

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Division of Cooperative Extension
Washington, D.C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State ARIZONA County GRAHAM

REPORT OF

FLOSSIE WILLS BARMES

(Name) Home Demonstration Agent.

From Dec. 1, 1935 to Nov. 30, 1936

From _____ to _____, 193

4-H Club Agent.

S. L. OWENS

Agricultural Agent.

From Dec. 1, 1935 to Dec. 1, 1936

READ SUGGESTIONS, PAGES 2 AND 3



Approved:

Date March 19, 1937

Royce W. Darr
Acting State Extension Director.

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

The annual report should be a summary, with analysis and interpretations, for presentation to the people of the county, the State, and the Nation of the extension activities in each county for the year, and the results obtained by the county extension agents assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agents 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.

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.*

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Results obtained through assistance rendered agents by specialists should also be included. This report shows, insofar as possible, the part each agent has taken in forwarding the extension program. The county totals should be the sum of the activities and accomplishments of individual agents *minus duplications due to two or more agents participating in the same activity or accomplishment*. The county totals, when properly recorded, show the progress made in the county during the year in forwarding the entire extension program. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

The statistical summary should be a report of this year's activities and results that can be verified by records on file in the county office. Where records are not available careful estimates are desired. Such estimates should be marked "Est."

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of 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.

The narrative report should summarize and interpret, under appropriate subheadings, the outstanding results accomplished and the extension methods used for each project. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with necessary data from the statistical summary. Use a descriptive 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, blueprints, 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 merely suggestive of how the narrative report may be clearly and systematically presented. Each agent should prepare an outline to fit the situation and the work to be reported.

SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning of the narrative report.
- IV. Changes in county extension organization.
 - (1) Form.
 - (2) General policies.
 - (3) Procedure.
- V. County program of work.
 - (1) Factors considered and methods used in determining program of work.
 - (2) Project activities and results.

Under appropriate headings and subheadings present in some detail for each major project or line of work the goals set up, the methods used, the results achieved, and the significance of these results in terms of improved farms and homes and of better community life.
- VI. Outlook and recommendations, including suggestive program of work for next year.

TERMINOLOGY

To insure reports which convey the intended meaning to others and to facilitate the compilation of satisfactory national statistics on extension, it is extremely important that terms be used in accordance with accepted definitions. The following definitions of extension terms have been approved by the United States Department of Agriculture and the Association of Land Grant Colleges and Universities. Agents should read these definitions before starting to write the annual reports.

DEFINITIONS OF EXTENSION TERMS

1. A program of work is a statement of the specific projects to be undertaken by the extension agents 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, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

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, a boy, or a 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 leader-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 a 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 the office, at annual and other extension conferences, and on any other work directly related to office administration.

16. Days in field should include all days spent on official duty other than "days 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 2 to 6 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 another 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.

20. The county extension association or committee is that county organization, whether a membership or a delegate body, which is recognized officially in the conduct of extension work in the county.

GENERAL ACTIVITIES

Report Only This Year's Extension 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. Include time of assistants with that of regular agent.

AGENT	Total months of service this year (a)	Days devoted to agr'l-conservation and adjustment programs (b)	Days devoted to relief work (c)	Total days in office (d)	Total days in field (e)
Flossie Wills Barnes (Name) Home demonstration agent..... } (1) Asst. home demonstration agent } 4-H Club agent..... } (2) Assistant 4-H Club agent..... }	12		124	86	166
S. L. Owens Agricultural agent..... } (3) Assistant agricultural agent..... }	12	86		101	192

2. County extension association or committee:

- (a) Agricultural extension:
- (1) Name _____ (2) Number of members _____
- (b) Home demonstration:
- (1) Name _____ (2) Number of members _____
- (c) 4-H Club:
- (1) Name _____ (2) Number of members _____

3. Number of communities in county where extension work should be conducted. 13 14 (Agr'13 Ag.)

4. Number of above communities in which the extension program has been planned cooperatively by extension agents and local committees. 6 * 4 *

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

(a) Adult work { (1) Men 6 (2) Women 11 (3) Older club boys _____ (4) Older club girls _____ } 5

(b) 4-H Club work { (1) Men 4 (2) Women 8 (3) Older club boys _____ (4) Older club girls _____ } 5

6. Number of different paid local leaders engaged in agricultural-conservation and adjustment programs. { (a) Men 20 (b) Women 0 } 6

7. Number of clubs or other groups organized to carry on adult home demonstration work. 8 7

8. Number of members in such clubs or groups. 92 8

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ¹ (d)
9. Number of 4-H Clubs.....	7		4	11
10. Number of different 4-H Club members enrolled.....	(1) Boys ²		41	107
	(2) Girls ²	66		
11. Number of different 4-H Club members completing.....	(1) Boys ³		23	74
	(2) Girls ³	51		

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

MEMBERS	1st year	2d year	3d year	4th year	5th year	6th year and over
(a) Boys.....		19	11	11		
(b) Girls.....	29	8	22		7	

¹ County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

² 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 7 to 24, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work.

³ Same as footnote 2 but refers to completions instead of enrollments.

⁴ The total for this question should agree with county total, question 10.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Age	10 and under	11	12	13	14	15	16	17	18	19	20 and over
13. Number of different 4-H Club members enrolled according to age ¹	(a) Boys.....	9	7	4	8	7	5		1			
	(b) Girls.....	5	9	12	11	22	7					

13

14. Number of 4-H Club members:¹ (a) In school 107 (b) Out of school 0 14

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ² (d)
15. Number of 4-H Club teams trained.....	(1) Judging.....	3	1	4
	(2) Demonstration.....	4	1	5
16. Number of groups other than 4-H Clubs organized for extension work with rural young people 16 years of age and older.....				
17. Members in groups reported in question 16.....	(1) Young men.....			
	(2) Young women.....			
18. Total number of farm or home visits ³ made in conducting extension work.....	309		830	1139
19. Number of different farms or homes visited.....	249		450	699
20. Number of calls relating to extension work.....	(1) Office.....	89	4429	4518
	(2) Telephone.....	39	2373	2412
21. Number of news articles or stories published ⁴	16		82	98
22. Number of individual letters written.....	291		1905	2196
23. Number of different circular letters prepared (not total copies mailed).....	12		51	63
24. Number of bulletins distributed.....	Est. 250		524	774
25. Number of radio talks made.....				
26. Number of events at which extension exhibits were shown.....				
27. Training meetings held for local leaders or committeemen.....	(1) Adult work.....	(a) Number.....		
		Total attendance of:		
		(b) Men leaders.....		
	(2) 4-H Club.....	(c) Women leaders.....		
		(a) Number.....		
		Total attendance of:		
(b) Leaders.....				
28. Method demonstration meetings held (include all method demonstrations in both adult and 4-H Club work given by agents and specialists not reported under question 27).....	(1) Number.....	54	29	83
	(2) Total attendance.....	933	206	1139
29. Meetings held at result demonstrations.....	(1) Number.....	2	2	4
	(2) Total attendance.....	70	45	115

¹ The total for this question should agree with county total, question 10.

² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

³ Do not count a single visit to both the farm and home as two visits.

⁴ Do not count items relating to notices of meetings only.

Note.—Questions 18-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ¹ (d)
30. Tours conducted.....	(1) Adult work.....	(a) Number.....		1	1
		(b) Total attendance.....		22	22
	(2) 4-H Club.....	(a) Number.....			
		(b) Total attendance.....			
31. Achievement days held.....	(1) Adult work.....	(a) Number.....			
		(b) Total attendance.....			
	(2) 4-H Club.....	(a) Number.....			
		(b) Total attendance.....			
32. Encampments held..... (Do not include picnics, rallies, or short courses, as these should be reported under other meetings.)	(1) Farm women.....	(a) Number.....			
		(b) Total members attending.....			
		(c) Total others attending.....			
	(2) 4-H club.....	(a) Number.....			
	(b) Total boys attending.....				
	(c) Total girls attending.....				
	(d) Total others attending.....				
33. Other meetings of an extension nature participated in by agents or specialists and not previously reported.....	(1) Number.....	10		48	58
	(2) Total attendance.....	483		1267	1750
34. Meetings held by local leaders or committeemen not participated in by agents or specialists and not reported elsewhere.....	(1) Adult work.....	(a) Number.....			
		(b) Total attendance.....			
	(2) 4-H club.....	(a) Number.....			
		(b) Total attendance.....			

SUMMARY OF EXTENSION INFLUENCE FOR YEAR

It is highly desirable for extension workers to consider the proportion of farms and farm homes in the county which have been definitely influenced to make some substantial change in farm or home operations as a result of the extension program for men, women, boys, and girls. It is recognized that this information is very difficult for agents to report accurately, so a conservative estimate based upon such records, surveys, and other sources of information as are available will be satisfactory. Such estimates should be marked "Est."

Include results of emergency activities as well as the regular extension program.

35. Number of farms in county.....	985	35
36. Number of farms on which changes in practices have definitely resulted from the agricultural extension program.....	85	36 (Est)
37. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....	15	37
38. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....	10	38
39. Number of farm homes with 4-H Club members enrolled.....	43	35 (Agr'l Agent)
40. Number of other homes with 4-H Club members enrolled.....	12	40
41. Total number of different farm families influenced by some phase of the extension program..... (Include questions 36, 37, and 39, minus duplications.)	164	180 (Agr'l Ag)
42. Total number of different other families influenced by some phase of extension program..... (Include questions 38 and 40, minus duplications.)	24	42

¹ County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

NOTE.—Questions 18-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

CEREALS¹

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Corn (a)	Wheat (b)	Oats (c)	Rye (d)	Barley (e)	All other cereals ² (f)	
43. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 43
(2) 4-H Club agents.....							
(3) Agricultural agents.....	1	10			2		
(4) Specialists.....		2			1		
44. Number of communities in which work was conducted.....	1	5			1		44
45. Number of voluntary local leaders or committeemen assisting.....							45
46. Days of assistance rendered by voluntary leaders or committeemen.....							46
47. Number of adult result demonstrations conducted.....		1			1		47
48. Number of meetings at result demonstrations.....		1			1		48
49. Number of method-demonstration meetings held.....							49
50. Number of other meetings held.....							50
51. Number of news stories published.....		3			3		51
52. Number of different circular letters issued.....		2			3		52
53. Number of farm or home visits made.....		4			1		53
54. Number of office calls received.....		85			30		54
55. Number of 4-H Club members enrolled.....							} 55
(1) Boys.....							
(2) Girls.....							
56. Number of 4-H Club members completing.....							} 56
(1) Boys.....							
(2) Girls.....							
57. Number of acres in projects conducted by 4-H Club members completing.....							57
58. Total yields of crops grown by 4-H Club members completing.....	bu.	bu.	bu.	bu.	bu.	bu.	58
59. Number of farmers following fertilizer recommendations.....							59
60. Number of farmers following insect-control recommendations.....							60
61. Number of farmers following disease-control recommendations.....							61
62. Number of farmers following marketing recommendations.....							62
63. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							63
66. Number of farmers following other specific practice recommendations: ⁴							} 66
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ Report fall-sown crops the year they are harvested.² Indicate crop by name.⁴ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

LEGUMES AND FORAGE CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Alfalfa	Sweet-clover	Clover (red, crimson, alsike, white)	Vetch	Lespedeza	Pastures	
	(a)	(b)	(c)	(d)	(e)	(f)	
67. Days devoted to line of work by:							} 67
(1) Home demonstration agents.....							
(2) 4-H Club agents.....							
(3) Agricultural agents.....	2						
(4) Specialists.....							
68. Number of communities in which work was conducted.....							68
69. Number of voluntary local leaders or committeemen assisting.....							69
70. Days of assistance rendered by voluntary leaders or committeemen.....							70
71. Number of adult result demonstrations conducted.....							71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....							75
76. Number of different circular letters issued.....	1						76
77. Number of farm or home visits made.....							77
78. Number of office calls received.....							78
79. Number of 4-H Club members enrolled.....							} 79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							} 80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....							} 82
(1) Seed.....	bu.	bu.	bu.	bu.	bu.	x x x x	
(2) Forage.....	tons	tons	tons	tons	tons	x x x x	
83. Number of farmers following fertilizer recommendations.....							83
84. Number of farmers following insect-control recommendations.....							84
85. Number of farmers following disease-control recommendations.....							85
86. Number of farmers following marketing recommendations.....							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							87
90. Number of farmers following other specific practice recommendations: ¹							} 90
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

LEGUMES AND FORAGE CROPS—CONTINUED

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Soybeans	Cowpeas and field peas	Velvet-beans	Field beans	Peanuts	All other legumes and forage crops ¹	
	(g)	(h)	(i)	(j)	(k)	(m)	
67. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 67
(2) 4-H Club agents.....							
(3) Agricultural agents.....	3					5	
(4) Specialists.....	2						
68. Number of communities in which work was conducted.....	4					4	68
69. Number of voluntary local leaders or committeemen assisting.....	1						69
70. Days of assistance rendered by voluntary leaders or committeemen.....	1						70
71. Number of adult result demonstrations conducted.....	9					5	71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....	3						75
76. Number of different circular letters issued.....	2						76
77. Number of farm or home visits made.....	11						77
78. Number of office calls received.....	15						78
79. Number of 4-H Club members enrolled.....							} 79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							} 80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....							} 82
(1) Seed.....	bu.	bu.	bu.	bu.	lb.	bu.	
(2) Forage.....	tons	tons	tons	tons	tons	tons	
83. Number of farmers following fertilizer recommendations.....							83
84. Number of farmers following insect-control recommendations.....							84
85. Number of farmers following disease-control recommendations.....							85
86. Number of farmers following marketing recommendations.....							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							87
90. Number of farmers following other specific practice recommendations: ²							} 90
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

¹ Indicate crop by name.

² For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Irish pota- toes	Sweetpota- toes	Cotton	Tobacco	All other special crops ¹	
	(a)	(b)	(c)	(d)	(e)	
91. Days devoted to line of work by:						} 91
(1) Home demonstration agents.....						
(2) 4-H Club agents.....						
(3) Agricultural agents.....			11			
(4) Specialists.....			8			
92. Number of communities in which work was conducted.....			5			92
93. Number of voluntary local leaders or committeemen assisting.....						93
94. Days of assistance rendered by voluntary leaders or commit- teemen.....			2			94
95. Number of adult result demonstrations conducted.....			2			95
96. Number of meetings at result demonstrations.....						96
97. Number of method-demonstration meetings held.....			1			97
98. Number of other meetings held.....						98
99. Number of news stories published.....			6			99
100. Number of different circular letters issued.....			3			100
101. Number of farm or home visits made.....			12			101
102. Number of office calls received.....			8			102
103. Number of 4-H Club members enrolled.....						} 103
(1) Boys.....						
(2) Girls.....						
104. Number of 4-H Club members completing.....						} 104
(1) Boys.....						
(2) Girls.....						
105. Number of acres in projects conducted by 4-H Club members completing.....						105
106. Total yields of crops grown by 4-H Club members completing.....	bu.	bu.	lb. ²	lb.		106
107. Number of farmers following fertilizer recommendations.....			1			107
108. Number of farmers following insect-control recommendations.....						108
109. Number of farmers following disease-control recommendations.....						109
110. Number of farmers following marketing recommendations.....			2			110
111. Number of farmers assisted in using timely economic informa- tion as a basis for readjusting enterprise.....						111
114. Number of farmers following other specific practice recom- mendations: ³						} 114
(1)						
(2)						
(3)						
(4)						
(5)						

¹ Indicate crop by name.

² Report yield of cotton in pounds of seed cotton.

³ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home gardens	Market gardening, truck, and canning crops	Beautification of home grounds	Tree fruits	Bush and small fruits	Grapes	
	(a)	(b)	(c)	(d)	(e)	(f)	
115. Days devoted to line of work by:							
(1) Home demonstration agents.....							115
(2) 4-H Club agents.....							
(3) Agricultural agents.....	3		3	28			
(4) Specialists.....			3	2			
116. Number of communities in which work was conducted.....	2		1	6			116
117. Number of voluntary local leaders or committeemen assisting.....							117
118. Days of assistance rendered by voluntary leaders or committeemen.....							118
119. Number of adult result demonstrations conducted.....				8			119
120. Number of meetings at result demonstrations.....							120
121. Number of method-demonstration meetings held.....				4			121
122. Number of other meetings held.....							122
123. Number of news stories published.....	2			6			123
124. Number of different circular letters issued.....	2			3			124
125. Number of farm or home visits made.....	6		4	40		2	125
126. Number of office calls received.....	18		3	25			126
127. Number of 4-H Club members enrolled.....							127
(1) Boys.....							
(2) Girls.....							
128. Number of 4-H Club members completing.....							128
(1) Boys.....							
(2) Girls.....							
129. Number of acres in projects conducted by 4-H Club members completing.....			x x x x				129
130. Total yields of crops grown by 4-H club members completing.....	bu.	bu.	x x x x	bu.	bu.	bu.	130
131. Number of farms or homes where fertilizer recommendations were followed.....				4			131
132. Number of farms or homes where insect-control recommendations were followed.....	6						132
133. Number of farms or homes where disease-control recommendations were followed.....				4			133
134. Number of farms or homes where marketing recommendations were followed.....			x x x x				134
135. Number of farms or homes where assistance was given in using timely economic information as a basis for readjusting enterprise.....			x x x x				135
136. Number of homes where recommendations were followed as to establishment or care of lawn.....	x x x x	x x x x		x x x x	x x x x	x x x x	136
137. Number of homes where recommendations were followed regarding planting of shrubbery and trees.....	x x x x	x x x x	2	x x x x	x x x x	x x x x	137
138. Number of homes where recommendations were followed as to treatment of walks, drives, or fences.....	x x x x	x x x x		x x x x	x x x x	x x x x	138
139. Number of homes where recommendations were followed as to improving appearance of exterior of house and outbuildings.....	x x x x	x x x x		x x x x	x x x x	x x x x	139
140. Number of homes where other specific practice recommendations were followed: ¹							140
(1)							
(2)							
(3)							
(4)							

127A For the sake of uniformity, it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

128A 4-H Flower Clubs completing

8-9614

140¹/₂A Number of adult groups (Home Beautification)

140²/₂B Number enrolled

140³/₂C Number completed

140⁴/₂D Number meetings held

140⁵/₂E Attendance at project meetings

FORESTRY AND AGRICULTURAL ENGINEERING

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Forestry (a)	Agricultural engineering ¹ (farm and home) (b)	
141. Days devoted to line of work by:			
(1) Home demonstration agents.....	-----	-----	} 141
(2) 4-H Club agents.....	-----	-----	
(3) Agricultural agents.....	-----	-----	
(4) Specialists.....	-----	-----	
142. Number of communities in which work was conducted.....	-----	-----	142
143. Number of voluntary local leaders or committeemen assisting.....	-----	-----	143
144. Days of assistance rendered by voluntary leaders or committeemen.....	-----	-----	144
145. Number of adult result demonstrations conducted.....	-----	-----	145
146. Number of meetings at result demonstrations.....	-----	-----	146
147. Number of method-demonstration meetings held.....	-----	-----	147
148. Number of other meetings held.....	-----	-----	148
149. Number of news stories published.....	-----	-----	149
150. Number of different circular letters issued.....	-----	-----	150
151. Number of farm or home visits made.....	-----	-----	151
152. Number of office calls received.....	-----	-----	152
153. Number of 4-H Club members enrolled- {			} 153
(1) Boys.....	-----	-----	
(2) Girls.....	-----	-----	
154. Number of 4-H Club members com- {			} 154
(1) Boys.....	-----	-----	
(2) Girls.....	-----	-----	
155. Number of units handled by 4-H Club members com- pleting.....	(1) Transplant beds cared for..... (2) Acres planted to for- est trees..... (3) Acres thinned, weed- ed, pruned, or managed..... (4) Acres of farm wood- land protected from fire.....	(1) Acres terraced..... (2) Machines or equip- ment repaired..... (3) Articles made..... (4) Equipment installed	} 155

FORESTRY—Continued

156. Number of farms on which new areas were reforested by planting with small trees.....	156
157. Acres involved in preceding question.....	157
158. Number of farmers planting windbreaks or shelter belts.....	158
159. Number of farmers planting trees for erosion control.....	159
160. Number of farmers making improved thinnings and weedings.....	160
161. Number of farmers practicing selection cutting.....	161
162. Number of farmers pruning forest trees.....	162
163. Number of farmers cooperating in prevention of forest fire.....	163
164. Number of farmers adopting improved practices in production of naval stores.....	164
165. Number of farmers adopting improved practices in production of maple sugar and sirup.....	165

¹ 4-H farm shop clubs should be reported under this heading.

FORESTRY—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

166. Number of farmers assisted in timber estimating and appraisal.....	166
167. Number of farmers following wood-preservation recommendations.....	167
168. Number of farmers following recommendations in the marketing of forest products.....	168
169. Number of farmers following other specific practice recommendations: ¹	
(a).....	} 169
(b).....	
(c).....	
(d).....	

AGRICULTURAL ENGINEERING—Continued

Engineering activities	Number of farms (a)	Number of units (b)	Total value of service or savings (c)	
170. Terracing and erosion control.....	 acres.	\$.....	170
171. Drainage practices.....	 acres.		171
172. Irrigation practices.....		160 acres.		172
173. Land-clearing practices.....		80 acres.		173
174. Better types of machines.....	 machines.		174
175. Maintenance and repair of machines.....	 machines.		175
176. Efficient use of machinery.....		x x x x x x x x x		176
177. All buildings constructed (include silos).....	 buildings.		177
178. Buildings remodeled, repaired, painted.....	 buildings.		178
179. Farm electrification.....				179
180. Home equipment (include sewing machines).....				180
181. Total of columns (a) and (c)..... farms.	x x x x x x x x x	\$.....	181

182. Number of machines repaired as reported in question 175, by types:

(a) Tractors.....	(e) Mowers.....	} 182
(b) Tillage implements.....	(f) Planters.....	
(c) Harvesters and threshers.....	(g) Other.....	
(d) Plows.....		

183. Number of buildings and equipment improved as reported in questions 177, 178, 179, 180, by types:

(a) Dwellings constructed according to plans furnished.....		} 183
(b) Dwellings remodeled according to plans furnished.....		
(c) Sewage systems installed..... 3	(i) Silos..... 2	
(d) Water systems installed.....	(j) Hog houses.....	
(e) Heating systems installed.....	(k) Poultry houses.....	
(f) Lighting systems installed.....	(l) Storage structures.....	
(g) Home appliances and machines.....	(m) Other.....	
(h) Dairy buildings..... 1		

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

POULTRY AND BEES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Poultry (a)	Bees (b)	
184. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 184
(2) 4-H Club agents.....			
(3) Agricultural agents.....	18		
(4) Specialists.....	1		
185. Number of communities in which work was conducted.....	8		185
186. Number of voluntary local leaders or committeemen assisting.....			186
187. Days of assistance rendered by voluntary leaders or committeemen.....			187
188. Number of adult result demonstrations conducted.....			188
189. Number of meetings at result demonstrations.....			189
190. Number of method-demonstration meetings held.....	2		190
191. Number of other meetings held.....			191
192. Number of news stories published.....	15		192
193. Number of different circular letters issued.....	8		193
194. Number of farm or home visits made.....	45		194
195. Number of office calls received.....	30		195
196. Number of 4-H Club members enrolled.....			} 196
(1) Boys.....			
(2) Girls.....			
197. Number of 4-H Club members completing.....			} 197
(1) Boys.....			
(2) Girls.....			
198. Number of units in projects conducted by 4-H Club members completing.....			198
	chickens	colonies	

POULTRY—Continued

199. Number of families following an organized improved breeding plan as recommended.....			199
200. Number of families following recommendations in purchasing baby chicks.....		8	200
201. Number of families following recommendations in chick rearing.....			201
202. Number of families following production-feeding recommendations.....			202
203. Number of families following sanitation recommendations in disease and parasite control.....		12	203
204. Number of families improving poultry-house equipment according to recommendations.....		6	204
205. Number of families following marketing recommendations.....			205
206. Number of families assisted in using timely economic information as a basis for readjusting enterprise.....			206
207. Number of families following other specific practice recommendations: ¹			
(a)			} 207
(b)			

BEES—CONTINUED

208. Number of farmers following recommendations in transferring colonies to modern hives.....			208
209. Number of colonies involved in question 208.....			209
210. Number of farmers following disease-control recommendations.....			210
211. Number of farmers following requeening recommendations.....			211
212. Number of farmers following marketing recommendations.....			212
213. Number of farmers following other specific practice recommendations: ¹			
(a)			} 213
(b)			

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

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

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Other livestock ¹	
	(a)	(b)	(c)	(d)	(e)	(f)	
214. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 214
(2) 4-H Club agents.....							
(3) Agricultural agents.....	10	5		5			
(4) Specialists.....	1	1					
215. Number of communities in which work was conducted.....	8	3		3			215
216. Number of voluntary local leaders or committeemen assisting.....							216
217. Days of assistance rendered by voluntary leaders or committeemen.....							217
218. Number of adult result demonstrations conducted.....		1					218
219. Number of meetings at result demonstrations.....		1					219
220. Number of method-demonstration meetings held.....							220
221. Number of other meetings held.....							221
222. Number of news stories published.....	4	4		2			222
223. Number of different circular letters issued.....	2	3		2			223
224. Number of farm or home visits made.....	12	10		8			224
225. Number of office calls received.....	13	32		12			225
226. Number of 4-H Club members enrolled.....	10			31			} 226
(1) Boys.....							
(2) Girls.....							
227. Number of 4-H Club members completing.....	4			19			} 227
(1) Boys.....							
(2) Girls.....							
228. Number of animals in projects conducted by 4-H Club members completing.....	41						228
229. Number of farmers assisted in obtaining purebred sires.....							229
230. Number of farmers assisted in obtaining high-grade or purebred females.....							230
231. Number of bull, boar, ram, or stallion circles or clubs organized or assisted.....							231
232. Number of members in preceding circles or clubs.....							232
233. Number of herd or flock-improvement associations organized or assisted.....							233
234. Number of members in these associations.....							234
235. Number of farmers not in associations keeping performance records of animals.....							235
236. Number of families assisted in home butchering, meat cutting, and curing.....				2			236
237. Number of families assisted in butter and cheese making.....		x x x x	x x x x	x x x x	x x x x	x x x x	237
238. Number of farmers following parasite-control recommendations.....							238
239. Number of farmers following disease-control recommendations.....				1			239
240. Number of farmers following marketing recommendations.....							240
241. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							241

¹ Include rabbits, goats, game and fur animals.

AGRICULTURAL ECONOMICS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Public problems and economic planning on county or community basis ¹	FARM MANAGEMENT			Outlook	Marketing, buying, selling, and financing	
		Farm records (inventories, accounts, etc.)	Individual farm planning	Farm and home financing (short and long time)			
	(a)	(b)	(c)	(d)	(e)	(f)	
244. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 244
(2) 4-H Club agents.....							
(3) Agricultural agents.....				3		5	
(4) Specialists.....							
245. Number of communities in which work was conducted.....				6		8	245
246. Number of voluntary local leaders or committeemen assisting.....							246
247. Days of assistance rendered by voluntary leaders or committeemen.....							247
248. Number of adult result demonstrations conducted.....							248
249. Number of meetings at result demonstrations.....							249
250. Number of method-demonstration meetings held.....				1			250
251. Number of other meetings held.....							251
252. Number of news stories published.....				3			252
253. Number of different circular letters issued.....				2			253
254. Number of farm or home visits made.....							254
255. Number of office calls received.....				32			255
256. Number of 4-H Club members enrolled.....							} 256
(1) Boys.....	x x x x			x x x x	x x x x	x x x x	
(2) Girls.....	x x x x			x x x x	x x x x	x x x x	
257. Number of 4-H Club members completing.....							} 257
(1) Boys.....	x x x x			x x x x	x x x x	x x x x	
(2) Girls.....	x x x x			x x x x	x x x x	x x x x	
258. Number of farmers keeping farm accounts throughout the year under supervision of agent.....							} 258
						{ (a) Regular..... (b) A.A.A.....	
259. Number of farmers keeping cost-of-production records under supervision of agent.....							259
260. Number of farmers assisted in summarizing and interpreting their accounts.....							260
261. Number of farmers assisted in making inventory or credit statements.....							261
262. Number of farmers assisted in obtaining credit.....						8	262
263. Number of farmers assisted in making mortgage or other debt adjustments.....							263
264. Number of farm credit associations assisted in organizing during the year.....							264
265. Number of farm business or enterprise-survey records taken during year.....							265
266. Number of farmers making recommended changes in their business as result of keeping accounts or survey records.....							266
267. Number of other farmers adopting cropping, livestock, or complete farming systems according to recommendations.....							267
267a. Number of farmers furnished information about agricultural-conservation and adjustment programs.....						705	267a
267b. Number of farmers agreeing to participate in agricultural-conservation and adjustment programs.....						300	267b
268. Number of farmers advised relative to leases.....							268
269. Number of farmers assisted in developing supplemental sources of income.....							269
270. Number of families assisted in reducing cash expenditure:							} 270
(a) By exchange of labor or machinery.....							
(b) By bartering farm or home products for other commodities or services.....							
(c) By producing larger part of food on farm.....							
(d) By making own repairs of buildings and machinery.....							

¹ Include soil conservation, county adjustment planning, taxation, land utilization, and economic basis of extension programs.

AGRICULTURAL ECONOMICS—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

271. Number of urban families moving to farms who have been assisted in getting established..... 271
 272. Number of farm families on relief assisted to become self-supporting..... 272
 273. Number of marketing associations or groups¹ assisted in organizing during the year 273
 274. Number of marketing associations or groups¹ previously organized assisted by extension agents this year..... 274
 275. Membership in associations and groups organized or assisted (273 and 274)..... 275
 276. Number of individuals (not in associations) assisted with marketing problems..... 276
 277. Number of families following other specific practice recommendations..... 277

ITEM	Standard-izing, packaging, or grading (a)	Processing or manu-facturing (b)	Locating markets and transpor-tation (c)	Use of current market infor-mation (d)	Financing (e)	Organiza-tion (f)	Accounting (g)	Keeping member-ship informed (h)	
278. Number of organizations assisted with problems of.....			1	1					278
279. Number of individuals (not in organizations) assisted with problems of.....			45	30	x x x x	x x x x	x x x x	x x x x	279

ITEM	Hay and grain (a)	Cotton (b)	Tobacco (c)	Dairy products (d)	Livestock (e)	Wool (f)	
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	281

ITEM	Fruits and vegetables (g)	Poultry and eggs (h)	Home products		Livestock (k)	Wool (l)	
			Food (i)	Handicraft (j)			
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	281

ITEM	Livestock (a)	Feed for livestock (b)	Farm equipment (c)	Oil and gas (d)	Fertilizer, seed, and other farm supplies (e)	Home equipment (f)	Home supplies (g)	
282. Value of supplies purchased by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	282
283. Value of supplies purchased by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	283

¹ Include independent local associations, units of federations, branches of centralized organizations, terminal sales agencies, production associations which do buying or selling, and curb and home demonstration club markets.

FOODS AND NUTRITION

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Food selection and preparation (a)	Food preservation (b)	
284. Days devoted to line of work by:			
(1) Home demonstration agents.....	6	5	}
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
285. Number of communities in which work was conducted.....	2	3	285
286. Number of voluntary local leaders or committeemen assisting.....	3	0	286
287. Days of assistance rendered by voluntary leaders or committeemen.....	3		287
288. Number of adult result demonstrations conducted.....		16	288
289. Number of meetings at result demonstrations.....		1	289
290. Number of method-demonstration meetings held.....			}
(1) By agents or specialists.....	1	1	
(2) By leaders.....			
291. Number of other meetings held.....			}
(1) By agents or specialists.....			
(2) By leaders.....			
292. Number of news stories published.....			292
293. Number of different circular letters issued.....		2	293
294. Number of farm or home visits made.....	15	16	294
295. Number of office calls received.....		4	295
296. Number of 4-H Club members enrolled.....			}
(1) Boys.....			
(2) Girls.....	31		
297. Number of 4-H Club members completing.....			}
(1) Boys.....			
(2) Girls.....	25		
298. Number of units in projects conducted by 4-H Club members completing:			
(a) Dishes of food products prepared..... 560			}
(b) Meals planned and served.....			
(c) Quarts canned.....			
(d) Other containers of jelly, jam, and other products.....			
(e) Pounds of vegetables and fruits stored or dried.....			298
299. Number of families budgeting food expenditure for a year.....			299
300. Number of families following food-buying recommendations.....			300
301. Number of families serving better-balanced meals.....			301
302. Number of families improving home-packed lunches according to recommendations.....			302
303. Number of schools following recommendations for a hot dish or school lunch.....			303
304. Number of children involved in question 303.....			304
305. Number of families following recommended methods of child feeding.....			305
306. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation).....			306
307. Number of families producing and preserving home food supply according to annual food-supply budget.....			307
308. Number of families assisted in the canning or otherwise preserving of fruits, vegetables, and meats.....		4	308
309. Number of quarts canned by families reported under question 308. (Do not include 4-H Club members).....		176	309
310. Number of other containers of jam, jelly, or other products made by families reported under question 308. (Do not include 4-H Club members).....			310
311. Total estimated value of all products canned or otherwise preserved (questions 298, 309, 310).....		\$ 44.00	311
312. Number of families following recommendations for the storage of home food supply.....			312
313. Number of families assisted in using timely economic information as a basis for readjusting family food supply.....			313

8-8618

296A Number of 4-H Clubs in Food Selection and Preparation	3
296B Number of 4-H Clubs in Food Preservation	
309A Number of quarts of fruit, preserves and jelly canned by cooperators and from Agent's demonstrations	16727
309B Number of quarts of vegetables canned by cooperators and from Agent's demonstrations	4139
309C Number of quarts of meat canned by cooperators and from Agent's demonstrations	905
309D Number of quarts of pickles and relishes canned by cooperators and from Agent's demonstrations	1225
309E Number of pounds of dried fruit and vegetables canned by cooperators and from Agent's demonstrations	
309F Number of quarts of miscellaneous vegetables canned by cooperators and from Agent's demonstrations	

313A Number of adult groups	
313B Number enrolled	1
313C Number completed	16
313D Number meetings held	4
313E Attendance at project	2

CHILD DEVELOPMENT AND PARENT EDUCATION

Report Only This Year's Extension Activities and Results That Can Be Verified

314. Days devoted to line of work by:

- (a) Home demonstration agents.....
- (b) 4-H Club agents.....
- (c) Agricultural agents.....
- (d) Specialists.....

315. Number of communities in which work was conducted.....

316. Number of voluntary local leaders or committeemen assisting.....

317. Days of assistance rendered by voluntary leaders or committeemen.....

318. Number of adult result demonstrations conducted.....

319. Number of meetings at result demonstrations.....

320. Number of method-demonstration meetings held.....

- (a) By agents or specialists.....
- (b) By leaders.....

321. Number of other meetings held.....

- (a) By agents or specialists.....
- (b) By leaders.....

322. Number of news stories published.....

323. Number of different circular letters issued.....

324. Number of farm or home visits made.....

325. Number of office calls received.....

326. Number of 4-H Club members enrolled.....

- (a) Boys.....
- (b) Girls.....

327. Number of 4-H Club members completing.....

- (a) Boys.....
- (b) Girls.....

328. Number of 4-H Club members not in special child-development projects who participated in definite child-development work.....

329. Number of families improving habits of children.....

330. Number of families substituting positive methods of discipline for negative ones.....

331. Number of families providing recommended play equipment.....

332. Number of families following recommendations regarding furnishings adapted to children's needs.....

333. Number of different individuals participating in child-development and parent-education program.....

- (a) Men.....
- (b) Women.....

334. Number of children involved in question 333.....

335. Number of families following other specific practice recommendations:¹

- (a).....
- (b).....
- (c).....
- (d).....
- (e).....

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

- 326A Number of 4-H Clubs enrolled
- 335A Number of adult groups
- 335B Number enrolled
- 335C Number completed
- 335D Number meetings held
- 335E Attendance at project meetings

CLOTHING

Report Only This Year's Extension Activities and Results That Can Be Verified

336. Days devoted to line of work by:			
(a) Home demonstration agents.....		11	} 336
(b) 4-H Club agents.....			
(c) Agricultural agents.....			
(d) Specialists.....		3	
337. Number of communities in which work was conducted.....			337
338. Number of voluntary local leaders or committeemen assisting.....			338
339. Days of assistance rendered by voluntary leaders or committeemen.....			339
340. Number of adult result demonstrations conducted.....			340
341. Number of meetings at result demonstrations.....			341
342. Number of method-demonstration meetings held.....	{ (a) By agents or specialists.....	7	} 342
	(b) By leaders.....		
343. Number of other meetings held.....	{ (a) By agents or specialists.....	2	} 343
	(b) By leaders.....		
344. Number of news stories published.....			344
345. Number of different circular letters issued.....			345
346. Number of farm or home visits made.....		10	346
347. Number of office calls received.....		4	347
348. Number of 4-H Club members enrolled.....	{ (a) Boys.....		} 348
	(b) Girls.....	35	
349. Number of 4-H Club members completing.....	{ (a) Boys.....		} 349
	(b) Girls.....	26	
350. Number of articles made by 4-H Club members completing.....	{ (a) Dresses.....	13	} 350
	(b) Other.....	85	

ITEM	Adults (a)	Juniors (b)	
351. Number of individuals following recommendations in construction of clothing.....			351
352. Number of individuals following recommendations in the selection of clothing.....			352
353. Number of individuals keeping clothing accounts.....			353
354. Number of individuals budgeting clothing expenditures.....			354
355. Number of families following clothing-buying recommendations.....		x x x x x	355
356. Number of individuals improving children's clothing according to recommendations.....			356
357. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing.....			357
358. Number of families assisted in using timely economic information in determining how best to meet clothing requirements.....		x x x x x	358
359. Total estimated savings due to clothing program.....	\$.....	\$ 31.19	359
360. Number of individuals following other specific practice recommendations: ¹			} 360
(a)			
(b)			

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State. S-8618

343A Number of 4-H Clubs enrolled 4

360A Number of adult groups

360B Number enrolled

360C Number completed

360D Number of meetings held

360E Attendance at project meetings

HOME MANAGEMENT AND HOUSE FURNISHINGS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home management (a)	House furnishings (b)	Handicraft (c)	
361. Days devoted to line of work by:				
(1) Home demonstration agents.....	18	17		} 361
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) Specialists.....	15	10		
362. Number of communities in which work was conducted.....	5	3		362
363. Number of voluntary local leaders or committeemen assisting.....	5	3		363
364. Days of assistance rendered by voluntary leaders or committeemen.....	15	10		364
365. Number of adult result demonstrations conducted.....		19		365
366. Number of meetings at result demonstrations.....		1		366
367. Number of method-demonstration meetings held.....	15	10		} 367
(1) By agents or specialists.....				
(2) By leaders.....				
368. Number of other meetings held.....				} 368
(1) By agents or specialists.....				
(2) By leaders.....				
369. Number of news stories published.....				369
370. Number of different circular letters issued.....				370
371. Number of farm or home visits made.....	58	45		371
372. Number of office calls received.....		3		372
373. Number of 4-H Club members enrolled.....				} 373
(1) Boys.....				
(2) Girls.....				
374. Number of 4-H Club members completing.....		0		} 374
(1) Boys.....				
(2) Girls.....				
375. Number of units in projects conducted by 4-H Club members completing.....		{ rooms articles }	articles	} 375

HOME MANAGEMENT—Continued

376. Number of kitchens rearranged or improved for convenience according to recommendations.....	43			376
377. Number of families following recommendations in obtaining labor-saving equipment.....				377
378. Number of families adopting recommended laundering methods.....				378
379. Number of families assisted in home soap making.....				379
380. Number of families adopting recommended methods in care of house.....		15		380
381. Number of families assisted in making home-made equipment or conveniences.....		70		381
382. Number of women following a recommended schedule for home activities.....				382
383. Number of 4-H Club members keeping personal accounts.....				383
384. Number of families keeping home accounts according to a recommended plan.....		4		384
385. Number of families budgeting expenditures in relation to income according to a recommended plan.....				385
386. Number of families assisted in developing home industries as a means of supplementing income.....				386
387. Number of families following recommended methods in buying for the home (other than foods and clothing).....				387
388. Number of families assisted in using timely economic information as a basis for readjusting family living (other than reported under foods and clothing).....				388
389. Number of families assisted in making adjustments in home making to gain a more satisfactory standard of living.....				389

8-2618

573A	Number of 4-H Clubs enrolled.....	1
592A	Number of adult groups (home management).....	5
592B	Number enrolled.....	60
592C	Number completed.....	60
592D	Number of meetings held.....	15
592E	Attendance at project meetings.....	290

400A	Number of adult groups (house furnishings).....	2
400B	Number enrolled.....	16
400C	Number completed.....	13
400D	Number meetings held.....	7
400E	Attendance at project meetings.....	55

HOME MANAGEMENT—Continued

390.	Number of families having increased time for rest and leisure activities as a result of the home-management program.....	390
391.	Total estimated saving due to home-management program.....	\$150.00 Est. 391
392.	Number of families following other specific practice recommendations: ¹	
	(a) 27	
	(b)	392

HOUSE FURNISHINGS—Continued

393.	Number of families improving the selection of household furnishings.....	393
394.	Number of families following recommendations in improving methods of repairing, remodeling, or refinishing furniture..... 16	394
395.	Number of families following recommendations in improving treatment of windows (shades, curtains, draperies).....	395
396.	Number of families following recommendations in improving arrangement of rooms (other than kitchens).....	396
397.	Number of families improving treatment of walls, woodwork, and floors.....	397
398.	Number of families applying principles of color and design in improving appearance of rooms.....	398
399.	Total estimated savings due to house-furnishings program.....	\$150.00 Est. 399
400.	Number of families following other specific practice recommendations: ¹	
	(a)	
	(b)	400

HANDICRAFT—Continued

401.	Number of families following recommendations regarding handicraft.....	401
402.	Number of families following other specific practice recommendations: ¹	
	(a)	
	(b)	402

HOME HEALTH AND SANITATION

Report Only This Year's Extension Activities and Results That Can Be Verified

403.	Days devoted to line of work by:	
	(a) Home demonstration agents.....	
	(b) 4-H Club agents.....	
	(c) Agricultural agents.....	
	(d) Specialists.....	403
404.	Number of communities in which work was conducted.....	404
405.	Number of voluntary local leaders or committeemen assisting.....	405
406.	Days of assistance rendered by voluntary leaders or committeemen.....	406
407.	Number of adult result demonstrations conducted.....	407
408.	Number of meetings at result demonstrations.....	408
409.	Number of method-demonstration meetings held. { (a) By agents or specialists.....	409
	(b) By leaders.....	
410.	Number of other meetings held. { (a) By agents or specialists.....	410
	(b) By leaders.....	
411.	Number of news stories published.....	411
412.	Number of different circular letters issued.....	412
413.	Number of farm or home visits made.....	413
414.	Number of office calls received.....	414

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

402A	Number of 4-H Clubs enrolled (Handicraft)	8-18
	(a) Number of members enrolled:	
	(1) Boys	
	(2) Girls	
	(b) Number completing:	
	(1) Boys	
	(2) Girls	

HOME HEALTH AND SANITATION—Continued

415. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls..... }	415
416. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls..... }	416
417. Number of 4-H Club members not in special health projects who participated in definite health-improvement work.....	{ (a) Boys..... (b) Girls..... }	417
418. Number of individuals having health examination on recommendation of extension workers or participating in health contests.....	{ (a) 4-H Club members..... (b) Others..... }	418
419. Number of individuals improving health habits according to recommendations.....		419
420. Number of individuals improving posture according to recommendations.....	3	420
421. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....		421
422. Number of families adopting better home-nursing procedure according to recommendations.....		422
423. Number of families installing sanitary closets or outhouses according to recommended plans.....		423
424. Number of homes screened according to recommendations.....		424
425. Number of families following other recommended methods of controlling flies, mosquitoes, and other insects.....	35	425
426. Number of individuals enjoying improved health as a result of health and sanitation program.....		426
427. Number of families following other specific practice recommendations: ¹		
(a)		} 427
(b)		

EXTENSION ORGANIZATION AND COMMUNITY ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Extension organization and program making		Community or country-life activities
	(a)	(b)	
428. Days devoted to line of work by:			
(1) Home demonstration agents.....	66		} 428
(2) 4-H Club agents.....			
(3) Agricultural agents.....	15		
(4) Specialists.....	2		
429. Number of communities in which work was conducted.....	6 Agr'l Ag.	6	429
430. Number of voluntary local leaders or committeemen assisting.....		6	430
431. Days of assistance rendered by voluntary leaders or committeemen.....		6	431
432. Number of meetings held.....	8 Agr'l Ag.	6	432
433. Number of news stories published.....	6 " "		433
434. Number of different circular letters issued.....	2 " "		434
435. Number of farm or home visits made.....	21 " "	165 cont.	435
436. Number of office calls received.....	12 " "	2	436

¹ For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in the State.

415A	Number of 4-H Clubs enrolled (Home Health & Sanitation)	
427A	Number of adult groups	1
427B	Number enrolled	14
427C	Number completed.	14
427D	Number meetings held	8
427E	Attendance at project meetings	20

COMMUNITY OR COUNTRY-LIFE ACTIVITIES—Continued

437. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	437
438. Number of country-life conferences or training meetings conducted for community leaders.....	438
439. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	439
440. Number of communities developing recreation according to recommendations.....	440
441. Number of families following recommendations as to home recreation.....	441
442. Number of community or county-wide pageants or plays presented.....	442
443. Number of community houses, clubhouses, permanent camps, or community rest rooms established for.....	443
{ (a) Adults.....	}
{ (b) Juniors.....	
444. Number of communities assisted in establishing work centers for canning, seed treatment, meat curing, etc.....	444
445. Number of communities assisted in improving hygienic or public-welfare practices.....	445
446. Number of school or other community grounds improved in accordance with plans furnished.....	446
447. Number of communities assisted in providing library facilities.....	447
448. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	448
449. Number of families aided in obtaining assistance from Red Cross or other relief agency.....	135 449

OTHER ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Predatory animals (a)	Rodents (b)	General-feeder insects ¹ (c)	Weeds (d)	All other work (e)	
450. Days devoted to line of work by:					R.R. 124	} 450
(1) Home demonstration agents.....						
(2) 4-H Club agents.....						
(3) Agricultural agents.....		2	23	5		
(4) Specialists.....						
451. Number of communities in which work was conducted.....			6			451
452. Number of voluntary local leaders or committeemen assisting.....						452
453. Days of assistance rendered by voluntary leaders or committeemen.....						453
454. Number of adult result demonstrations conducted.....			8			454
455. Number of meetings at result demonstrations.....						455
456. Number of method-demonstration meetings held.....						456
457. Number of other meetings held.....						457
458. Number of news stories published.....		2	6	3		458
459. Number of different circular letters issued.....		1	3	2		459
460. Number of farm or home visits made.....		5	16	12	675 other	460
461. Number of office calls received.....		26	23	11	540 hel. 468 78 teleph. 597. of 466	461
462. Number of farmers following recommendations.....		35	8			462
463. Pounds of poison used.....		54				463
464. Total estimated saving due to control program.....	\$.....	\$.....	\$.....	\$.....	\$.....	464

MISCELLANEOUS 4-H CLUBS (Indicate by name)

ITEM	(a)	(b)	(c)	(d)	(e)	
465. Number of 4-H Club members enrolled.....						} 465
{ (1) Boys.....						
{ (2) Girls.....						
466. Number of 4-H Club members completing.....						} 466
{ (1) Boys.....						
{ (2) Girls.....						

¹ Include grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.