

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENTS' 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 _____
Report of Blazelle Foster Rouse Agent
From December 1, 1930 to December 1, 1931
(Name) (Title)

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.

FORM NO. 1234

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

COOPERATIVE EXTENSION WORK AND HOME ECONOMICS

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.

<ol style="list-style-type: none"> (a) Cereals. (b) Legumes and forage crops. (c) Potatoes, Irish. (d) Cotton. (e) Tobacco and other special crops. (f) Home gardens and home beautification. (g) Market garden and truck crops. (h) Fruits. (i) Forestry. (j) Rodents and miscellaneous insects. (k) Agricultural engineering and home engineering. (l) Poultry. 	<ol style="list-style-type: none"> (m) Dairy. (n) Other livestock. (o) Farm management. (p) Marketing, farm and home. (q) Foods and nutrition. (r) Child training and care. (s) Clothing. (t) Home management. (u) Home furnishings. (v) Home health and sanitation. (w) Community activities. (z) Miscellaneous.
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- 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.

Magie Foster Love (Name) Dist. Home Agent (Title) 12 (Months of service this year)

2. County extension organization or association.

(a) Name Green Adult Community Council(b) Number of members Two summer (1) Men 23 (2) Women 292

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

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

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

- (a) Adult work (1) Men
- 2
- (2) Women
- 1

- (b) 4-H Club work (1) Men
- 1
- (2) Women
- 1
- (3) Older club boys
- 1
- (4) Older club girls
- 1

6. Number of clubs or other groups organized to carry on adult home demonstration work.
- 100
- 6

7. Members in above clubs or groups.
- 2,514
- 7

8. Number of 4-H Clubs.
- 100
- 8

9. Number of different 4-H Club members enrolled.
- 10
- (a) Boys
- 1
- (b) Girls
- 2408
- 9

10. Number of different 4-H Club members completing. (a) Boys
- 35
- (b) Girls
- 1535
- 10

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

1st Year 24 Year 3d Year 4th Year 5th Year 6th Year and Over

(a) Boys

(b) Girls 155 203 273 132 65 102 11

12. Number of 4-H Club members according to age. 12

Age	10	11	12	13	14	15	16	17	18	19	20
Boys			16	10	25	39	8	6	12	10	9
Girls	222	225	217	217	353	243	224	104	117	83	50

* 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 pages 8 to 24, 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.....	1677	Out of school.....	126	13
14.	Number of 4-H Club teams trained.....		(a) Judging.....	5	14
			(b) Demonstration.....	51	
15.	Number of groups organized for extension work with rural young people above the 4-H Club age.....			50	15
16.	Members in above groups.....		(a) Young men.....	13	16
			(b) Young women.....	64	
17.	Total number of farm visits ² made in conducting extension work.....			1270	17
18.	Number of different farms visited.....			864	18
19.	Total number of home visits ² made in conducting extension work.....			2825	19
20.	Number of different homes visited.....			1957	20
21.	Number of calls relating to extension work.....		(a) Office.....	928	21
			(b) Telephone.....	223	
22.	Number of days agent spent in office.....			122 1/2	22
23.	Number of days agent spent in field.....			152 1/2	23
24.	Number of news articles or stories published ³			5	24
25.	Number of individual letters written.....			236	25
26.	Number of different circular letters prepared (not total copies mailed).....			25	26
27.	Number of bulletins distributed.....			200	27
28.	Number of radio talks made.....			0	28
29.	Number of events at which extension exhibits were shown.....			35	29
30.	Training meetings held for local leaders or committeemen.....		(a) Adult work.....	(1) Number..... 62 (2) Total men leaders attending..... 29 (3) Total women leaders attending..... 482	30
			(b) 4-H Club.....	(1) Number..... 230 (2) Total leaders attending..... 412	
31.	Method demonstration meetings held (do not include meetings reported under No. 30).....		(a) Number.....	1460	31
			(b) Total attendance.....	19513	
32.	Meetings held at result demonstrations.....		(a) Number.....	54	32
			(b) Total attendance.....	2125	
33.	Tours conducted.....		(a) Number.....	2	33
			(b) Total attendance.....	23	
34.	Achievement days held.....		(a) Adult work.....	(1) Number..... 4 (2) Total attendance..... 410	34
			(b) 4-H Club.....	(1) Number..... 5 (2) Total attendance..... 762	

¹ List as farm or home visit according to principal purpose of visit.² 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

13	Out of school	157	(1) Number	157
14	(a) Judging	2	(a) Farm women	(2) Total members attending
	(b) Demonstration	12		(3) Total others attending
35	Encampments held		(1) Number	35
16	(a) Young men	1	(2) Total boys attending	
	(b) Young women	44	(b) 4-H Club	(3) Total girls attending
17	conducting extension work	147	(4) Total others attending	
36	Other meetings of an extension nature participated in and not previously reported		(a) Number	27
18	conducting extension work		(b) Total attendance	216.09
37	Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere		(1) Number	62
19	conducting extension work		(2) Total attendance	105.6
20	(a) Adult work		(1) Number	1.8
21	conducting extension work		(2) Total attendance	121.5
22	(b) 4-H Club		(1) Number	
23	Number of days agent spent in field		(2) Total attendance	
24	Number of news articles or stories published			
25	Number of individual letters written			
26	Number of different circular letters prepared (not total copies mailed)			
27	Number of bulletins distributed			
28	Number of radio talks made			
29	Number of events at which extension exhibits were shown			
30	(1) Number attending	88	(a) Adult work	(1) Number attending
	(2) Total men leaders attending	88		(2) Total men leaders attending
	(3) Total women leaders attending	102	(b) 4-H Club	(1) Number attending
31	(1) Number	140		(2) Total leaders attending
32	(a) Number	19.5	(a) Method demonstration meetings held (do not include meetings reported under No. 30)	(a) Number
	(b) Total attendance	24		(b) Total attendance
33	(a) Number	2	(a) Number	
	(b) Total attendance	88	(b) Total attendance	
34	(1) Number	4	(a) Adult work	(1) Number
	(2) Total attendance	440		(2) Total attendance
	(1) Number	2	(b) 4-H Club	(1) Number
	(2) Total attendance	70.5		(2) Total attendance

Do not count time spent in other meetings. Do not count time spent in other meetings.

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 be filled out until the questions on the following pages have been answered. Estimate where records are not available.

Line of work	Number of committees or other units participating	Number of leaders or committees 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 farm or 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)	93	124	44	103	61	8	330	853	162
44. Market garden and truck crops (page 12)	25	4					18	37	
45. Fruits (page 12)									
46. Forestry (page 13)									
47. Rodents and miscellaneous insects (page 13)									
48. Agricultural engineering (page 14)	3			3	3	1		3	8
49. Poultry (page 15)	33	12		9	3			15	22
50. Dairy (page 15)	15								23
51. Other livestock (page 15)									
52. Farm management (page 16)									
53. Marketing—farm and home (page 17)	14	3		102	7	2	1	34	68
54. Foods and nutrition (page 18)	136	108	80	367	507	18	14	361	200
55. Child training and care (page 19)	27	10		59	5	1	3	46	33
56. Clothing (page 20)	88	80	14	112	116	12	7	57	92
57. Home management (page 21)	48	13	6	53	9	9	1	61	28
58. House furnishings (page 22)	44	64	7	60	15			46	28
59. Home health and sanitation (page 23)	64	70	3	108	129	3	3	209	48
60. Community activities (page 24)	23	14	5	45	11	3	2	36	22
61. Miscellaneous (page 24)	31	12	1	53	12			8	42
62. Building extension program of work ¹	10	8	1	6	4				6
63. Organization—extension association and committee ²	18	48		27		1	107		

(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.)

¹ 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.

² 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.

CEREALS¹

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 ²
64. Number of method demonstration meetings held.....						64
65. Number of adult result demonstrations completed or carried into the next year.....						65
66. Total number of acres included in adult result demonstrations.....						66
67. Average increased yield per acre on adult result demonstrations due to recommended practices.....	bu.	bu.	bu.	bu.	bu.	67
68. Number of 4-H Club members enrolled.....	(1) Boys.....					68
	(2) Girls.....					
69. Number of 4-H Club members completing.....	(1) Boys.....					69
	(2) Girls.....					
70. Number of acres grown by club members completing.....						70
71. Total yields of cereals grown by club members completing.....	bu.	bu.	bu.	bu.	bu.	71

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)

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

LEGUMES AND FORAGE CROPS

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

	(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 ¹	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ bu. tons	{ XXXXXX XXXXXX } 75
76. Number of 4-H Club members enrolled.....	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (2) Girls } 76
	{ (2) Girls	{ (2) Girls	{ (2) Girls	{ (2) Girls	{ (2) Girls	
77. Number of 4-H Club members completing.....	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (1) Boys	{ (2) Girls } 77
	{ (2) Girls	{ (2) Girls	{ (2) Girls	{ (2) Girls	{ (2) Girls	
78. Number of acres grown by club members completing.....						78
79. Total yield of crops grown by club members completing ¹	{ 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)

¹Indicate 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

(1)	(2)	(3)	(4) Item	(5)	(6)	(7)	(a) Irish potatoes	(b) Sweet potatoes	(c) Cotton	(d) Tobacco	(e) Other
			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. ²	lbs.	83
			84. Number of 4-H Club members enrolled.....								84
			85. Number of 4-H Club members completing.....								85
			86. Number of acres grown by club members completing.....								86
			87. Total yield of crops grown by club members completing.....				bu.	bu.	lbs. ²	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)

¹ Indicate crop by name.

² 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
88. Number of method demonstration meetings held.....	26		17			32
89. Number of adult result demonstrations completed or carried into the next year.....	363	5	90			
90. Total number of acres included in adult result demonstrations.....	x x x x x		x x x x x			
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.
92. Number of 4-H Club members enrolled.....	(1) Boys					
	(2) Girls	332	216			
93. Number of 4-H Club members completing.....	(1) Boys					
	(2) Girls	240				
94. Number of acres grown by club members completing.....	84		x x x x x			

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 1464 Number completing 862
 267. Number of year round gardens 780
 268. Number home grounds beautified 448
 269. Total number farm homes growing vegetable gardens 1754
 270. Number added in 1931 521

AGRICULTURE FORESTRY

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

95. Number of method demonstration meetings held..... 95
96. Number of adult result demonstrations completed or carried into the next year..... 96
97. Number of 4-H Club members enrolled..... 97
 (a) Boys.....
 (b) Girls.....
98. Number of 4-H Club members completing..... 98
 (a) Boys.....
 (b) Girls.....
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)..... 107
 (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)

Item	(a)	(b)	(c)	
	Rodents	Other animal pests	Insects	
108. Number of method demonstration meetings held.....				108
109. Number of result demonstrations completed or carried into the next year.....				109
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.....	3	111
112.	Number of adult result demonstrations completed or carried into the next year.....	2	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.....		115
116.	Acres drained by such systems.....		116
117.	Number of farms following recommendations in installing irrigation systems.....		117
118.	Acres irrigated by such systems.....		118
119.	Number of farms building terraces and soil-saving dams to control erosion according to recommendations.....		119
120.	Acres 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.....		122
123.	Number of dwellings constructed according to plans furnished.....		123
124.	Number of dwellings remodeled according to plans furnished.....		124
125.	Number of sewage-disposal systems installed according to recommendations.....		125
126.	Number of water systems installed according to recommendations.....		126
127.	Number of heating systems installed according to recommendations.....		127
128.	Number of lighting systems installed according to recommendations.....	2	128
129.	Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished.....		129
130.	Number of buildings involved in preceding question.....	(a) Dairy barns..... (b) Hog houses..... (c) Poultry houses..... (d) Silos..... (e) Other.....	130
130%	Number of farms or homes following recommendations on maintenance and repair of machinery.....		
130%	Number of machines involved in preceding question.....	(a) Tractors..... (b) Tillage implements..... (c) Harvesters and threshers..... (d) Other.....	130%
130%	Number of farms employing better types of machinery or equipment recommended by extension agent.....		130%

Agricultural and Home Engineering - Page 14

271. Number women enrolled 207 Number completing 206

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.....		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.....	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">(a) Boys.....</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">(b) Girls.....</td> </tr> </table>	(a) Boys.....	(b) Girls.....	147
(a) Boys.....	(b) Girls.....			
148. Number of 4-H Club members completing.....	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">(a) Boys.....</td> <td style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px;">(b) Girls.....</td> </tr> </table>	(a) Boys.....	(b) Girls.....	148
(a) Boys.....	(b) Girls.....			
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.....	(g) Dairy cattle.....	(m).....		
(b) Corn.....	(h) Beef cattle.....	(n).....		
(c) Cotton.....	(i) Hogs.....	(o).....		
(d) Potatoes.....	(j) Sheep.....	(p).....		
(e) Tobacco.....	(k) Poultry.....	(q).....		
(f) Truck crops.....	(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									160
161. Number of cooperative-marketing associations or groups previously organized assisted by extension agent this year									161
162. Membership in associations organized and assisted (161 and 162)									162
163. Value of products marketed by all associations worked with	\$	\$	\$	\$	\$	\$	\$	\$	163
164. Value of supplies purchased by all associations worked with	\$	\$	\$	\$	\$	\$	\$	\$	164
Number of cooperative-marketing associations or groups assisted with problems of—									
165. Preliminary analysis									165
166. Organization									166
167. Accounting and auditing									167
168. Financing									168
169. Business policies									169
170. Production to meet market demand									170
171. Reduction of market losses									171
172. Use of current market information									172
173. Standardizing									173
174. Processing or manufacturing									174
175. Packaging and grading									175
176. Loading									176
177. Transporting									177
178. Warehousing									178
179. Keeping membership informed									179
180. Merging into larger units			17	0	17	17	17	3	180
Number of farms or homes not in cooperative associations or groups assisted with problems of—									
181. Standardizing			17	0	17	17	17		181
182. Packaging and grading									182
183. Use of current market information									183

(Use space below for State questions not listed above)

Marketing (Farm and Home) - Page 17

276. Number Home Demonstration Markets organized 12
277. Values of products sold through:
 Home Demonstration Curb Markets \$ 500
 Shipments of poultry, eggs, butter, canned goods to institutions, colleges, hotels or merchants \$ 62.50
 Local sales to individuals or merchants \$ 1076.71
 Total value of products sold \$ 495.00
 List in your narrative kinds of products and where sold.

FOODS AND NUTRITION

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

184. Number of method demonstration meetings held.....			184
	(a)	(b)	
185. Number of adult result demonstrations completed or carried into the next year.....			185
	Food selection and preparation	Food preservation	
	(a)	(b)	
186. Number of 4-H Club members enrolled.....	(1) Girls.....	2307 1876	186
	(2) Boys.....		
187. Number of 4-H Club members completing.....	(1) Girls.....	1482 1331	187
	(2) Boys.....		
188. Number of homes assisted in planning family food budget for a year.....	1007		188
189. Number of homes budgeting food expenditures for a year.....	95		189
190. Number of homes balancing family meals for a year.....	452		190
191. Number of homes improving home-packed lunches according to recommendations.....	924		191
192. Number of schools following recommendations for a hot dish or school lunch.....	54		192
193. Number of children involved in preceding question.....	3546		193
194. Number of homes using improved methods in child feeding.....	733		194
195. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation).....	643		195
196. Number of jars of canned products preserved by 4-H Club members.....	22315		196

(Use space below for State questions not listed above)

Foods and Nutrition - Page 18

278. Number women enrolled 1737 Number completing 1304
279. Number of jars of canned products preserved by women 316522
(This means fruits, vegetables, meats, jellies, jams, pickles, etc.)
280. Number of women filling family canning budget 636
281. Total number of homes involved in all food work 2237
282. Number leaders' schools held in canning Attendance 69
283. Total number leaders' schools held in all types of food work 60 Attendance 3366
284. Number pellagra patients agent helped in any way 44
285. Number homes producing for table (1) Garden products 2013,
(2) Dairy Products 788 (3) Poultry products 1918
286. Number of commercial canneries established since 1929 5

CHILD TRAINING AND CARE

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

197. Number of method demonstration meetings held.....	33	197
198. Number of adult result demonstrations completed or carried into the next year.....	208	198
199. Number of groups devoting major part of program to child training and care.....	22	199
200. Membership in these groups.....	207	200
201. Number of 4-H Club members enrolled.....	(a) Girls 295 (b) Boys.....	201
202. Number of 4-H Club members completing.....	(a) Girls..... (b) Boys.....	202
203. Number of homes improving habits of school children (other than reported under "Foods and Nutrition" and "Home Health and Sanitation").....	40	203
204. Number of homes substituting positive methods of discipline for negative ones.....	6	204
205. Number of homes providing recommended play equipment.....	22	205
206. Number of homes making recommended physical adjustments to better meet children's needs.....	36	206
207. Number of homes adopting better adult habits with respect to development of children.....	51	207
(Use space below for State questions not listed above)		
.....
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.....
.....
.....
.....

Child Training and Care - Page 19

287. Number of fathers enrolled	237
288. Number mothers enrolled	363
289. Number of homes improving habits of preschool children	378
290. Number of homes where books on child development are read	20
291. Number of homes subscribing for magazines on child development	11
292. Number of requests for talks to groups on child development	8

CHILD TRADING CARE

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

208. Number of method demonstration meetings held..... 208 206
209. Number of adult-result demonstrations completed or carried into the next year..... 209 153
210. Number of 4-H Club members enrolled..... 210
 (a) Girls..... 961
 (b) Boys.....
211. Number of 4-H Club members completing..... 211
 (a) Girls..... 768
 (b) Boys.....
212. Number of individuals following recommendations in improving construction of clothing..... 212
 (a) Women..... 630
 (b) Girls..... 737
213. Number of individuals using a clothing budget..... 213
 (a) Women..... 123
 (b) Girls..... 117
 (c) Boys.....
214. Number of individuals making garments for themselves..... 214
 (a) Women..... 1078
 (b) Girls..... 915
215. Number of individuals improving children's clothing according to recommendations..... 215
 (a) Women..... 450
 (b) Girls..... 302
216. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing..... 216
 (a) Women..... 243
 (b) Girls..... 145

(Use space below for State questions not listed above)

Clothing - Page 20

293. Number women enrolled 598 Number completing 324
294. Total number of homes involved in above questions 856
295. Number leaders' schools held 12 Attendance 356

HOME MANAGEMENT

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

217. Number of method demonstration meetings held..... 576 217
218. Number of adult result demonstrations completed or carried into the next year..... 214 218
219. Number of 4-H Club members enrolled..... (a) Girls 137
(b) Boys 1 219
220. Number of 4-H Club members completing..... (a) Girls 102
(b) Boys 1 220
221. Number of homes keeping home accounts according to a recommended plan..... 102 221
222. Number of homes budgeting expenditures in relation to income according to a recommended plan..... 153 222
223. Number of homes following recommended methods in buying for the home..... 111 223
224. Number of women following a recommended schedule for home activities..... 146 224
225. Number of kitchens rearranged for convenience according to recommendations..... 24 225
226. Number of homes following recommendations in obtaining labor-saving equipment..... 13 226
227. Number of homes adopting recommended laundering methods..... 17 227
228. Number of homes adopting recommended methods in care of house..... 102 228
229. Number of homes assisted in an analysis of their home conditions with reference to a standard of living..... 324 229
230. Number of homes assisted in making adjustments in home making to gain a more satisfactory standard of living..... 160 230

(Use space below for State questions not listed above)

Home Management - Page 21

296. Number of women enrolled 576 Number completing 213
297. Total number of homes involved in above questions 571
298. Number leaders' schools held 8 Attendance 270

HOME FURNISHINGS

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

231. Number of method demonstration meetings held..... 29 231
232. Number of adult result demonstrations completed or carried into the next year..... 95 232
233. Number of 4-H Club members enrolled..... (a) Girls..... 87
(b) Boys..... 233
234. Number of 4-H Club members completing..... (a) Girls..... 43
(b) Boys..... 234
235. Number of individuals improving the selection of household furnishings..... (a) Women..... 130
(b) Girls..... 15 235
236. Number of individuals following recommendations in improving methods of repairing, remodeling, or refinishing of furniture..... (a) Women..... 57
(b) Girls..... 15 236
237. Number of individuals following recommendations in improving treatment of windows (shades, curtains, draperies)..... (a) Women..... 120
(b) Girls..... 17 237
238. Number of individuals following recommendations in improving arrangement of rooms (other than kitchens)..... (a) Women..... 137
(b) Girls..... 17 238
239. Number of individuals improving treatment of walls, woodwork, and floors..... (a) Women..... 31
(b) Girls..... 7 239

(Use space below for State questions not listed above)

Home Furnishings * - Page 22

299. Number women enrolled 239 Number completing 132
300. Total number homes involved in above questions 179
301. Number leaders' schools held 3 Attendance 75

HOME HEALTH AND SANITATION

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

240.	Number of method demonstration meetings held.....	153	240
241.	Number of adult result demonstrations completed or carried into the next year.....	41	241
242.	Number of 4-H Club members enrolled.....	{ (a) Girls 1410 (b) Boys 302 }	242
243.	Number of 4-H Club members completing.....	{ (a) Girls 1342 (b) Boys 302 }	243
244.	Number of 4-H Club members not in special health clubs who participated in definite health-improvement work.....	{ (a) Girls 615 (b) Boys 302 }	244
245.	Number of individuals following recommendations as to complete health examination.....	1229	245
246.	Number of individuals improving health habits according to recommendations.....	754	246
247.	Number of individuals improving posture according to recommendations.....	66	247
248.	Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....	660	248
249.	Number of homes adopting better home-nursing procedure according to recommendations.....	683	249
250.	Number of homes installing sanitary closets or outhouses according to recommended plans.....	44	250
251.	Number of homes screened according to recommendations.....	83	251
252.	Number of homes following other recommended methods of controlling flies, mosquitoes, and other insects.....	812	252

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

	(a) Boys	(b) Girls	(c) Total	
240.				Number of method demonstration meetings held.....
241.				Number of adult result demonstrations completed or carried into next year.....
242.				Number of 4-H Club members enrolled.....
243.				Number of 4-H Club members completing.....
244.				Number of 4-H Club members not in special health clubs who participated in definite health-improvement work.....

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.....	21	253
254. Number of country-life conferences or training meetings conducted for community leaders.....	17	254
255. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	13	255
256. Number of communities developing recreation according to recommendations.....	38	256
257. Number of community or county-wide pageants or plays presented.....	6	257
258. Number of community houses, clubhouses, or community rest rooms established.....	2	258
259. Number of communities assisted in improving hygienic or public-welfare practices.....	353	259
260. Number of school or other community grounds improved in accordance with plans furnished.....	41	260
261. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	45	261
261½. Total number of different communities assisted in connection with the community or country-life work reported on this page.....	40	261½

(Use space below for State questions not listed above)

Community Activities - Page 24

Number of live at home dinners held in 1931 46
 Total number of live at home dinners held 1929 to date 56

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) ¹
262. Number of method demonstration meetings held.....			1		262
263. Number of adult result demonstrations completed or carried into next year.....			1		263
264. Number of 4-H Club members enrolled.....					264
265. Number of 4-H Club members completing.....			5		265

¹ Indicate project by name.