

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture  
and State Agricultural Colleges

Federal Extension Service  
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(Calendar Year)

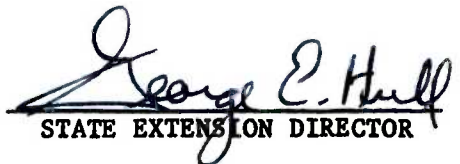
of

STATE AND COUNTY EXTENSION WORKERS

State ARIZONA - PINAL COUNTY

APPROVED:

Date JUN 21 1967

  
STATE EXTENSION DIRECTOR

Summary of Extension Teaching Activities -- All Extension Workers

| Activities   | Number, by project areas |    |      |        |     |  |        | Total Number |
|--|--------------------------|----|------|--------|-----|--|--------|--------------|
|  | III                      | IV | V    | VI     | VII |  |        |              |
| 1. Studies of problems and opportunities.  | 7                        |    | 1    | -      |     |  | 8      |              |
| 2. Field trials, tests, demonstrations.  | 32                       |    | -    | -      |     |  | 32     |              |
| 3. Consultations providing information, advice, guidance on problems of individuals, families, and farm operators. | 5560                     |    | 928  | 3931   |     |  | 10,419 |              |
| 4. Consultations providing information, guidance, advice on problems of organizations and agencies.                | 28                       |    | 14   | 19     |     |  | 61     |              |
| 5. Meetings of Extension Planning Development and other committees.  | 6                        |    | 5    | 29     |     |  | 40     |              |
| 6. Leader Training:  |                          |    |      |        |     |  |        |              |
| A. Meetings to train local leaders   | -                        |    | 15   | 40     |     |  | 56 55  |              |
| B. Number of different leaders trained   | -                        |    | 199  | 225    |     |  | 424    |              |
| 7. Other meetings at which extension workers presented information.  | 44                       |    | 71   | 73     |     |  | 188    |              |
| 8. News stories released directly to newspapers or magazines.  | 19                       |    | 55   | 86     |     |  | 160    |              |
| 9. Publications distributed to public.   | 6105                     |    | 1966 | 4634   |     |  | 12,705 |              |
| 10. Direct Mail:   |                          |    |      |        |     |  |        |              |
| A. Number of different pieces prepared   | 22                       |    | 64   | 114    |     |  | 200    |              |
| B. Number of pieces distributed  | 843                      |    | 3269 | 13,480 |     |  | 17,592 |              |
| 11. Radio broadcasts participated in.  | 414                      |    | 1    | 189    |     |  | 604    |              |
| 12. Television broadcasts participated in.   | -                        |    | -    | -      |     |  | -      |              |

Interpretations -- Summary of Extension Teaching Activities --  
All Extension Workers

This report is to determine quantitatively some of the more important teaching techniques used to reach Extension's clientele. No attempt is made in this report to get a total picture of how a staff member does his extension work or to measure the efficiency of individual workers.

Activities are to be reported by project areas as follows:

- Project Area III - Agricultural Production, Management and Natural Resource Development
- Project Area IV - Marketing and Utilization of Farm Products
- Project Area V - Home Economics
- Project Area VI - 4-H Youth Development
- Project Area VII - Resource Development and Public Affairs

1. Include number of special studies or surveys made in each project area to aid in identifying and solving problems of people or present new opportunities for extension work. If two or more members of State or county staff participated in the same study or survey effort, the person having the responsibility for the activity should report it. When equal responsibility is shared, it should be decided which one will report. Place number of special studies surveys in appropriate project area column.
2. Report number of field trials, tests and result demonstrations in appropriate project area column. If two or more members of extension staff are involved follow rule on Number 1 above.
3. Include all individual staff efforts to provide individuals with guidance, advice and information, i.e., farm, home and other out-of-office visits, office calls and telephone calls. Where specialists accompany agents on field visits to individual homes or farms report only once. Report number in appropriate project area column.
4. Include all individual staff efforts that provide advice, guidance and information to organizations and agencies both public and private. Report number in appropriate project area column. Do not report more than once if more than one individual staff member is involved.

5. Report number of all extension planning development and other committee meetings including subcommittee meetings in appropriate project area columns, i.e., Agricultural Production Committee meetings in column III, Marketing Committees in column IV, Home Economics in column V, 4-H Youth Development in column VI, and Overall Development Committees and RAD in VII.
6. Include all meetings to train local leaders and the number of different leaders trained. Use appropriate project area columns.
7. Report all other meetings at which you participated as a professional extension worker.
8. Report each news story, feature article, and personal column released by you directly to a newspaper or magazine as one item. This includes suggested stories prepared by the State office and released by agents to news media. The same story sent to several outlets should be reported only once. Information given to reporters or writers as the basis for a story should also be reported. News stories prepared by local leaders should not be reported. The State office should report stories released directly to news outlets but not stories prepared for release through county offices.
9. Report number of copies of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State office. See item 10.
- 10a. Include commodity letters, newsletters, postcards, self-mailers, envelope stuffers and all messages sent by mail to specific audiences for a specific purpose. Do not include letters to individuals.
- 10b. Report total number of pieces mailed.
11. A broadcast is a single presentation on the air. It may be given in person or by transcription. An extension worker does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
12. Same as above.

PROJECT III -- AGRICULTURAL PRODUCTION, MANAGEMENT AND NATURAL RESOURCE DEVELOPMENT

|   | Days devoted to work with adults and/or youth |             |
|---|---|-------------|
|   | County and area staff                         | State staff |
| Helping people make decisions regarding:  |   |             |
| 1. Farm business, enterprise feasibility and combinations; farm business organization, tenure and finance; and farm and home development.                         | 103   |             |
| 2. ACP, crop insurance, feed grain and other government programs.   | 34  |             |
| 3. Prevention and control of plant and animal disease, insects, weeds and other pests with farm operators and handlers, including dealers, custom operators, etc. | 247   |             |
| 4. Fertility, soil and water management.  | 114   |             |
| 5. Selection, care and use of machinery, equipment and buildings.   | 116   |             |
| 6. Selection, production and management of livestock, poultry and crops.  | 282   |             |
| 7. All agricultural problems of non-commercial farmers (part-time) and non-farm home owners.  | 47  |             |
| 8. Development of watershed, forests and other conservation projects. (Technical aspects.)  | 28  |             |
| 9. Protection of crops and livestock against nuclear hazards, natural disasters.  | 4   |             |
| 10. Income-producing recreational activities. (Technical aspects.)  | 19  |             |
| 11. Non-farm alternatives for employment of farm family.  | 2   |             |
| 12. Other (identify)  | 1   |             |
| Total man days  | 997   |             |

Instructions for Project III -- Agricultural Production, Management and Natural Resource Development

All time devoted to work with adults and/or youth, including travel, should be reported to the nearest whole day for each item listed. All Extension staff members, both county and State, should report their extension time devoted to the support of Project III program effort under appropriate items in this section of the report. Part-time Extension employees should report only the days devoted to extension work. Department chairmen who are part-time extension should report their extension time under appropriate items.

1. Include time spent on assisting farmers to calculate the income potential of farm enterprises; adjustment of farm enterprises and planning new sources of income; business-management aspects of farming such as the use of "outlook" information as an aid in making farm-business decisions; keeping, summarizing, analyzing and using farm records; obtaining and using credit and capital resources for operating the farm business; various kinds, types and arrangements of farm rental, leasing and contractual arrangements; locating and appraising farms for rental or purchase; farm labor and efficient work methods; assistance with income tax and legal aspects of farming; on-farm marketing decisions; development of overall plans of both short- and long-run for the total farm business; and the management aspects of farm and home development work.

2. Include time devoted to assisting people develop an understanding of the provisions of government programs and the alternatives available to them. This includes all government programs that regulate production of agricultural commodities, affect use of agricultural lands, encourage conservation and provide insurance protection.

3. Include time spent in identification, prevention and control of plant and animal diseases and parasites, insects, weeds and other pests on farms. Also include time spent on safe use of pesticides and other agricultural chemicals and on organized pest and disease eradication programs. (Work of this type with rural and urban nonfarm families to be reported in item 7.)

4. Include all time devoted to such items as explaining use of soil surveys as they relate to soil productivity and adaptation of soil and crop production, developing materials and guides, demonstrating and explaining the use of soil and plant tissue testing, working out suggested lime and fertilizer treatment, solutions to soil salinity problems, drainage, irrigation and evaluation of water quality, etc. It should also include time used to provide information on ways to improve physical condition of soils, use of mulches (such as stubble straw or plastic), manures, crop residues, winter cover crops, green manures, minimum tillage, vertical mulching, crop rotations, and summer fallowing. (Work of this type with rural and urban nonfarm families to be reported in item 7.)

5. Include all time devoted to obtaining information, planning, preparing and presenting programs or assistance to individuals or groups on all subjects pertaining to the selection, design, plans, adjustment, performance, maintenance, repair, remodeling and use of farm power machinery, equipment, materials handling, buildings, and safety as it relates to commercial farm operation.
6. Include all time spent on production and management (including on-farm marketing) of all commercial crops, including horticultural crops, livestock and livestock products, dairy and poultry.
7. Include all time spent with non-commercial farmers and other rural and urban home owners on such items as home beautification, use of insecticides, herbicides and other pesticides in and around the home, work with gardeners, greenskeepers, caretakers of cemeteries, highway officials on vegetative cover for roadsides stabilization, etc.
8. Include all time spent on conservation practices, such as contouring, terracing, range and grassland management, and residue management practices done primarily for the purpose of conserving soil and water of watersheds. Also report here wildlife conservation including wildlife and pond management as well as all windbreak, forest and forest product production work done with producers. (Do not include work reported in items 4 and 7 above.)
9. Include all time devoted to educational programs with farmers on protecting their crops and livestock from nuclear hazards, floods, tornadoes, fires, droughts and other natural hazards. Rural Civil Defense efforts in regard to protecting crops and livestock from atomic radiation should be reported here. Other farm safety work should be reported under appropriate items above.
10. Include all time spent on educational work in evaluating, planning and developing resources for income-producing recreation enterprises such as plans for remodeling a house for a farm vacation business, seeding recommendations for a fee fishing pond area, and a resource analysis of a campsite.
11. Include time spent on discussing the possibilities of various sources of non-farm employment, participation with farm families and local groups in creating new sources of non-farm income, and encouraging farm families to consider their alternatives between farm and non-farm activities as a means of improving family income, personal satisfactions and community welfare.
12. County staff members to include time spent on all other aspects of county work in this project area not included in the above items. State staff members to include time spent on all other aspects of work in this project such as administration, supervision, information services, etc. that cannot be allocated to the above items.

PROJECT IV -- MARKETING AND UTILIZATION OF FARM PRODUCTS

| Helping people make decisions regarding:  | Days devoted to work with adults and/or youth |             |
|---|---|-------------|
|   | County and area staff                         | State Staff |
| 1. What, when, where, how to market.  |   |             |
| 2. Grading, packing, storing products.  |   |             |
| 3. Understanding, development and use of organizations and facilities for effective buying, processing and marketing.       | 1   |             |
| 4. Improving efficiency of processing, marketing and supply firms.  |   |             |
| 5. Understanding marketing orders, regulations and services.  | 1   |             |
| 6. Purchase of agricultural products at retail considering supply, price, quantity, marketing services and related factors. |   |             |
| 7. Maintaining quality of agricultural products throughout marketing.   | 2   |             |
| 8. Other (specify)  |   |             |
| Total man-days  | 4   |             |

#### Instructions for Project IV -- Marketing and Utilization of Farm Products

All time devoted to work with adults and/or youth, including travel, should be reported to the nearest whole day for each item listed. All Extension staff members, both county and State, should report their extension time devoted to the support of Project IV program effort under appropriate items in this section of the report.

Marketing and Utilization includes the services and activities connected with changing the form of goods and moving them from producer to consumer. It incorporates the economic and technical considerations in the assembly, processing and distribution of agricultural products, and of farm supplies and services. It includes such functions as inspection and grading, transportation, storage, pricing, financing, risk-bearing, development of new and improved products and processes, advertising and promotion. These functions may be performed by various interests including individual farmers, bargaining and handling cooperatives, assemblers, processors, brokers, wholesalers, retailers and consumers.

Items 1 through 6 are self-explanatory.

Item 7. Include time devoted to such work as the prevention of market diseases of fruits and vegetables during marketing, to the prevention of insect damage to fruits and vegetables, grain and fibers, and to the prevention of losses from damage and deterioration to animals and animal products during marketing.

Item 8. County staff members to include time spent on all other aspects of county work in this project area not included in the above items. State staff members to include time spent on all other aspects of work in this project such as administration, supervision, information services, etc. that cannot be allocated to the above items.

PROJECT V -- HOME ECONOMICS

| Helping people make decisions regarding:  | Days devoted to work with adults and/or youth |             |
|---|---|-------------|
|   | County and area staff                         | State staff |
| 1. Foods and nutrition.   | 36  |             |
| 2. Clothing and textiles.   | 54  |             |
| 3. Housing, including household equipment.  | 8   |             |
| 4. Selection, care and use of household furnishings.  | 91  |             |
| 5. Human relations and child development.   | 52  |             |
| 6. Home industry -- establishment of production, sales or family-centered business.                     | -   |             |
| 7. Home management (includes family economics, management and efficient use of time, money and energy). | 2   |             |
| 8. Civil defense -- "Family Preparedness."  | -   |             |
| 9. Health and physical fitness, safety.   | 1   |             |
| 10. Other (identify).   | 91  |             |
| Total man days  | 335   |             |



#### Instructions for Project V -- Home Economics

All time devoted to work with adults and/or youth, including travel, should be reported to the nearest whole day for each item listed. All Extension staff members, both county and State, should report their extension time devoted to the support of Project V program effort under appropriate items in this section of the report.

Consumer education work is an integral part of all phases of home economics education and is to be reported along with other work in home economics under the appropriate items enumerated.

1. Include all time spent on selection of foods on basis of quality, nutritional needs, amount to buy, variety, and form for family, institutions, and tourist business; all preparation of foods of any type. Also time spent on encouraging production and use of homegrown foods; all forms of food conservation, i.e., freezing, canning, drying, brining, selection and storage of fruits and root vegetables, curing of meats, and making jams, jellies and pickles; education on basic nutrition without food preparation, or only that used to illustrate or create an interest in good nutrition, or for such subjects as child feeding, maternal diet, food for the aged, weight control, diets for special needs.
2. Include time spent on selecting, buying, mending and care of clothing (storage, dycleaning and special laundering problems), also selection and use of textiles, wardrobe planning for all family members, grooming, color, etc., control of insects to prevent damage to clothing; arrangement of sewing center, selection, use and care of sewing and pressing equipment, as well as clothing construction education.
3. Include time spent on selecting house plans, remodeling, planning and constructing storage space, planning community kitchens, household equipment.
4. Include time spent on selection, use, construction, care, repair and reconditioning of home furnishings; furniture arrangement and use of accessories; color schemes and wall finishes; and floor finishes.
5. Include all time spent on human relations and development, such as child development and parent education; personality development, etc.
6. Include time spent on selecting items to be produced, setting standards, locating markets, record-keeping in connection with enterprise, teaching needed skills, etc.

7. Include time spent on management education about the use of the family's available physical and human resources--time, energy, skills, knowledge and money. This will include the home management aspects of Farm and Home Development. Also include educational assistance in laundering methods, use of soaps and detergents, and use of time and energy through work simplification. (Time spent on laundry methods for the new type fabrics in connection with care of clothing should be reported in item 2.) Also include family financial planning, keeping and analyzing home records, consumer credit, children and money, and other aspects of money management within the home; family legal matters, such as wills, inheritance, notes and installment buying contracts.
8. Include time spent in organizing Extension classes for medical self-help training; time devoted to training leaders or workshop in use of "Family Survival Plan," or any phase covered therein (food stockpile, shelter furnishings and supplies, etc.).
9. Include time devoted to improvement of family health and sanitation practices, such as garbage and waste disposal, screening and safe water supply; first aid and home nursing; and educational work done to encourage medical and dental examinations and immunization programs. Include also educational work on safety.
10. County staff members to include time spent on all other aspects of county work in this project area not included in the above items. State staff members to include time spent on all other aspects of work in this project area such as administration, supervision, information services, etc., that cannot be allocated to the above items.

PROJECT VI -- 4-H - YOUTH DEVELOPMENT

Clubs and groups:

|   |                 |                    |                  |
|---|-----------------|--------------------|------------------|
| 1. a. Number of 4-H Clubs                           |                 |                    | <u>20</u>        |
| b. Number of 4-H special interest groups            |                 |                    | <u>84</u>        |
| c. Number of youth groups not 4-H                   |                 |                    | <u>-</u>         |
| 2. 4-H members by age groups:                       |                 |                    |                  |
| 9 years of age                                      | <u>66</u>       | 15 years of age    | <u>38</u>        |
| 10 years of age                                     | <u>112</u>      | 16 years of age    | <u>32</u>        |
| 11 years of age                                     | <u>141</u>      | 17 years of age    | <u>10</u>        |
| 12 years of age                                     | <u>108</u>      | 18 years of age    | <u>5</u>         |
| 13 years of age                                     | <u>85</u>       | 19 years of age    | <u>5</u>         |
| 14 years of age                                     | <u>48</u>       |                    | <u>(650)</u>     |
| 3. 4-H members by years in club work:               |                 |                    |                  |
| 1st year  | <u>368</u>      | 4th year           | <u>51</u>        |
| 2nd year  | <u>139</u>      | 5th year           | <u>23</u>        |
| 3rd year  | <u>47</u>       | 6th year and above | <u>22</u>        |
|   |                 |                    | <u>(650)</u>     |
| 4. 4-H members enrolled by place of residence:      |                 |                    |                  |
| Farm  | <u>189</u>      | Urban              | <u>247</u>       |
| Rural non-farm                                      | <u>214</u>      | Suburban           | <u>-</u>         |
|   |                 |                    | <u>(650)</u>     |
| 5. Different:                                       |                 |                    |                  |
| a. 4-H members enrolled                             | Boys <u>231</u> | Girls <u>419</u>   | Total <u>650</u> |
| b. Youth worked with not enrolled in 4-H            | Boys <u>169</u> | Girls <u>131</u>   | Total <u>300</u> |
| c. Older youth worked with (18 and over) not in 4-H | Boys <u>-</u>   | Girls <u>-</u>     | Total <u>-</u>   |

6. Number of 4-H members receiving training through organized projects and activities. (A member may be enrolled in more than one project or activity under each of the following groups and should be counted each time.)

|   | Boys | Girls |
|---|------|-------|
| a. *Automotive. . . . .                                       | 8    | 0     |
| b. *Beef. . . . .   | 31   | 15    |
| c. *Conservation program total. . . . .                       | 22   | 39    |
| (Forestry). . . . .   | (22) | (39)  |
| (Grasslands). . . . .   | 0    | 0     |
| (Soil and water). . . . .                                     | 0    | 0     |
| (Wildlife). . . . .   | 0    | 0     |
| d. *Dairy . . . . .   | 8    | 2     |
| e. *Dog care and training . . . . .                           | 15   | 26    |
| f. *Electric. . . . .   | 31   | 0     |
| g. *Entomology. . . . .                                       | 14   | 0     |
| h. Farm management . . . . .                                  | 0    | 0     |
| i. *Field Crops (Agronomy-soils-crops). . . . .               | 0    | 0     |
| j. Flower gardening. . . . .                                  | 0    | 3     |
| k. *Home grounds beautification . . . . .                     | 0    | 3     |
| l. Horses and ponies . . . . .                                | 40   | 33    |
| m. Horticulture (fruits-vegetables). . . . .                  | 13   | 6     |
| n. Marketing (town and country<br>business, etc.). . . . .    | 45   | 72    |
| o. Plant pathology . . . . .                                  | 0    | 0     |
| p. *Poultry (Inc. turkeys, geese,<br>pigeons, etc.) . . . . . | 7    | 1     |
| q. Rabbits . . . . .  | 12   | 5     |
| r. Sheep . . . . .  | 12   | 5     |
| s. Small motors. . . . .                                      | 0    | 0     |
| t. *Swine . . . . .   | 26   | 4     |
| u. *Tractor . . . . .   | 24   | 0     |
| v. Woodworking and other shop work . . . . .                  | 15   | 0     |
| w. *Clothing. . . . .   | 0    | 327   |
| x. Family life education . . . . .                            | 0    | 9     |
| y. Foods and nutrition total . . . . .                        | 33   | 247   |
| z. * " " " (bread-cereal) . . . . .                           | 0    | (12)  |
| aa. * " " " (canning-freezing) . . . . .                      | 0    | (3)   |
| bb. * " " " (dairy foods) . . . . .                           | 0    | 0     |
| cc. Home improvement and furnishings. . . . .                 | 0    | 18    |
| dd. Home management . . . . .                                 | 0    | 18    |
| ee. Personal development. . . . .                             | 26   | 44    |
| ff. Career exploration. . . . .                               | 23   | 38    |
| gg. Community service . . . . .                               | 121  | 214   |
| hh. Crafts. . . . .   | 50   | 51    |
| ii. Emergency preparedness. . . . .                           | 36   | 69    |

|     |   |             |             |
|-----|---|-------------|-------------|
| jj. | *Health - physical fitness. . . . .                           | <u>75</u>   | <u>146</u>  |
| kk. | *Photography. . . . .   | <u>18</u>   | <u>29</u>   |
| ll. | *Public speaking. . . . .                                     | <u>2</u>    | <u>3</u>    |
| mm. | *Recreation . . . . .   | <u>231</u>  | <u>419</u>  |
| nn. | *Safety . . . . .   | <u>102</u>  | <u>211</u>  |
| oo. | *Special citizenship and public<br>affairs education. . . . . | <u>74</u>   | <u>133</u>  |
| pp. | Special science not listed . . . . .                          | <u>3</u>    | <u>5</u>    |
| qq. | Demonstrations . . . . .                                      | <u>126</u>  | <u>237</u>  |
| rr. | Judging. . . . .  | <u>95</u>   | <u>181</u>  |
| ss. | *Dress revues - local, county . . . . .                       | <u>0</u>    | <u>88</u>   |
| tt. | 4-H camps. . . . .  | <u>46</u>   | <u>93</u>   |
| uu. | Other - list . . . . .  | <u>0</u>    | <u>0</u>    |
| vv. | " " . . . . .   | <u>0</u>    | <u>0</u>    |
| ww. | Total enrollment in projects and<br>activities . . . . .      | <u>1384</u> | <u>2794</u> |

|    |  |            |
|----|--|------------|
| 7. | Number of different boys and girls in:       |            |
|    | An agricultural project. . . . .             | <u>243</u> |
|    | A home economics project . . . . .           | <u>403</u> |
|    | Projects other than agriculture and home ec. | <u>112</u> |

8. Number of youth reached through special teen-age nutrition programs:

Boys 16 Girls 27 Total 43

9. Leadership development

| Number of leaders:  | Men       | Women     |
|---|-----------|-----------|
| a. Organizational leaders. . . . .  | <u>8</u>  | <u>14</u> |
| b. Project or subject matter leaders  | <u>24</u> | <u>83</u> |
| c. County project chairmen . . . . .  | <u>0</u>  | <u>0</u>  |
| d. Other adult leaders, i.e., activity<br>leaders, resource leaders . . . . . | <u>4</u>  | <u>9</u>  |
| e. Number on councils - local<br>sponsoring committees . . . . .              | <u>14</u> | <u>11</u> |
| f. Total different adult leaders . . . . .                                    | <u>31</u> | <u>89</u> |
| g. Leaders of other youth organiza-<br>tions assisted. . . . .                | <u>3</u>  | <u>2</u>  |
| h. Number of adult leaders:   |           |           |

|            |           |             |           |
|------------|-----------|-------------|-----------|
| 1st yr.... | <u>49</u> | 4th yr....  | <u>13</u> |
| 2nd yr.... | <u>23</u> | 5th yr....  | <u>7</u>  |
| 3rd yr.... | <u>12</u> | Over 5 yrs. | <u>16</u> |

i. Junior 4-H Club leaders:

Boys 16 Girls 37 Total 53

Instructions for Project VI -- 4-H Youth Development

- 1a. The number of different 4-H Clubs in the county is to be reported under this item. A 4-H Club is an organized group of boys and/or girls with officers and a planned program which is carried on throughout all or a large part of the year.
- b. The number of 4-H special interest groups in the county not as highly organized as the clubs listed above. They may have only one meeting or it may be a series of meetings usually concentrated in a shorter period of time.
- c. The number of groups worked with, special interest or clubs but not labeled 4-H groups. They might be Scout groups, FFA and FHA chapters, Boys' Clubs, Junior Achievement groups, etc.
2. In the appropriate blank report all enrollees nine years old and under, ten years old, etc.
3. Self-explanatory.

4. Farm: Report number of 4-H members who live on a farm. Use 1960 U.S. Census definition. "It's a farm if less than ten acres of land but has over \$250 income from the sale of farm products or if it is more than ten acres and has \$50 or more income from farm produce."

Rural non-farm: Report number of 4-H members who live in towns of 2,500 or less and not farm as defined above.

Urban: Report number of 4-H members living in concentrations of over 2,500 people but not in suburbs of larger cities (100,000 or more).

Suburban: Report number of 4-H members who live in the suburban areas of the larger cities (100,000 or more).

5a. No explanation needed.

b. Report the number of different individuals of 4-H age worked with but who were not counted as 4-H Club members.

c. Report the number worked with out of 4-H and 18 years of age and over but single.

6. Report the number of 4-H members, boys and girls, receiving training through organized extension programs and identified with projects and/or activities. Experience has shown that an activity in

one county may have much greater educational impact than a project in another. Report the number who received training in the areas listed. Several areas are listed to get information for national awards programs. They are marked with an asterisk (\*).

7. Report the number of different boys and girls by type of projects conducted - agriculture, home economics and others.
8. Special teen-age nutrition programs are programs for teen-agers other than the regular foods and nutrition projects, i.e., special teen-age nutrition conferences, camps, special interest groups, short courses, etc.
- 9a. Report the number of adults who work directly with 4-H Club members in a 4-H Club and who have responsibility along with the members for organizing, planning and conducting the local 4-H Club.
- b. Report the number of adults who work directly with 4-H Club members in planning and teaching the subject matter for a project or activity in a 4-H Club over a period of several weeks or months.
- c. Report number of adults who assume county or area wide responsibility for planning and teaching the project subject matter through the project leaders reported in (b) above. Project chairmen usually work directly with members but spend their time with all project leaders in a specific project area.
- d. Report the number of other adults considered as leaders not fitting any of the above descriptions.
- e. Report the number of adults on 4-H and extension county councils, advisory committees, local sponsoring committees, parent committees, etc., who do not in this capacity work directly with youth but for youth.
- f. Report the total number of a, b, c, d, and e less duplications due to the same person serving as a leader in more than one line of work.
- g. Report the number of adult volunteer leaders of other non-extension youth serving groups or organizations such as Scouts, Boys' Clubs, Girls' Clubs, Bluebirds, Campfire Girls, Junior Achievement, etc. These may have participated in regular extension leader training sessions or you may have had special sessions for them.
- h. Report the number by years served as leaders that are reported in 9a, b, c, d and e above.
- i. Report the number of boys and girls that are enrolled in the 4-H Junior Leadership Project or giving special help to younger 4-H members in an organized way.

PROJECT VII -- RESOURCE DEVELOPMENT AND PUBLIC AFFAIRS

|  | Days devoted to work with adults and/or youth |             |
|--|---|-------------|
|  | County and area staff                         | State staff |
| Helping people make decisions regarding:   |   |             |
| 1. Organizing and working with resource development organizations, agencies and other development groups. (Include both economic and human resource development.)  | 6   |             |
| 2. Work with State, county and local government groups on resource development and public affairs.   | 1   |             |
| 3. Planning and development of resource development and public affairs material for use with groups and in other resource development and public affairs programs. | 1   |             |
| 4. Other (specify).  | 17  |             |
| Total man days   | 25  |             |

Instructions for Project VII - Resource Development and Public Affairs

All time devoted to work with adults and/or youth, including travel, should be reported to the nearest whole day for each item listed. All Extension staff members, both county and State, should report their extension time devoted to the support of Project VII program effort under appropriate items in this section of the report.

1. Include all time devoted to organizing and working with resource development groups such as area, county and community development groups, RAD, etc.
2. Include all time devoted to efforts with State, county, city and town governments with respect to resource development work of all types.
3. Include all time devoted to the preparation of materials, speeches, radio and television programs related to resource development and public affairs.
4. County staff members to include time spent on all other aspects of county work in this project area not included in the above items. State staff members to include time spent on all other aspects of work in this project such as administration, supervision, information services, etc., that cannot be allocated to the above items.

GENERAL SECTION

| Items                       | Days devoted to work with adults and/or youth |             |
|-----------------------------|---|-------------|
|                             | County and area staff                         | State staff |
| 1. Staff training:          |   |             |
| a. Staff training received  | 75  |             |
| b. Staff training conducted |   |             |
| 2. 4-H and other youth work | 415   |             |

Instructions for General Section

Time to be reported in this section includes only days devoted to staff training received and/or conducted and to 4-H and other youth work.

- 1a. Report number of days staff members spent receiving inservice (non-credit) training.
- b. Report number of days staff members spent conducting inservice (non-credit) training for other extension staff members.
- 2. Report number of days spent doing 4-H Club and other youth work. Include all time spent on youth work reported in Projects III, IV, V, and VII above and all other time spent on other phases of youth work such as IFYE, camping, recreation, citizenship, organization, leader recruitment and training, etc.