

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. DEPARTMENT OF AGRICULTURE
State Agricultural College and County Farm Bureau
Cooperating

STATES RELATIONS SERVICE
Office of Extension Work North and West
WASHINGTON, D. C.

ANNUAL REPORT OF COUNTY AGRICULTURAL AGENT

(Due November 30, 1920)

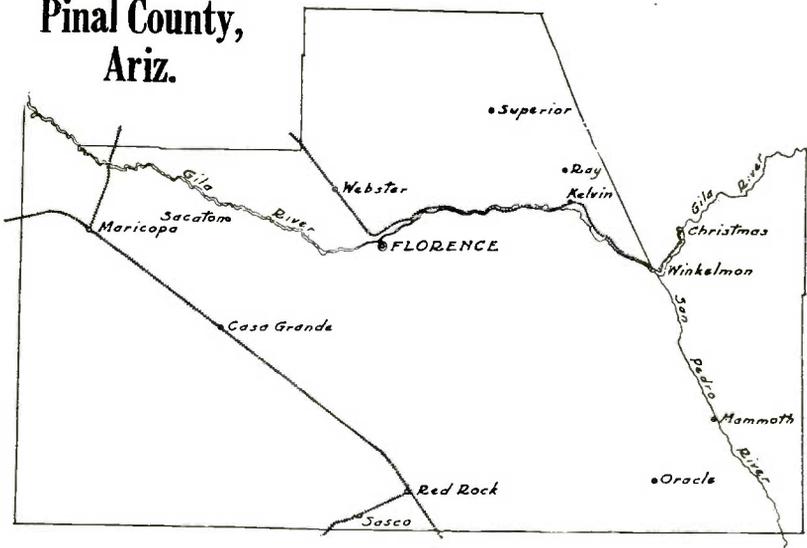
State of *Arizona*, County of *Pinal*

Le R M Aldermonth County Agricultural Agent

From *Dec 1 - 1919*, to *Mar 15*, 1920

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

Pinal County,
Ariz.



(For map of State showing location of county, photograph illustrating some phase of county agent work, or brief summary of outstanding features of the work.)

Approved:

Date _____ (Name) _____

President of Farm Bureau.

(Address) _____

Approved and forwarded by:

Date _____

State County Agent Leader.

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

The annual report is a review, analysis, interpretation, and presentation to the people of the county, the State, and the Nation of the sum total of the agricultural activities of the county agricultural agent for the year. The making of such a report is of primary value to the county agricultural agent and the farm bureau officers and members.

The report should be a statement in orderly fashion, and under appropriate subheadings, of the work done, methods used, and results secured under each project, as well as of the general work accomplished. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with ample data from the statistical summary. In the preparation of the part of the report relating to each project, the results reported in the statistical summary for the project should be analyzed, conclusion drawn, and recommendations made. The report may well be illustrated with photographs, maps, diagrams, blue prints or copies of charts and other forms used in demonstration work. Full credit should be given in all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins left. The statistical summary will grow naturally out of the field and office records.

The following plan is suggestive of how the report may be clearly and systematically outlined:

SUGGESTIVE OUTLINE OF ANNUAL REPORT.

- I. Cover page.
- II. Title page.
- III. Table of contents.
- IV. Status of farm bureau organization.
 - (1) Form of organization—distinctive features.
 - (2) Function of members, officers, and committees in developing the program of work.
 - (3) General policies, including relationships to other organizations.
- V. Program of work—methods employed and results achieved.
 - (1) Factors determining program.
 - (2) Project activities and results—
 - (a) In the development of the farm bureau during the year.
 - (b) In soil improvement.
 - (c) In crop production.
 - (d) In live stock production.
 - (e) In farm economics.
 - (f) In marketing (buying and selling).
 - (g) In farm home betterment.
 - (h) In Boys' and Girls' Clubs.
 - (i) In other project activities.
 - (3) Character and scope of office and field service.
 - (4) Analysis and interpretation of tabular summary, pp. 18, 19.
- VI. Outlook and recommendations (including suggestive program of work for next year).
- VII. Summary of activities and accomplishments (preferably of one or two typewritten pages only placed at the end of the narrative report).

STATISTICAL SUMMARY

To supplement the narrative of the report, and in order that comparable State and National summaries can be made, it is necessary that each agent include a statistical summary of the work in his county. The following blanks have been prepared to insure uniformity in method of reporting. In addition to the questions asked under each subdivision of the report, space is provided for the State to add other questions of State-wide importance. Additional room is also provided for each county agent to add other important statistical information not covered in the series of National and State questions. For the sake of clearness the questions are arranged in the same order as suggested for the narrative.

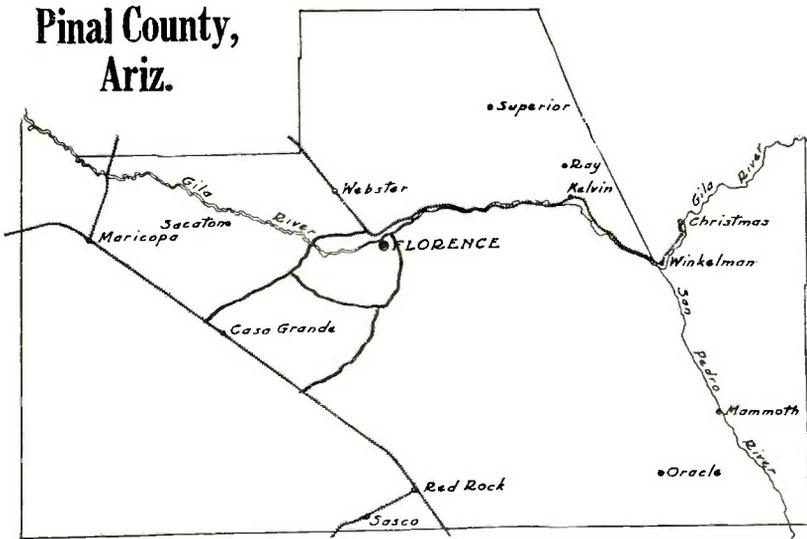
FARM BUREAU ORGANIZATION—MAP.

On this page draw or attach a map of your county, showing boundaries of communities or other local units recognized by the farm bureau.

Place the names of the officers and executive committeemen with an X.

Place the names of the community committeemen with a dot.

Place the total number of farm bureau members in each community with a figure.



FARM BUREAU ORGANIZATION.

1. Number of farm bureau members (individual paid membership) Nov. 30, 1918, 0
 Nov. 30, 1919, 0 Nov. 30, 1920, 54
2. Annual individual membership fee \$5.00
3. County executive committee and county project leaders serving during 1920 (list below):

Officers and county project leaders.	Name of project or activity of which leader has charge.	Address.
1. <u>L. W. Prouty</u>	<u>President</u>	<u>Casa Grande</u>
2. <u>P. D. Queyfield</u>	<u>Chairman, (Cotton gin committee)</u>	<u>.. ..</u>
3. <u>George Hall</u>	<u>Membership committee</u>	<u>.. ..</u>
4.
5.
6.
7.
8.
9.
10.

4. Does the organization of the farm bureau include (a) Home economics work?
- (b) Boys' and Girls' Club work? no

5. Does the farm bureau publish a Farm Bureau News or similar publication? no

6. Extent of community organization:

- (a) Number of communities or local units in the county recognized by the farm bureau 2
- (b) Number of communities having community committees 2
- (c) Total number community committeemen 5

7. Meetings relating to farm bureau organization:

	Number.	Total attendance.
(a) Annual meeting	<u>1</u>	<u>46</u>
(b) Executive committee meetings	<u>5</u>	<u>25</u>
(c) Community meetings	<u>8</u>	<u>266</u>
(d) Community committee meetings
(e) County project committee meetings
(f) Farm bureau picnics
(g) Observation tours
(h) Other farm bureau organization meetings
Total	<u>14</u>	<u>337</u>
(i) Number of above meetings not attended by agents	<u>1</u>

List below any additional work relative to farm bureau organization not covered by above questions:

SOIL-IMPROVEMENT PROJECTS.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. Answer every question. Use figures where work done can be supported by records for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.

DRAINAGE AND IRRIGATION.

	Number.	
8. Drainage systems planned and adopted	0	8
9. Acres involved in Question 8	0	9
10. Irrigation systems planned and adopted	4	10
11. Acres involved in Question 10	640	11

FERTILITY.

12. Farmers who used commercial fertilizers	0	12
13. Tons of commercial fertilizer included in Question 12	0	13
14. Acres of clover or other legumes plowed under for green manure	80	14
15. Farms on which soil was tested for acidity	0	15
16. Farms on which lime or limestone was used	0	16
17. Tons of lime or limestone included in Question 16	0	17
18. List below the organizations or associations relating to soils that the farm bureau committeemen, the agent, or his predecessors assisted in forming:		18

Type of organization.	Organized previous to 1920.		Organized in 1920.	
	Number.	Members.	Number.	Members.
Drainage Associations	0		0	
Limestone Associations	0		0	
.....				
.....				
.....				
.....				
.....				

CROP PROJECTS.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. *Answer every question. Use figures where work done can be supported by records for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.*

CORN.		Number.
19. Acres planted with selected seed corn, spring, 1920.....	0	19
20. Farmers selecting seed corn, fall, 1920.....	0	20
21. Bushels seed corn selected.....	0	21
22. Farmers testing seed corn for germination.....	0	22
23. Bushels seed corn tested for germination.....	0	23
24. Acres planted with tested seed.....	0	24
25. Farms on which corn growing was introduced or farm practice relative to corn culture modified.....	0	25
26. Acres involved in Question 25.....	0	26

WHEAT, OATS, BARLEY, AND RYE.

27. Farmers treating seed wheat for smut.....	0	27
28. Bushels seed wheat tested for smut.....	0	28
29. Acres sown with treated seed.....	0	29
30. Farms on which wheat growing was introduced or farm practice relative to wheat culture modified.....	0	30
31. Acres involved in Question 30.....	0	31
32. Farmers treating seed oats for smut.....	0	32
33. Bushels seed oats treated for smut.....	0	33
34. Acres oats sown with treated seed.....	0	34
35. Farms on which oat growing was introduced or farm practice relative to oat culture modified.....	0	35
36. Acres involved in Question 35.....	0	36
37. Farms on which barley growing was introduced or farm practice relative to barley culture modified.....	0	37
38. Acres involved in Question 37.....	0	38
39. Farms on which rye growing was introduced or farm practice relative to rye culture modified.....	0	39
40. Acres involved in Question 39.....	0	40

BEANS AND POTATOES.

41. Farms on which bean growing was introduced or farm practice relative to bean culture modified.....	Na	41
42. Acres involved in Question 41.....	Na	42
43. Farmers treating seed potatoes for disease.....	Na	43
44. Acres involved in Question 43.....	Na	44
45. Farmers spraying potatoes for disease.....	Na	45
46. Acres involved in Question 45.....	Na	46
47. Farms on which potato growing was introduced or farm practice relative to potato culture modified.....	Na	47
48. Acres involved in Question 47.....	Na	48

LEGUMES, OTHER HAY, AND FORAGE.

49. Farms on which alfalfa growing was introduced or farm practice relative to alfalfa culture modified.....	1	49
50. Acres involved in Question 49.....	160	50
51. Farms on which sweet clover growing was introduced or farm practice relative to sweet-clover culture modified.....	0	51
52. Acres involved in Question 51.....	0	52

CROP PROJECTS—Continued.

LEGUMES, OTHER HAY, AND FORAGE—Continued.

	Number.
53. Farms on which red, alsike, or white clover was introduced or farm practice relative to clover culture modified.....	0 53
54. Acres involved in Question 53.....	0 54
55. Farms on which soy bean growing was introduced or farm practice relative to soy bean culture modified.....	0 55
56. Acres involved in Question 55.....	0 56
57. Farms on which sorghum, kafir, or feterita growing was introduced or farm practice relative to sorghum, kafir, or feterita culture modified.....	0 57
58. Acres involved in Question 57.....	0 58

IMPROVED SEED.

59. List in the following table work done in connection with seed improvement:

Crop.	Improved seed secured.		Improved seed for sale.		Name of varieties being standardized.
	No. of farms.	Bushels.	No. of farms.	Bushels.	
Corn.....					
Wheat.....					
Oats.....					
Rye.....					
Potatoes.....					
<i>Cotton</i>	<i>70</i>	<i>3395.6</i>			<i>Prima Egyptian.</i>

RODENT AND INSECT PEST CONTROL.

	Number.
60. Farms on which rodent-control methods were followed.....	3 60
61. Acres involved in Question 60.....	450 61
62. Pounds of poisoned bait involved in Question 60.....	<i>inf</i> 62
63. Farms on which insect-control methods were followed.....	0 63
64. Acres involved in Question 63.....	0 64
65. Pounds of poisoned bait involved in Question 63.....	0 65

FRUIT.

	Number.
66. Farms on which orchards were planted (apples, peaches, pears, citrous fruits, etc., except bush fruits).....	0 66
67. Acres involved in Question 66.....	0 67
68. Farms on which fruit trees were pruned.....	2 68
69. Acres involved in Question 68.....	3 69
70. Farms on which fruit trees were sprayed.....	0 70
71. Acres involved in Question 70.....	0 71
72. Farms on which bush fruits were planted or farm practice relative to bush fruit culture modified.....	0 72
73. Number of acres involved in Question 72.....	0 73

LIVE-STOCK PROJECTS.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. *Answer every question. Use figures where work done can be supported by records for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.*

	Number.	
78. Registered stallions and mares secured.....	0	78
79. Registered bulls secured { Dairy.....	0	} 79
{ Beef.....	0	
80. Registered cows secured { Dairy.....	0	} 80
{ Beef.....	0	
81. High-grade cows secured { Dairy.....	0	} 81
{ Beef.....	0	
82. Registered rams secured.....	0	82
83. Registered boars secured.....	0	83
84. Cow-testing associations organized in 1920.....	0	84
85. Cow-testing associations in county (including Question 84 and those previously organized).....	0	85
86. Number of members in above associations.....	0	86
87. Cows tested or under test in 1920 for milk production in all such associations organized in 1920 or previously.....	0	87
88. Cows tested for milk production by individuals.....	0	88
89. Cows discarded as result of test (Questions 87 and 88).....	0	89
90. Farmers assisted in figuring balanced rations (all animals).....	0	90
91. Silos erected.....	0	91
92. Farms on which poultry practice was modified.....	0	92
93. Animals tested for tuberculosis.....	0	93
94. Animals treated for blackleg.....	0	94
95. Hogs vaccinated for cholera.....	92	95
96. Hogs treated for hemorrhagic septicemia.....	0	96
97. Farmers assisted in controlling necrobacillosis.....	0	97
98. Farmers assisted in controlling contagious abortion.....	0	98
99. Farms on which beekeeping was introduced or the handling of bees modified.....	0	99
100. Number of hives involved in Question 99.....	0	100
101. Boys' and Girls' Clubs incident to live-stock production agent assisted in organizing in 1920.....	0	101
102. Members enrolled in above clubs.....	0	102
103. Members in above clubs completing work.....	0	103

FARM-ECONOMICS PROJECTS.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. *Answer every question. Use figures where work done can be supported by record for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.*

FARM MANAGEMENT.

	Number.	
105. Farm account books distributed.....	0	105
106. Farmers keeping such accounts through the year.....	0	106
107. Farmers assisted in summarizing and interpreting their accounts.....	0	107
108. Farmers making changes in their business as result of keeping accounts.....	0	108
109. Other farmers adopting cropping, live-stock, or complete farming systems according to recommendations.....	22	109
110. Farms on which buildings other than homes were constructed or remodeled according to plans furnished.....	0	110
111. Farm leases drawn or modified.....	0	111

LABOR.

112. Farm laborers supplied through agent or farm bureau.....	0	112
113. Farmers assisted in securing tractors, sprayers, ditching machines, or other machinery to economize labor.....	0	113

CREDIT.

114. Farm Loan Associations agent assisted in organizing.....	0	114
115. Other credit associations agent assisted in organizing.....	0	115
116. Farmers involved in Questions 114 and 115.....	0	116

STATE SUPPLEMENT.

This space is left for each county agent leader to include supplemental questions relating to farm economics applicable to his State:

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List below any additional work relative to farm-economics projects not covered by above questions:

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MARKETING PROJECTS.

BUYING AND SELLING.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. *Answer every question. Use figures where work done can be supported by records for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.*

	Number.	
117. Number of cooperative buying and selling associations in the county.....	1	117
118. Number of associations involved in Question 117 that the farm bureau, agent, or his predecessors have assisted in forming.....	0	118
119. Number of farmers assisted by farm bureau or agent in buying or selling through other channels than cooperative associations.....	8	119
120. In Table I list the cooperative associations which the farm bureau and the agent have helped to form in 1920, and amount of business done.....	0	120

TABLE I.

Name of association.	Date formed.	Number of members.	Products handled.	Value of business.	Saving.
<i>Illustrative entry.</i> Jonesville Fruit Association.....	Aug. 1.....	150	Sell apples and peaches; buy supplies.	\$120,000	\$5,295
.....
.....
.....

121. In Table II list all the types of cooperative buying and selling associations with which the farm bureau and county agent cooperate. (Include all associations listed in Table I.)

TABLE II.

Type.	Number of associations.	Number of members.	Products handled.	Value of business.	Saving.
<i>Illustrative entry.</i> Live-stock shipping.....	4	560	Sell live stock and wool; buy feed.....	\$540,000	\$45,600
<i>Air association</i>	1	40	<i>Buying fuel oil for engine</i>	<i>unf</i>	<i>unf</i>
.....
.....

CHARACTER AND SCOPE OF OFFICE AND FIELD SERVICE.

In answering the following questions, report only results of the activities of the farm bureau and county agricultural agent that are supported by records. *Answer every question.* Use *figures* where work done can be supported by records for current year. Use "Unf." (unfinished) where work is unfinished or no record available; "N. A." (not applicable) where question does not apply; "0" (zero) where no work has been done.

	Number.	
133. Different farmers visited on their farms.....	40 59	133
134. Total number of farm visits made.....	59	134
135. Office consultations relating to farm bureau work (do not include telephone calls).....	76	135
136. Days in field.....	41	136
137. Days in office.....	36	137
138. Farmers' Institutes held (not included under farm-bureau organization meetings, p. 4, or demonstration meetings, p. 19).....	0	138
139. Attendance at meetings involved in Question 138.....	0	139
140. Extension schools or short courses held.....	0	140
141. Attendance at meetings involved in Question 140.....	0	141
142. Other agricultural meetings attended by agents not previously reported.....	0	142
143. Attendance at meetings involved in Question 142.....	0	143
144. Grand total all meetings held during year, including organization, p. 4; demonstrations, p. 19; and miscellaneous, involving Questions 138, 140-142.....	8	144
145. Grand total attendance all meetings involved in Question 144.....	256	145
146. Agricultural articles written by agent and published in local papers (do not include notices of meetings or similar brief news items).....	5	146
147. Agricultural articles written by agent and published in Farm Bureau News or similar bureau publication.....	0	147
148. Articles written by farm-bureau members and extension specialists published in Farm Bureau News or similar bureau publication.....	0	148
149. Personal letters written and mailed.....	106	149
150. Circular letters written.....	2	150
151. Total number of copies of circular letters mailed.....	46	151
152. Number of questionnaires* or other requests for information handled by agent for U. S. Department of Agriculture or other Federal agencies.....	6	152
153. Number of questionnaires* or other requests for information handled by agent for agricultural college or other State institution or official.....	0	153

List below any other work relative to character and scope of office and field service not covered by above questions:

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* Write on page 20 list of questionnaires involved in questions 152, 153.

MAP OF DEMONSTRATIONS.

On this page draw or attach a map of your county, showing boundaries of communities or other local units recognized by farm bureaus, and locate thereon demonstrations listed on page 18 of this report. In order to secure uniform mapping in each State, the county agent leader will indicate lines of work after characters:

..... b..... c..... d.....
..... f..... g..... h.....

TABULAR SUMMARY OF PROJECTS,

APPROXIMATE DISTRIBUTION OF AGENTS' TIME IN OFFICE AND FIELD ON PROJECTS AND MISCELLANEOUS WORK FOR 1920.

TITLE OF PROJECT.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Total.
	Days.												
<i>Illustrative entry.</i>													
Potato spraying		1	2		2	1	1	3	3	3	4	2	22
b { Land Leveling		2	2										4
d { Hog Production	4	3	5	1									13
{ Dairying	2	1	2	1									6
e { Horticulture	1	1	3	1									6
c { Cotton	8	6	15	6									35
Miscellaneous ²	15	17	3	6									40
Days leave													
TOTAL	36	36	29	15									106

¹ Time includes both agent and assistants.
² Miscellaneous includes unexpected and emergency service which can not be anticipated in advance.

