

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
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 Cochise

REPORT OF

Bertha Wirmond
(Name) Home Demonstration Agent.

From Dec. 1, 1943 to Dec. 1, 1944

From _____ to _____, 194__

From _____ to _____, 194__

From _____ to _____, 194__

Assistant Home Demonstration Agent.

4-H Club Agent.

Assistant County Agent in charge of Club Work.

A. Mark Bliss
Agricultural Agent.

From Dec. 1, 1943 to Dec. 1, 1944

From _____ to _____, 194__

Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date FEB 17 1945

Chas. U. Dickrell
State Extension Director.

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

Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

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 in helping rural people to solve their current problems and to make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain a comprehensive picture of—

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do *not* make the annual report a scrapbook.

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. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. *Only the improvement or change taking place during the current year as the result of extension effort should be reported.* Census type of information on the status of farm and home practices should *not* be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

| Report only this year's activities that can be verified | Home demonstration agents (a) | 4-H Club agents (b) | Agricultural agents (c) | County total (d) |
|--|-------------------------------|---------------------|-------------------------|------------------|
| 1. Months of service this year (agents and assistants)..... | 12 | | 12 | X X X X X X X |
| 2. Days devoted to work with adults ² | 232 | | 265 1/4 | X X X X X X X |
| 3. Days devoted to work with 4-H Clubs and older youth ³ | 54 | | 3 1/4 | X X X X X X X |
| 4. Days in office ³ | 109 | | 164 1/2 | X X X X X X X |
| 5. Days in field ³ | 177 | | 104 | X X X X X X X |
| 6. Number of farm or home visits made in conducting extension work ⁴ | 218 | | 285 | X X X X X X X |
| 7. Number of different farms or homes visited..... | 96 | | 137 | X X X X X X X |
| 8. Number of calls relating to extension work..... | 397 | | 925 | X X X X X X X |
| { (1) Office..... | 113 | | 142 | X X X X X X X |
| { (2) Telephone..... | | | | X X X X X X X |
| 9. Number of news articles or stories published ⁵ | | | | X X X X X X X |
| 10. Number of bulletins distributed..... | 2038 | | 2541 | X X X X X X X |
| 11. Number of radio talks broadcast or prepared for broadcasting..... | 12 | | 12 | X X X X X X X |
| { (a) Number..... | | | | X X X X X X X |
| Total attendance of: | | | | X X X X X X X |
| { (b) Men leaders..... | 74 | | | X X X X X X X |
| { (c) Women leaders..... | | | | X X X X X X X |
| { (a) Number..... | | | | X X X X X X X |
| Total attendance of: | | | | X X X X X X X |
| { (b) Leaders..... | | | | X X X X X X X |
| 12. Training meetings held for local leaders or committeemen..... | | | | X X X X X X X |
| { (1) Adult work..... | | | | X X X X X X X |
| Total attendance of: | | | | X X X X X X X |
| { (2) 4-H Club and older youth..... | | | | X X X X X X X |
| 13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)..... | | | | X X X X X X X |
| { (1) Adult work..... | 97 | | 10 | X X X X X X X |
| Total attendance..... | 1718 | | 237 | X X X X X X X |
| { (2) 4-H Club and older youth..... | | | | X X X X X X X |
| Total attendance..... | 56 | | | X X X X X X X |
| 14. Number of adult result demonstrations conducted..... | 723 | | | X X X X X X X |
| 15. Meetings held at such result demonstrations..... | | | | X X X X X X X |
| { (1) Number..... | 1 | | 21 | X X X X X X X |
| { (2) Total attendance..... | 2 | | 4 | X X X X X X X |
| { (a) Number..... | 10 | | 30 | X X X X X X X |
| { (b) Total attendance..... | 8 | | 8 | X X X X X X X |
| 16. Tours conducted..... | | | | X X X X X X X |
| { (1) Adult work..... | | | | X X X X X X X |
| { (2) 4-H Club and older youth..... | | | | X X X X X X X |
| 17. Achievement days held..... | | | | X X X X X X X |
| { (1) Adult work..... | | | | X X X X X X X |
| { (2) 4-H Club and older youth..... | 8 | | | X X X X X X X |
| Total attendance..... | 253 | | | X X X X X X X |

1 Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
 2 County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
 3 The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 4 Do not count a single visit to both the farm and home as two visits.
 5 Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

| Report only this year's activities that can be verified | | Home demonstration agents (d) | 4-H Club agents (b) | Agricultural agents (c) | County total (e) |
|---|-----------------------------------|----------------------------------|---------------------|-------------------------|------------------|
| 18. Encampments held (report attendance for your county only) * | (1) Farm women..... | (a) Number..... | | | |
| | (b) Total members attending..... | (b) Total members attending..... | | | |
| | (c) Total others attending..... | (c) Total others attending..... | | | |
| (2) 4-H Club and older youth..... | (a) Number..... | (a) Number..... | | | |
| | (b) Total boys attending..... | (b) Total boys attending..... | | | |
| | (c) Total girls attending..... | (c) Total girls attending..... | | | |
| | (d) Total others attending..... | (d) Total others attending..... | | | |
| 19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported..... | (1) Adult work..... | (a) Number..... | | | |
| | (b) Total attendance..... | (b) Total attendance..... | | | |
| 20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere..... | (2) 4-H Club and older youth..... | (a) Number..... | | | |
| | (b) Total attendance..... | (b) Total attendance..... | | | |
| | (1) Adult work..... | (a) Number..... | | | |
| | (b) Total attendance..... | (b) Total attendance..... | | | |
| (2) 4-H Club and older youth..... | (a) Number..... | | | | |
| (b) Total attendance..... | (b) Total attendance..... | | | | |

* Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
 † County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
 ‡ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

It is highly desirable for extension workers to consider the proportion of farms and homes in the county that have been definitely influenced to make some substantial change in farm or home operations during the report year as a result of the extension work done with men, women, and youth. 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.

| | |
|---|------|
| 21. Total number of farms in county (1940 Census)..... | 1076 |
| 22. Number of farms on which changes in practices have definitely resulted from the agricultural program..... | 532 |
| 23. Number of farms involved in preceding question which were reached this year for the first time..... | 150 |
| 24. Number of nonfarm families making changes in practices as a result of the agricultural program..... | 205 |
| 25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program..... | 410 |
| 26. Number of farm homes involved in preceding question that were reached this year for the first time..... | 90 |
| 27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program..... | 108 |
| 28. Number of other homes involved in preceding question that were reached this year for the first time..... | 45 |
| 29. Number of farm homes with 4-H Club members enrolled..... | 57 |
| 30. Number of other homes with 4-H Club members enrolled..... | 43 |
| 31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications) | 860 |
| 32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications) | 285 |

EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work): Cochise County Farm Bureau (2) No. of members 22

- (a) Over-all or general (1) Name Cochise County Farm Bureau (2) No. of members 22
- (b) Agricultural (1) Name _____ (2) No. of members —
- (c) Home demonstration (1) Name _____ (2) No. of members —
- (d) 4-H Club (1) Name _____ (2) No. of members —
- (e) Older youth (1) Name _____ (2) No. of members —

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

- (a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____
- (e) Total number of communities in county. (Do not include number of neighborhoods.) 35

35. Total number of communities in county. (Do not include number of neighborhoods.) 35

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 27

37. Number of clubs or other groups organized to carry on adult home demonstration work. 14

38. Number of members in such clubs or groups. 457

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

- (a) Number of 4-H Clubs — (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

40. Number of neighborhood and community leaders in the neighborhood-leader system — Men — Women 3

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

- (a) Adult work (1) Men 37 (2) Women 27 (3) Older club boys — (4) Older club girls 1

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service —

43. Number of members of such county agricultural planning group:

- (a) Unpaid lay members: (1) Men — (2) Women — (3) Youth —
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men — (2) Women —

44. Number of communities with agricultural planning committee (over-all planning) —

45. Number of members of such community planning committees: (a) Men — (b) Women — (c) Youth —

46. Was a county committee report prepared and released during the year? (a) Yes — (b) No —

| Extension organization and planning ¹ | County agricultural planning ¹ | Total ¹ |
|--|---|--------------------|
| | | |
| (1) Home demonstration agents <u>57</u> | <u>—</u> | <u>57</u> |
| (2) 4-H Club agents <u>60</u> | <u>—</u> | <u>60</u> |
| (3) Agricultural agents <u>21</u> | <u>—</u> | <u>21</u> |
| (4) State extension workers <u>—</u> | <u>—</u> | <u>—</u> |
| (1) County <u>157</u> | <u>—</u> | <u>157</u> |
| (2) Community <u>27</u> | <u>—</u> | <u>27</u> |

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program, planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b).

CROP PRODUCTION (other than for family food supply)

| | Corn (a) | Wheat (b) | Other cereals (c) | Legumes (d) | Pastures (e) | Cotton (f) | Tobacco (g) | Potatoes and other vege- tables (h) | Fruits (i) | Other crops (j) |
|---|-------------|--------------|----------------------|----------------|-----------------|---------------|----------------|--|---------------|--------------------|
| 51. Days devoted to line of work by— | | | | | | | | | | |
| (1) Homedemonstration agents | — | — | — | — | — | — | — | — | — | — |
| (2) 4-H Club agents | — | — | — | — | — | — | — | — | — | — |
| (3) Agricultural agents | 10 1/2 | 2 1/2 | 2 1/2 | 2 1/2 | 13 1/2 | — | — | 13 | 9 | 2 1/2 |
| (4) State extension workers | 7 | — | — | — | 4 1/2 | — | — | 6 | 5 | 1/2 |
| 52. Number of communities in which work was conducted this year | 3 | — | 1 | 1 | 4 | — | — | 5 | 4 | 1 |
| 53. Number of voluntary local leaders or committeemen assisting this year | 3 | — | 1 | 1 | 10 | — | — | 9 | 8 | 1 |
| 54. Number of farmers assisted this year in— | | | | | | | | | | |
| (1) Obtaining improved varieties or strains of seed | 25 | — | 2 | 1 | 5 | — | — | 40 | 10 | — |
| (2) The use of lime | — | — | — | — | — | — | — | — | — | — |
| (3) The use of fertilizers | 2 | — | 2 | — | — | — | — | 9 | — | — |
| (4) Controlling plant diseases | — | 5 | 3 | — | — | — | — | 7 | 5 | — |
| (5) Controlling injurious insects | — | — | — | — | — | — | — | 35 | 5 | 4 |
| (6) Controlling noxious weeds | — | — | — | — | — | — | — | — | — | — |
| (7) Controlling rodents and other animals | — | — | — | — | 20 | — | — | — | — | — |

LIVESTOCK PRODUCTION (other than for family food supply)

| | Dairy cattle (a) | Beef cattle (b) | Sheep (c) | Swine (d) | Horses and mules (e) | Poultry (including turkeys) (f) | Other livestock (g) |
|--|---------------------|--------------------|--------------|--------------|----------------------------|--|------------------------|
| 55. Days devoted to line of work by— | | | | | | | |
| (1) Home demonstration agents | — | — | — | — | — | — | — |
| (2) 4-H Club agents | 2 1/2 | 9 | — | 1 1/2 | — | 8 1/4 | 1 1/2 |
| (3) Agricultural agents | 1 | 7 | — | — | — | 1 1/4 | — |
| (4) State extension workers | 4 | — | — | — | — | 1 | — |
| 56. Number of communities in which work was conducted this year | — | — | — | — | — | — | — |
| 57. Number of voluntary local leaders or committeemen assisting this year | — | — | — | — | — | — | — |
| 58. Number of breeding circles or clubs or improvement associations organized or assisted this year | — | — | — | — | — | — | — |
| 59. Number of members in such circles, clubs, or associations | — | — | — | — | — | — | — |
| 60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals | — | — | — | — | — | — | — |
| 61. Number of farmers assisted this year in— | | | | | | | |
| (1) Obtaining purebred males | 1 | 2 | — | — | — | — | — |
| (2) Obtaining purebred or high-grade females | — | — | — | — | — | — | — |
| (3) Obtaining better strains of baby chicks (including hatching eggs) | x x x x x | x x x x x | x x x x x | x x x x x | x x x x x | x x x x x | x x x x x |
| (4) Improving methods of feeding | 85 | 3 | — | — | — | 4 | — |
| (5) Controlling external parasites | 50 | 4 | — | — | — | 3 | — |
| (6) Controlling diseases and internal parasites | — | 1 | — | — | — | — | — |
| (7) Controlling predatory animals | — | — | — | — | — | — | — |

CONSERVATION OF NATURAL RESOURCES

| Include all work with adults, 4-H Club members, and older youth | Soil management (c) | Forestry (d) | Wildlife conservation (e) ¹ |
|--|------------------------|-----------------|---|
| 62. Days devoted to line of work by— | | | |
| (1) Home demonstration agents..... | — | — | — |
| (2) 4-H Club agents..... | — | — | — |
| (3) Agricultural agents..... | 32 | — | — |
| (4) State extension workers..... | 21 1/2 | — | — |
| 63. Number of communities in which work was conducted this year..... | 6 | — | — |
| 64. Number of voluntary local leaders or committeemen assisting this year..... | 8 | — | — |

Soil Management—Continued

65. Number of farmers assisted this year—
- (a) With problems of land use based on soil types..... 5
 - (b) In the use of recommended crop rotations..... 2
 - (c) With strip cropping..... 1
 - (d) In constructing terraces..... 1
 - (e) In grassing waterways or otherwise preventing or controlling gullies..... —
 - (f) With contour farming of cropland..... —
 - (g) In otherwise controlling wind or water erosion..... 2
 - (h) In contouring pasture or range..... 3
 - (i) In the use of cover or green-manure crops..... —
 - (j) In summer-fallowing..... —
 - (k) In making depth-of-moisture tests..... —
 - (l) With drainage..... 3
 - (m) With irrigation..... 5
 - (n) With land clearing..... —
66. Number of soil-management associations organized or assisted during the year:
- (a) Legal soil-conservation districts..... 1
 - (b) Voluntary soil-conservation associations..... —
 - (c) Grazing associations..... —

Forestry—Continued

67. Number of farmers assisted this year—
- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)..... —
 - (b) In making improved thinnings, weedings, or pruning of forest trees..... —
 - (c) With selection cutting..... —
 - (d) With production of naval stores..... 7
 - (e) With production of maple-sirup products..... —
 - (f) In timber estimating and appraisal..... —
68. Number of farmers cooperating this year in prevention of forest fires..... —

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife..... —

¹ Include nature study.

FARM MANAGEMENT

| | Farm accounts, cost records, inventories, etc. | Individual farm planning, adjustments, ¹ tenancy, and other management problems | Farm credit (short and long time) | Outlook information |
|--|--|--|-----------------------------------|---------------------|
| | (a) | (b) | (c) | (d) |
| Include all work with adults, 4-H Club members, and older youth | | | | |
| 70. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents..... | — | — | — | — |
| (2) 4-H Club agents..... | — | — | — | — |
| (3) Agricultural agents..... | — | 29 | 1/2 | 2 1/2 |
| (4) State extension workers..... | — | 1 1/2 | — | — |
| 71. Number of communities in which work was conducted this year..... | — | — | — | — |
| 72. Number of voluntary local leaders or committeemen assisting this year..... | — | 2 | — | — |
| 73. Number of farm-survey records taken during the year: | | | | |
| (a) Farm business..... | — | | | |
| (b) Enterprise..... | — | | | |
| (c) Other..... | — | | | 7 |
| 74. Number of farmers assisted this year in keeping— | | | | |
| (a) Farm inventory..... | — | | | — |
| (b) General farm records..... | — | | | — |
| (c) Enterprise records..... | — | | | 47 |
| 75. Number of farmers assisted this year— | | | | |
| (a) In developing a farm plan only..... | — | | | — |
| (b) In developing a farm and home plan..... | — | | | — |
| (c) In analyzing the farm business..... | — | | | — |
| (d) In improving landlord-tenant relations and leasing arrangements..... | 2 | | | 15 |

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

| | Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.) | Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.) | Public finance and services (taxation, local government, facilities, such as roads and schools for rural areas, etc.) | Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.) |
|---|--|---|---|---|
| | (a) | (b) | (c) | (d) |
| Include all work with adults, 4-H Club members, and older youth | | | | |
| 76. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents..... | — | — | — | — |
| (2) 4-H Club agents..... | — | — | — | — |
| (3) Agricultural agents..... | — | 2 | — | — |
| (4) State extension workers..... | — | — | — | — |
| 77. Number of communities in which work was conducted this year..... | — | 2 | — | — |
| 78. Number of voluntary local leaders or committeemen assisting this year..... | — | 1 | — | — |
| 79. Number of tours conducted this year to observe economic and social conditions in various land use areas..... | — | — | — | — |
| 80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems..... | — | — | — | — |
| 81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)..... | — | — | — | — |
| 82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year..... | — | — | — | — |

¹ Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management.

MARKETING AND DISTRIBUTION

| Include all work with adults, 4-H Club members, and older youth | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) |
|---|---------|---------------|---------------------------------|----------------|-------------------------------|-----------------------|--------|-----------------|---|--------------------------|--|
| | General | Grain and hay | Livestock and wool ¹ | Dairy products | Poultry and eggs ¹ | Fruits and vegetables | Cotton | Forest products | Tobacco, sugar, rice, and other commodities | Home products and crafts | Purchasing of farm and home supplies and equipment |
| 83. Days devoted to line of work by— | | | | | | | | | | | |
| (1) Home demonstration agents | — | — | — | — | — | — | — | — | — | — | — |
| (2) 4-H Club agents | — | — | 14 | — | 1 | — | — | — | — | — | — |
| (3) Agricultural agents | — | — | — | — | — | — | — | — | — | — | — |
| (4) State extension workers | — | — | — | — | — | — | — | — | — | — | — |
| 84. Number of communities in which work was conducted this year | — | — | 1 | — | 7 | — | — | — | — | — | — |
| 85. Number of voluntary local leaders or committeemen assisting this year | — | — | — | — | 2 | — | — | — | — | — | — |
| 86. Number of new cooperatives ² assisted in organizing during the year | — | — | — | — | — | — | — | — | — | — | — |
| 87. Number of established cooperatives ² assisted during the year | — | — | — | — | 1 | — | — | — | — | — | — |
| 88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87) | — | — | — | — | 67 | — | — | — | — | — | — |
| 89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ² | \$ — | \$ — | \$ — | \$ — | \$ 2,100 | \$ — | \$ — | \$ — | \$ — | \$ — | \$ — |
| 90. Number of farmers or families (not members of cooperatives) assisted during the year | — | — | 1 | — | 19 | — | — | — | — | — | — |
| 91. Value of products sold or purchased by farmers or families involved in the preceding question | \$ — | \$ — | \$ 500.00 | \$ — | \$ 1,200.00 | \$ — | \$ — | \$ — | \$ — | \$ — | \$ — |
| 92. Number of private marketing and distributing agencies and trade groups assisted this year | — | — | — | — | — | — | — | — | — | — | 2 |
| 93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year. | — | — | — | — | — | — | — | — | — | — | — |
| 94. Number of marketing facilities improvement programs ³ participated in or conducted this year. | — | — | — | — | — | — | — | — | — | — | — |
| 95. Number of marketing surveys assisted with or conducted this year | — | — | — | — | — | — | — | — | — | — | — |
| 96. Number of special merchandising programs ³ participated in or conducted this year | — | — | — | — | — | — | — | — | — | — | — |
| 97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year | — | — | — | — | — | — | — | — | — | — | 3 |
| 98. Number of programs ³ relating to marketing services and costs of distribution conducted this year | — | — | — | — | — | — | — | — | — | — | — |
| 99. Number of programs ³ relating to transportation problems conducted this year | — | — | — | — | — | — | — | — | — | — | — |
| 100. Number of programs ³ relating to the specific use of market information conducted this year | — | — | — | — | — | — | — | — | — | — | 3 |
| 101. Number of other marketing programs ³ conducted this year (specify) | — | — | — | — | — | — | — | — | — | — | — |

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

| Include all work with adults, 4-H Club members, and older youth | The house, furnishings, and surroundings (a) | Rural electrification (b) | Farm buildings (c) | Farm mechanical equipment (d) |
|---|--|---------------------------|--------------------|-------------------------------|
| 102. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents..... | 54 | — | — | — |
| (2) 4-H Club agents..... | 7 | — | — | — |
| (3) Agricultural agents..... | 1/2 | 2 | 1/2 | 14 1/2 |
| (4) State extension workers..... | 17 | 2 | 1 | 3 |
| 103. Number of communities in which work was conducted this year..... | | | | |
| 104. Number of voluntary local leaders or committeemen assisting this year..... | 16 | 3 | 1 | — |

The House, Furnishings, and Surroundings—Continued

Rural Electrification—Continued

| | | | | |
|--|-----|--|--|----|
| 105. Number of families assisted this year in— | | | | |
| (a) Constructing dwellings..... | 3 | | | — |
| (b) Remodeling dwellings..... | — | | | 4 |
| (c) Installing sewage systems..... | 2 | | | — |
| (d) Installing water systems..... | — | | | — |
| (e) Installing heating systems..... | — | | | — |
| (f) Providing needed storage space..... | 101 | | | 40 |
| (g) Rearranging or improving kitchens..... | 10 | | | — |
| (h) Improving arrangement of rooms (other than kitchens)..... | 50 | | | 1 |
| (i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings..... | 50 | | | — |
| (j) Selecting housefurnishings or equipment (other than electric)..... | — | | | — |
| (k) Improving housekeeping methods..... | 10 | | | 5 |
| (l) Laundry arrangement..... | — | | | — |
| (m) Installing sanitary closets or outhouses..... | — | | | — |
| (n) Screening or using other recommended methods of controlling flies or other insects..... | 1 | | | — |
| (o) Improving home grounds..... | — | | | — |
| (p) Planting windbreaks or shelterbelts..... | — | | | — |

Farm Buildings—Continued

Farm Mechanical Equipment—Continued

| | | | | |
|--|--|--|--|---|
| 108. Number of farmers assisted this year in— | | | | |
| (a) The construction of farm buildings..... | | | | 1 |
| (b) Remodeling or repairing farm buildings..... | | | | — |
| (c) Selection or construction of farm-building equipment..... | | | | 1 |
| 109. Number of farmers assisted this year in— | | | | |
| (a) The selection of mechanical equipment..... | | | | 5 |
| (b) Making more efficient use of mechanical equipment..... | | | | — |
| 110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year..... | | | | — |
| 111. Number of gin stands assisted this year in the better ginning of cotton..... | | | | — |

NUTRITION AND HEALTH

| Include all work with adults, 4-H Club members and older youth | Home production of family food supply (a) | Food preservation and storage (b) | Food selection and preparation (c) | Other health and safety work (d) |
|---|---|-----------------------------------|------------------------------------|----------------------------------|
| 112. Days devoted to line of work by: | | | | |
| (1) Home demonstration agents..... | 3 | 43 | 18 | 10 |
| (2) 4-H Club agents..... | 11 1/2 | — | — | — |
| (3) Agricultural agents..... | 1/2 | — | — | 3 1/2 |
| (4) State extension workers..... | 30 | 76 | 38 | 24 |
| 113. Number of communities in which work was conducted this year..... | 6 | 21 | 12 | 4 |
| 114. Number of voluntary local leaders or committeemen assisting this year..... | | | | |

| 115(g) FOOD PRESERVATION BY ADULTS | | | |
|-------------------------------------|------------|----------------|--------------------|
| 115(g) | Fruits (a) | Vegetables (b) | Meats and fish (c) |
| 1. Quarts canned..... | 100,000 | 145,000 | 5,000 |
| 2. Gallons brined..... | 400 | 100 | — |
| 3. Pounds: Dried ² | — | 200 | 100 |
| 4. Cured ³ | — | — | — |
| 5. Stored..... | 2,000 | 1,000 | 1,000 |
| 6. Frozen ⁴ | — | — | — |

| 115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS | | | |
|--|------------|----------------|--------------------|
| 115(h) | Fruits (a) | Vegetables (b) | Meats and fish (c) |
| 1. Quarts canned..... | 800 | 1,165 | 60 |
| 2. Gallons brined..... | — | — | — |
| 3. Pounds: Dried ² | 10 | 15 | — |
| 4. Cured ³ | — | — | — |
| 5. Stored..... | 500 | 100 | 300 |
| 6. Frozen ⁴ | — | — | — |

| | | | | |
|--|---|---|---|---|
| 116. Number of schools assisted this year in establishing or maintaining hot school lunches..... | — | — | — | — |
| 117. Number of nutrition or health clinics organized this year through the efforts of extension workers..... | — | — | — | — |

¹ Sum of the subitems minus duplications due to families participating in more than one activity.
² Weight of finished product after drying.
³ Weight of product before curing.
⁴ Include contents of locker plants and home freezer units.
⁵ Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

| Include all work with adults, 4-H Club members, and older youth | Home management 1— family economies (c) | Clothing and textiles (b) | Family relationships—child development (c) | Recreation and community life (d) |
|---|---|------------------------------|--|---|
| 118. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers | — | 78 | — | 10 |
| 119. Number of communities in which work was conducted this year. | — | 15 1/2 | — | 2 |
| 120. Number of voluntary local leaders or committeemen assisting this year. | — | 19 | — | 8 |
| — | — | — | — | 15 |

Home Management—Family Economics—Continued

121. Number of families assisted this year—
 (a) With time-management problems..... —
 (b) With home accounts..... 2
 (c) With financial planning..... —
 (d) In improving use of credit for family living expenses..... —
 (e) In developing home industries as a means of supplementing income..... —

122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
 (a) Food..... —
 (b) Clothing..... —
 (c) Housefurnishings and equipment..... —
 (d) General household supplies..... —

123. Number of families assisted this year through cooperative associations² or individually, with the buying of—
 (a) Food..... —
 (b) Clothing..... —
 (c) Housefurnishings and equipment..... —
 (d) General household supplies..... —

124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)..... —
 125. Number of families assisted this year with "making versus buying" decisions..... —

126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living..... —
 Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—
 (a) Clothing-construction problems..... 125
 (b) The selection of clothing and textiles..... 25
 (c) Care, renovation, remodeling of clothing..... 300
 (d) Clothing accounts or budgets..... 2

Family Relationships—Child Development—Continued

128. Number of families assisted this year—
 (a) With child-development and guidance problems..... —
 (b) In improving family relationships..... —

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year..... —

130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men..... —
 (b) Women..... —

131. Number of children in families represented by such individuals..... —

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation..... 10
 133. Number of communities assisted this year in improving community recreational facilities..... 4

134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs..... 10

135. Number of communities assisted this year in establishing—
 (a) Club or community house..... —
 (b) Permanent camp..... —
 (c) Community rest rooms..... —

136. Number of communities assisted this year in providing library facilities..... —
 137. Number of school or other community grounds improved this year according to recommendations..... —

SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS

(One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

| Project | Number of boys enrolled (a) | Number of girls enrolled (b) | Number of boys completing (c) | Number of girls completing (d) | Number of units involved in completed projects (e) |
|--|-----------------------------|------------------------------|-------------------------------|--------------------------------|--|
| 138. Corn..... | | | | | Acres |
| 139. Other cereals..... | | | | | Acres |
| 140. Peanuts..... | | | | | Acres |
| 141. Soybeans, field peas, alfalfa, and other legumes..... | | | | | Acres |
| 142. Soil conservation and pasture improvement..... | | | | | Acres |
| 143. Potatoes, Irish and sweet..... | | | | | Acres |
| 144. Cotton..... | | | | | Acres |
| 145. Tobacco..... | | | | | Acres |
| 146. Fruits..... | | | | | Acres |
| 147. Home gardens..... | | | | | Acres |
| 148. Market gardens, truck and canning crops..... | | | | | Acres |
| 149. Other crops..... | | | | | Acres |
| 150. Poultry (including turkeys)..... | | | | | Birds |
| 151. Dairy cattle..... | 1 | | 1 | | Animals |
| 152. Beef cattle..... | | | | | Animals |
| 153. Sheep..... | | | | | Animals |
| 154. Swine..... | | | | | Animals |
| 155. Horses and mules..... | | | | | Animals |
| 156. Other livestock..... | | | | | Animals |
| 157. Bees..... | | | | | Colonies |
| 158. Beautification of home grounds..... | | | | | x x x x x x x x x x |
| 159. Forestry..... | | | | | Acres |
| 160. Wildlife and nature study (rabbits, game, fur animals)..... | | | | | x x x x x x x x x x |
| 161. Agricultural engineering, farm shop, electricity..... | | | | | Articles made Articles repaired |
| 162. Farm management..... | | 4 | | 4 | x x x x x x x x x x |
| 163. Food selection and preparation..... | | 16 | | 15 | Meals planned Meals served |
| 164. Food preservation..... | | | | | Quarts canned |
| 165. Health, home nursing, and first aid..... | | 39 | | 33 | x x x x x x x x x x |
| 166. Clothing..... | | | | | Garments made Garments remodeled |
| 167. Home management..... | | | | | Units |
| 168. Home furnishings and room improvement..... | 7 | | 7 | | Rooms |
| 169. Home industry, arts and crafts..... | | 6 | | 6 | Articles |
| 170. Junior leadership..... | | 1 | | 1 | Articles |
| 171. All others..... | 65 | 44 | 65 | 44 | x x x x x x x x x x |
| 172. Total (project enrollment and completion)..... | 73 | 110 | 73 | 103 | x x x x x x x x x x |

4-H CLUB MEMBERSHIP 1

173. Number of 4-H Clubs..... 15
 174. Number of different 4-H Club members enrolled..... (a) Boys 73 (b) Girls 90
 175. Number of different 4-H Club members completing..... (a) Boys 73 (b) Girls 84
 176. Number of different 4-H Club members in school..... (a) Boys 73 (b) Girls 90
 177. Number of different 4-H Club members out of school..... (a) Boys — (b) Girls —
 178. Number of different 4-H Club members from farm homes..... (a) Boys 37 (b) Girls 56
 179. Number of different 4-H Club members from nonfarm homes..... (a) Boys 36 (b) Girls 40

Number of Different 4-H Club Members Enrolled:

| 180. By years | Boys (a) | Girls (b) | 181. By ages | Boys (a) | Girls (b) |
|---------------|----------|-----------|--------------|----------|-----------|
| 1st year | 50 | 33 | 10 and under | 31 | 18 |
| 2d | 12 | 23 | 11 | 12 | 17 |
| 3d | 10 | 20 | 12 | 15 | 16 |
| 4th | — | 8 | 13 | 8 | 18 |
| 5th | 7 | 3 | 14 | 9 | 19 |
| 6th | — | 1 | 15 | 7 | 6 |
| 7th | — | 1 | 16 | 1 | 4 |
| 8th | — | — | 17 | — | 2 |
| 9th | — | — | 18 | — | — |
| 10th and over | — | — | 19 | — | — |
| | — | — | 20 and over | — | — |

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
 (a) Judging..... 30 (f) Fire and accident prevention..... 109
 (b) Giving demonstrations..... 25 (g) Wildlife conservation.....
 (c) Recreational leadership..... (h) Keeping personal accounts.....
 (d) Music appreciation..... (i) Use of economic information.....
 (e) Health.....
 183. Number of 4-H Club members having health examination because of participation in the extension program..... 3
 184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... —

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth.....
 186. Membership in such groups..... (a) Young men.....
 (b) Young women.....

| 187. Number of members by school status and age | Out of school | | Under 21 years (d) | 21-24 years (e) | 25 years and older (f) |
|---|---------------|---------------|--------------------|-----------------|------------------------|
| | In school (a) | Unmarried (b) | | | |
| (1) Young men..... | — | — | — | — | — |
| (2) Young women..... | — | — | — | — | — |

188. Number of meetings of older rural youth extension groups.....
 189. Total attendance at such meetings.....
 190. Number of other older rural youth groups assisted.....
 191. Membership in such groups..... (a) Young men.....
 (b) Young women.....
 192. Number of older rural youth not in extension or other youth groups assisted..... (a) Young men.....
 (b) Young women.....
 193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications)..... (a) Young men.....
 (b) Young women.....

| 194. Check column showing approximate portion of older-youth program devoted to— | Under 10 percent (a) | 10-19 percent (b) | 20-39 percent (c) | 40 percent or more (d) |
|--|--|-------------------|-------------------|------------------------|
| | (1) Citizenship, democracy, and public problems..... | — | — | — |
| (2) Vocational guidance..... | — | — | — | — |
| (3) Family life and social customs..... | — | — | — | — |
| (4) Social and recreational activities..... | — | — | — | — |
| (5) Community service activities..... | — | — | — | — |
| (6) Technical agriculture..... | — | — | — | — |
| (7) Technical home economics, including nutrition and health..... | — | — | — | — |

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
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 page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the subsequent year's program.
³ Report the number of 4-H Club members who were enrolled in the year in connection with the subsequent year's program.

MISCELLANEOUS

(Report here all work, including war work, not properly included under any of the headings on preceding pages)

| Include all work with adults, 4-H Club members, and older youth | Bees (a) | General-leader Insects ¹ (b) | All other work (c) |
|---|----------|---|--------------------|
| 195. Days devoted to line of work by— | | | |
| (1) Home demonstration agents..... | — | — | 19 |
| (2) 4-H Club agents..... | — | — | — |
| (3) Agricultural agents..... | 1/2 | 6 1/2 | 20 |
| (4) State extension workers..... | — | 12 3/4 | — |
| 196. Number of communities in which work was conducted this year..... | — | 3 | 1 |
| 197. Number of voluntary local leaders or committeemen assisting this year..... | — | — | — |

SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

| War programs | Home demonstration agents (a) | 4-H Club agents (b) | Agricultural agents (c) |
|--|-------------------------------|---------------------|-------------------------|
| 198. Estimated number of days devoted to— | | | |
| (1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)..... | 141 | — | 140 |
| (2) Problems arising from new military camps, munitions plants, and war industries..... | — | — | — |
| (3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)..... | 10 | — | — |
| (4) Other war work (including collection of salvage material)..... | — | — | — |

COOPERATION WITH OTHER FEDERAL AGENCIES

The purpose of this report is to bring together in one place the cooperation given other Federal agencies working with the rural people of the county. It is assumed that all such work has been reported previously under appropriate problems of the farm or home.

| Days devoted to line of work by— | War boards (a) | Civilian defense agency (b) | Employment service (c) | Agricultural Adjustment Agency (d) | Food Distribution Administration (e) | Soil Conservation Service (f) | Farm Security Administration (g) | Rural Electrification Administration (h) | Tennessee Valley Authority (i) | Social Security, Public Health, Children's Bureau (j) |
|---|----------------|-----------------------------|------------------------|------------------------------------|--------------------------------------|-------------------------------|----------------------------------|--|--------------------------------|---|
| 199. Days devoted to line of work by— | | | | | | | | | | |
| (1) Home demonstration agents..... | — | — | — | — | — | — | — | — | — | — |
| (2) 4-H Club agents..... | 19 1/2 | — | 1/2 | 12 | — | 5 | 1/2 | 2 1/2 | — | — |
| (3) Agricultural agents..... | — | — | — | — | — | — | — | — | — | — |
| (4) State extension workers..... | 19 | — | 1 | 27 | — | 3 | 1 | 15 | — | — |
| 200. Number of communities in which work was conducted this year..... | 5 | — | — | 12 | — | 9 | — | — | — | — |
| 201. Number of voluntary local leaders or committeemen assisting this year..... | 10 | — | — | 10 | — | 5 | 1 | 3 | — | — |
| 202. Number of meetings participated in this year by extension workers..... | | | | | | | | | | |

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

TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. 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.
2. A *cooperator* is a farmer or homemaker 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.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *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.
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, homemaker, 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 *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. 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.
9. 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.
10. 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.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. 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.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. 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.
16. 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.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. 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.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. 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.
20. An extension *program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *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.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.