

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS.

U. S. DEPARTMENT OF AGRICULTURE
AND STATE AGRICULTURAL COLLEGES
COOPERATING.

STATES RELATIONS SERVICE, OFFICE OF
EXTENSION WORK, NORTH AND WEST,
WASHINGTON, D. C.

ANNUAL REPORT OF COUNTY AGENT.

DUE DECEMBER 1, 1918.

State, Arizona County, Coconino
Report of He Lore Nichols, County Agent.
From Dec. 1, 1918, to May 1, 1919.

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

Approved:

Date, _____

President or Secretary of Farm Bureau.

Approved and forwarded by:

Date, _____

State County Agent Leader.

SUMMARY REPORT OF WORK OF COUNTY AGENT.

TO THE COUNTY AGENT:

In the annual report due from each agent it is desired that the agent give a clear, of the work of the year. This report should be divided into two parts: (1) A narrative a tabulated or summary report.

(1) Narrative Report: This is by far the more important part of the annual report. It should be in effect a statement in orderly fashion, and under appropriate subheadings of the results secured under each project undertaken, as well as the miscellaneous work. This report may be illustrated with photographs, maps, diagrams, blue prints, or copies of demonstration work.

(2) Summary Report: This is really designed to be a summary of those features of the report that can be tabulated. In order that comparable State and national summaries be made it is necessary that each agent use practically the same method of tabulating. To conform to this, the accompanying blank has been prepared. It is based on the report blank used by agents since the work started and covers only the more usual phases of the work. Under each division of the blank, space is provided to accommodate such entries as an individual agent may wish to make. Some of the questions will not apply to the work in a certain county, and they need not be answered. It may often happen that the added items are more important than the provided headings. It may also be necessary at times to make estimates, but, so far as possible, they should be based on office records. The following pages are designed as a form which may be used in accounting for such phases of his work as it may be possible to put in tabular form.

Instructions for tabulating results of demonstration work.—Below are given instructions for filling out tables on pages 5 and 6 of the summary report.

These tables are for the purpose of tabulating the definite demonstration work* of the year in which accurate known results were secured. Under each of the following titles with appropriate headings list all demonstration work in relation to that subject: Corn, Oats, Wheat, Potatoes, Farm Crops, Orchard Fruits, Small Fruits, Truck Crops, Soil Demonstrations, Liming, Cattle Raising, Drainage, Miscellaneous Demonstrations in Relation to Crops and Soils, Feeding Demonstrations, Judging, Hog-cholera Control, Blackleg Treatment, and Miscellaneous Demonstrations in Relation to Live Stock.

(1) In column 1 give the total number of demonstrations in regard to each phase, whether a meeting was held or not, but do not list demonstrations given at miscellaneous meetings, such as institutes, short courses, farmers' clubs, etc.

(2) In column 2 list all demonstration meetings held.

(3) In column 3 give the total attendance at meetings listed in column 2.

(4) In column 4 give a measure of the total number of units involved in the demonstrations, such as acres, tons, bushels, etc.

(5) In column 5 give results of demonstrations, expressing results in terms of income, bushels, tons, dollars, acres, etc. Indicate the measurement used. Do not give percentages.

(6) In column 6 give the profit secured per acre or other unit as given in column 5, less the total operational expenses of the method demonstrated, including the extra cost of harvesting which have been deducted.

*A demonstration is an effort designed to show by example the practical application of an established fact or method. It may be of methods or results.

On this page draw or attach a map of your county, showing township or community boundaries, and locating thereon demonstrations listed on pages 5 and 6 of this report.

On this page draw or attach a map of your county, showing township or community boundaries and approximate location of farm bureau members by means of dots. . .

Place an x in the townships having community committees.

SUMMARY REPORT OF WORK OF COUNTY AGENT.

(A) LIST OF DEMONSTRATIONS.

Name of demonstration, classifying under (1) crops, (2) live stock, (3) soil, (4) farm business, (5) miscellaneous.	1* Number of demonstrations, 1918.	2* Number of meetings at demonstrations, 1918.	3* Total attendance at meetings, 1918.	4* Total units in demonstrations, 1918.	5* Resultant increase (yield per acre or other measurement), 1918.	6* Total profit due to increase given in column 5, 1918.
ILLUSTRATIVE ENTRY.						
CROPS.						
<i>Oat Smut Control</i> -----	15	12	250	1,200 a.	8 bu. to a.	\$4,200
<i>Wheat Smut Control</i>	19			525 $\frac{1}{2}$.		
<i>Oat Smut Control</i>	15			340 a.		
<i>Barley Smut Control</i>	3			30 a.		
<i>Potatoes Treated</i>	33			1075 a.		
<p><i>The acreage is an estimation because few farmers have planted.</i></p>						

* See explanation given on page 2, instructions for tabulating results of demonstration work.

SUMMARY REPORT OF WORK OF COUNTY AGENT -Continued.

(A) LIST OF DEMONSTRATIONS—Continued.

Name of demonstration, classifying under (1) crops, (2) live stock, (3) soil, (4) farm business, (5) miscellaneous.	1* Number of demonstrations, 1918.	2* Number of meetings at demonstrations, 1918.	3* Total attendance at meetings, 1918.	4* Total units in demonstrations, 1918.	5* Resultant increase (yield per acre or other measurement), 1918.

* See explanation given on page 2, instructions for tabulating results of demonstration work.

DISTRIBUTION OF WORK OF COUNTY AGENT.

PROJECT.	December.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	TOTAL.
	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	
7 Marketing		6	4	2	3								15
4 Livestock			2	2	3								7
3 Potatoes			2	2	4	2							10
7 Organization			1										1
3 Grain				1	3	1							5
6 Prairie Dog Control				2	6	2							10
8 Miscellaneous	33 1/2	6	2	21 1/2									13
1 Days in office	9 1/2	15	13	12 1/2	5	4 1/2							59
Leave	15												15
TOTAL	27	27	24	24	24	19							139

135

9

(B) WORK DONE IN RELATION TO CROPS.

*On suggestion of agent or through the Farm Bureau during 1918.**(Do not quote statistics.)*

1. Farms selecting seed corn in fall.....
2. Acres planted with fall-selected seed corn.....
3. Farms testing seed corn for germination.....
4. Acres of corn planted with tested seed.....
5. Farms growing corn for silage.....
6. Acres of corn grown for silage.....
7. Farms on which the agent knows that corn was grown following his suggestions, including all lines of corn work other than those included in 1, 3, and 5.....
8. Total acres of corn included in 2, 4, 6, and 7.....
9. Farms on which the agent knows that wheat was grown following his suggestions.....
10. Total acres of wheat so grown.....
11. Farms treating seed oats for smut.....
12. Acres sown with treated seed.....
13. Farms on which the agent knows that oats were grown following his suggestions, other than those included in question 11.....
14. Total acres of oats included in 12 and 13.....
15. Farms on which the agent knows that seed potatoes were treated for disease following his suggestions.....
16. Acres of potatoes planted with seed treated for disease.....
17. Farms on which the agent knows that potatoes were grown following his suggestions, other than those included in 15.....
18. Total acres included in 16 and 17.....
19. Farms on which the agent knows that hay was grown following his suggestions.....
20. Total acres of hay so grown.....
21. Farms on which the agent knows that alfalfa was sown following his suggestions.....
22. Total acres of alfalfa so sown on above farms.....
23. Farms on which the agent knows that sweet clover was grown following his suggestions.....
24. Acres of sweet clover so grown.....
25. Farms on which the agent knows that soy beans were grown following his suggestions.....
26. Total acres of soy beans so grown.....

SUMMARY REPORT OF WORK OF COUNTY AGENT—Continued.

	Number.
27. Farms on which the agent knows that cowpeas were grown following his suggestions.....	27
28. Total acres of cowpeas so grown.....	28
29. Farms on which the agent knows that winter or hairy vetch was grown for grain following his suggestions	29
30. Acres of winter or hairy vetch so grown.....	30
31. Farms on which the agent knows that barley was grown following his suggestions.....	31
32. Total acres of barley so grown.....	32
33. Farms on which the agent knows that rye was grown following his suggestions.....	33
34. Total acres of rye so grown.....	34
35. Orchards cared for in whole or in part on suggestion of agent.....	2 35
36. Farms on which agent knows red, alsike, or white clover were grown.....	36
37. Total acres of clover so grown.....	37
38. Farms on which agent knows beans were grown.....	38
39. Total acres of beans.....	39

List below all work in relation to crops not covered by above items:

(C) WORK DONE IN RELATION TO LIVE STOCK.

On suggestion of agent during 1918.

- 40. Registered stallions the agent knows were secured on his suggestion.....
- 41. Registered bulls the agent knows were secured on his suggestion.....
- 42. Registered cows the agent knows were secured on his suggestion.....
- 43. Registered rams the agent knows were secured on his suggestion.....
- 44. Registered boars the agent knows were secured on his suggestion.....
- 45. Registered sires (all kinds) transferred from one community to another on his sugges-
tion.....
- 46. Number of head of other live stock bought or sold on his suggestion.....
- 47. Cow-testing associations organized by agent or on his suggestion in 1918.....
- 48. Number of members in these associations.....
- 49. Cows tested or under test in 1918 for milk production in all such associations organ-
ized in 1918 or previously.....
- 50. Cows tested for milk production by individuals on suggestion of agent.....
- 51. Cows discarded as a result of test.....
- 52. Farms on which balanced rations figured by county agent are known to have been
adopted.....
- 53. Live-stock breeders' associations organized by agent in 1918.....
- 54. Total membership in such live-stock breeders' associations organized in 1918.....
- 55. Animals tested for tuberculosis by agent or on his suggestion.....
- 56. Animals treated for blackleg by agent or on his suggestion.....
- 57. Hogs vaccinated for cholera by agent.....
- 58. Hogs vaccinated for cholera by veterinarians or farmers on agent's suggestion.....
- 59. Hog-cholera control clubs organized in 1918.....
- 60. Silos secured on suggestion of agent.....

List below all work in relation to live stock not included under the above items:

SUMMARY REPORT OF WORK OF COUNTY AGENT—Continued.

	Number.
(D) WORK DONE IN RELATION TO SOILS, FERTILIZERS, AND FERTILITY.	
<i>On suggestion of agent during 1918.</i>	
61. Crop-rotation systems planned and adopted.....	61
62. Drainage systems planned and adopted.....	62
63. Acres included in these drainage areas.....	63
64. Irrigation systems planned and adopted.....	64
65. Acres included in these irrigation areas.....	65
66. Farmers reenforcing the manure with acid phosphate or ground rock phosphate.....	66
67. Farms using chemical fertilizers on suggestion of the agent.....	67
68. Tons of chemical fertilizer so used.....	68
69. Farms on which the chemical fertilizers were home-mixed on suggestion or under the direction of the county agent.....	69
70. Tons of such home-mixed fertilizers used.....	70
71. Number of farms on which the <i>U. of A. Chemist</i> tested the soil for acidity.....	<i>4</i> 71
72. Farms using lime on suggestion of agent.....	<i>3</i> 72
73. Local sources of lime or limestone developed.....	73
74. Limestone crushers or grinders introduced.....	74
75. Tons of lime or limestone used on suggestion of agent.....	75
76. Acres of hay land and permanent pasture top-dressed (straw, manure, or fertilizer).....	76
77. Acres of clover and other legumes plowed under for green manure.....	77
List below all work done in relation to soils, fertilizers, and fertility not covered by the above items:	
.....	

SUMMARY REPORT OF WORK OF COUNTY AGENT—Continued.

	Number.	
(E) WORK DONE IN RELATION TO FARM HOMES AND FARM BUSINESS.		
<i>On advice of agent or under his direction during 1918.</i>		
78. Farm account books placed in hands of farmers.....	6	78
79. Farmers who kept such accounts throughout the year.....		79
80. Farmers assisted by agent in summarizing their accounts.....		80
81. Farmers who have made profitable changes in their business as a result of record keeping.....		81
82. Farmers' exchanges organized by county agent or on his suggestion in 1918.....		82
83. Value of business done in 1918 through all such exchanges organized by agent or his predecessors.....		83
84. Other purchasing and marketing ^{committee 1 - W.M.B.} associations organized in 1918 by the county agent or on his suggestion.....	\$2534	84
85. Total value of business done in 1918 by all such associations organized by agent or his predecessors.....	W.M.B.	85
86. Approximate savings effected in 1918 by all such associations or exchanges.....		86
87. Farms rented in 1918 through such associations or exchanges.....		87
88. Farms supplied with laborers in 1918 through such associations or exchanges, or by county agent.....		88
89. Total number of laborers so furnished to farmers.....		89
90. Water supply and sewage disposal systems introduced.....		90
List below all work done in relation to farm homes and farm business not covered by the above items:		

SUMMARY REPORT OF WORK OF COUNTY AGENT—Continued.

	Number.	
(F) EXTENDING THE AGENT'S WORK IN THE COUNTY.		
91. Different farmers visited on their farms.....		91
92. Total number of farm visits ^a made.....	158	92 X
93. Calls ^b on agent at office relating to county agent work.....	521	93 X
94. Meetings ^c held under auspices of county organization ^d or agent.....	9	94
95. Total of all meetings in which agent took part, including No. 94.....	9	95
96. Total attendance at such meetings, Nos. 94 and 95.....	156	96
97. Membership in County Farm Bureau (Dec. 1, 1918).....	74	97 Jan 1.
98. Farmers' clubs organized by agent in 1918.....		98
99. Total membership in above clubs.....		99
100. Other associations organized for adults in 1918.....		100
101. Total membership of all associations for adults organized in 1918.....		101
102. Boys' and girls' clubs organized in 1918.....	4	102
103. Total membership in such clubs organized in 1918.....		103
104. Agricultural articles written by agent published in local papers.....	19	104 X
105. Agricultural articles written by agent for County Farm Bureau News or other official publications of Farm Bureau.....		105 X
106. Letters mailed ^e (include original copies of circular letters).....	361	106 X
107. Total circulation of all such circulars and circular letters.....	428	107 X
108. Local extension schools, including farmers' institutes, in his county at which agent assisted.....		108
109. Days devoted by agent to the above extension schools and institutions.....		109
110. Total enrollment at these local extension schools.....		110
111. Agricultural observation parties conducted (automobile trips, etc.).....		111
112. Total number of persons in all such parties.....		112
113. Meetings or demonstrations held at which assistance was rendered by specialists.....		113

^a FARM VISIT: A farm visit is a call at a farm by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farmer regarding his work or the better practice prevailing in his neighborhood.

^b OFFICE CALL: An office call is a visit by a farmer, or other person, seeking agricultural information, as a result of which some definite assistance or information is given.

^c A MEETING is an assemblage of persons in which the county agent takes a definite part, held in his own county.

^d The association established primarily to promote county agent work.

^e A LETTER is determined in the same way as an office call. Letters written shall include all single letters and the original copy of circular letters on official business.

SUMMARY REPORT OF WORK OF COUNTY AGENT—Continued.

	Dems.
<p>(F) EXTENDING THE AGENT'S WORK IN THE COUNTY—Continued.</p>	
<p>List below all work in relation to the projection of the agent's work throughout the county:</p>	

Signed:.....
County Agent.

Date mailed to State County Agent Leader:.....

SPECIAL SUPPLEMENTARY REPORT, 1918.

REPORT OF WAR ACTIVITIES.

Include in your regular narrative report under appropriate headings a full discussion of methods used in food production and food conservation campaigns and other war activities, together with results.

TABULAR STATEMENT.

CROP PRODUCTION CAMPAIGNS.

	Spring wheat.	Winter wheat.	Oats.	Corn.	Rye.	Buckwheat.	Barley.
Number of farmers assisted in securing or locating seed.....		(1919 crop.)			(1919 crop.)		
Number of bushels of seed secured or located for farmers.....		(1919 crop.)			(1919 crop.)		
Number of additional acres seeded as result of special production campaign.....		(1919 crop.)			(1919 crop.)		
Estimated total production on additional acres in bushels.....		(1918 crop.)			(1918 crop.)		

CROPS—Continued.

	Sugar beets.	Potatoes.	Beans.	Cane or sorghum.	Other crops.		
Number of farmers assisted in securing or locating seed.....							
Number of bushels of seed secured or located for farmers.....	<i>Pounds.</i>			<i>Pounds.</i>			
Number of additional acres seeded as result of special production campaign.....							
Estimated total production on additional acres in bushels.....	<i>Tons.</i>		<i>Tons.</i>				

Number.

1. Number of bushels of seed corn saved this fall for 1919 planting.....

2. Number of persons assisted in home garden work.....

LABOR.

1. Number of applications received by county agent or farm bureau for farm or household laborers.....

2. Laborers located or supplied through agent or farm bureau (male).....

3. Number of persons who applied for work as farm laborers or for household service to the county agent or farm bureau:

Male

Female

FERTILIZERS.

1. Farmers assisted in securing fertilizers.....

2. Tons of fertilizers (phosphate, nitrogen, potash, or mixed fertilizers) secured or located for farmers as result of emergency campaigns.....

LIVE STOCK.

Number.

- 1. Additional cows bred as result of special campaigns.....
- 2. Additional sows bred as result of special campaigns.....
- 3. Number of sheep placed on farms.....
- 4. Increased number of live stock on farms as result of special campaigns:
 - Cattle
 - Hogs
 - Sheep
 - Poultry
- 5. Number of calves saved from slaughter as result of special campaign.....

FARM POWER.

- 1. Number of farmers agent assisted in securing loan of tractors.....
- 2. Increased number of acres cultivated due to tractor campaign.....
- 3. Number of farmers assisted in securing the use of power sprayers, ditching machines, or other power machinery to economize labor.....

MARKETING AND FARM CREDITS.

- 1. Number of public markets which the agent assisted in establishing.....
- 2. Total value of products sold at such markets.....
- 3. Number of farmers assisted by county agent in securing credit for purchase of machinery, seeds, fertilizers, or supplies.....
- 4. Farm loan associations which the agent assisted in organizing.....
- 5. Number of tons of hay sold to War Department direct through Farm Bureau or other associations organized by agent.....
- 6. Number of tons of straw sold to War Department direct through Farm Bureau or other associations organized by agent.....

FOOD CONSERVATION.

- 1. Number of farmers or others given information in regard to storing fruits and vegetables.....
- 2. Number of quarts of fruits and vegetables canned by adults as result of work of agent, exclusive of regular Boys' and Girls' Club Work.....
- 3. Number of canning demonstrations held for adult women.....
- 4. Pounds of fruit or vegetables dried as result of special drying campaign.....
- 5. Eggs preserved as result of recommendations of agentdozen.....

MISCELLANEOUS.

- 1. Bushels of poisoned grain or bran distributed by agent or through Farm Bureau for rodent or insect control.....
- *2. Number of questionnaires or other requests for information handled by agent for various U. S. Departments or officials.....
- *3. Number of questionnaires or other requests for information handled by agent for agricultural colleges or other State institutions, departments, or officials.....
- *4. Number of persons from college, U. S. Department, or other public institutions calling on agent personally for assistance.....

3093 quarts
9
5

(Give any other definite results secured incident to war work that can be expressed in terms of acres, bushels, pounds, or dollars.)

*Please attach to this report a list showing (1) character of information furnished, (2) by whom requested, and (3) time consumed by agent in securing data.