next year.....	24	2662	232
233. Number of 4-H Club members enrolled.....	15	2110	233
	(a) Girls.....	2110	
	(b) Boys.....		
234. Number of 4-H Club members completing.....	13	1190	234
	(a) Girls.....	1190	
	(b) Boys.....		
235. Number of individuals improving the selection of household furnishings.....	32	2351	235
	(a) Women.....	2351	
	(b) Girls.....	1042	
236. Number of individuals following recommendations in improving methods of repairing, remodeling, or refinishing of furniture.....	33	2081	236
	(a) Women.....	2081	
	(b) Girls.....	1118	
237. Number of individuals following recommendations in improving treatment of windows (shades, curtains, draperies).....	34	1957	237
	(a) Women.....	1957	
	(b) Girls.....	866	
238. Number of individuals following recommendations in improving arrangement of rooms (other than kitchens).....	38	2001	238
	(a) Women.....	2001	
	(b) Girls.....	1252	
239. Number of individuals improving treatment of walls, woodwork, and floors.....	39	1767	239
	(a) Women.....	1767	
	(b) Girls.....	478	

(Use space below for State questions not listed above)

## Home Furnishings \*- Page 22

299. Number women enrolled.....	34	6396	Number completing.....	31	2879
300. Total number homes involved in above questions.....				36	4772
301. Number leaders' schools held.....	4	6	Attendance.....	4	139

## HOME HEALTH AND SANITATION

Report Only This Year's Extension Activities that are Supported by Records

240. Number of method demonstration meetings held.....	37	908	240
241. Number of adult result demonstrations completed or carried into the next year.....	15	1981	241
242. Number of 4-H Club members enrolled.....	39	11779	242
(a) Girls.....	7	685	
(b) Boys.....	37	6701	243
243. Number of 4-H Club members completing.....	6	477	
(a) Girls.....	20	4444	244
(b) Boys.....	6	378	
244. Number of 4-H Club members not in special health clubs who participated in definite health-improvement work.....	26	1918	245
245. Number of individuals following recommendations as to complete health examination.....	44	8868	246
246. Number of individuals improving health habits according to recommendations.....	38	4476	247
247. Number of individuals improving posture according to recommendations.....	25	21950	248
248. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....	7	199	249
249. Number of homes adopting better home-nursing procedure according to recommendations.....	21	356	250
250. Number of homes installing sanitary closets or outhouses according to recommended plans.....	16	839	251
251. Number of homes screened according to recommendations.....	19	1171	252
252. Number of homes following other recommended methods of controlling flies, mosquitoes, and other insects.....			

(Use space below for State questions not listed above.)

## COMMUNITY OR COUNTRY-LIFE ACTIVITIES

Report Only This Year's Extension Activities that are Supported by Records

253. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	17 209	253
254. Number of country-life conferences or training meetings conducted for community leaders.....	10 40	254
255. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	25 241	255
256. Number of communities developing recreation according to recommendations.....	26 227	256
257. Number of community or county-wide pageants or plays presented.....	25 109	257
258. Number of community houses, clubhouses, or community rest rooms established.....	28 41	258
259. Number of communities assisted in improving hygienic or public-welfare practices.....	22 201	259
260. Number of school or other community grounds improved in accordance with plans furnished.....	31 104	260
261. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	30 174	261
261½. Total number of different communities assisted in connection with the community or country-life work reported on this page.....	42 496	261½

(Use space below for State questions not listed above)

## Community Activities - Page 24

Number of live at home dinners held in 1931 <sup>30</sup> 111  
 Total number of live at home dinners held 1929 to date <sup>35</sup> 215

## BEES, WEEDS, HANDICRAFT, RABBITS, AND MISCELLANEOUS

Under This Heading Report Other Lines of Work not Included in the Preceding Pages, Such as Bees, Weeds, Handicraft, and Similar Work, I. e., any Other Information that can be Reported Statistically and that Will Help to Give a Complete Account of the Year's Work

Item	(a) Bees	(b) Weeds	(c) Handicraft	(d) Rabbits	(e) <sup>1</sup>
262. Number of method demonstration meetings held.....	2 2		19 226	1 1	7 68
263. Number of adult result demonstrations completed or carried into next year.....	2 101		5 650	1 1	
264. Number of 4-H Club members enrolled.....					
(1) Boys.....			15		3
(2) Girls.....			1137		732
265. Number of 4-H Club members completing.....					
(1) Boys.....			13		
(2) Girls.....			889		

<sup>1</sup> Indicate project by name.