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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service,
Office of Cooperative Extension Work
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION WORKERS

Revised July 7, 1930

This report form is to be used by county extension agents, such as county agricultural agent, home demonstration agent, club agent, and negro agent, reporting on their respective lines of work.

State Arizona County Apache
 Report of D. W. Rogers County Agricultural Agent
(Name) (Title)
 From December 1, 1929 to December 1, 1930

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

READ DEFINITIONS, PAGE 3



Approved:

Date Dec. 16, 1930

D. B. Ballantyne
State or District Supervisor.

Date Jan 2 - 1931

P. H. Rose
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 agent, assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agent 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.

Separate statistical and narrative reports are desired from each leader of a line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and negro agent, regardless of title. Where an assistant agent has been employed a part or all of the year, a report on 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. Where two or more agents are employed in a county, each a leader of a line of work, statistics should not be duplicated.

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.*

NARRATIVE SUMMARY

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

SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Status of county extension organization.
 - (1) Form of organization—changes and development.
 - (2) Function of local people, committees, or project leaders in developing the program of work.
 - (3) General policies, including relationships to other organizations.
- IV. Program of work; listing goals set up, methods employed, and results achieved.
 - (1) Factors considered and methods used in determining program of work.
 - (2) Project activities and results.

(a) Cereals.	(m) Dairy.
(b) Legumes and forage crops.	(n) Other livestock.
(c) Potatoes, Irish.	(o) Farm management.
(d) Cotton.	(p) Marketing, farm and home.
(e) Tobacco and other special crops.	(q) Foods and nutrition.
(f) Home gardens and home beautification.	(r) Child training and care.
(g) Market garden and truck crops.	(s) Clothing.
(h) Fruits.	(t) Home management.
(i) Forestry.	(u) Home furnishings.
(j) Rodents and miscellaneous insects.	(v) Home health and sanitation.
(k) Agricultural engineering and home engineering.	(w) Community activities.
(l) Poultry.	(x) Miscellaneous.
- V. Outlook and recommendations, including suggestive program of work for next year.
- VI. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

STATISTICAL SUMMARY

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting:

DEFINITIONS OF TERMS USED IN THIS REPORT

1. A program of work is a statement of the specific lines of extension work to be undertaken by the extension agent 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, or that the use of certified seed in growing potatoes is a good investment.

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, boy, or 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 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 or by telephone by an individual or group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given.

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 his office, extension conferences, and any other work directly related to office administration.

16. Days in field should include all days spent on official duty other than those spent 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 two to six 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 other 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.

GENERAL ACTIVITIES

Report Only This Year's 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.

D. W. Rogers County Agricultural Agent 12
 (Name) (Title) (Months of service this year)

2. County extension organization or association.

(a) Name *Apache County Farm Bureau* 1

(b) Number of members { (1) Men _____ (2) Women _____ }

3. Number of communities in county where extension work should be conducted. *10*

4. Number of above communities in which the extension program has been cooperatively worked out by extension agents and local committees.

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

(a) Adult work { (1) Men *39* (2) Women _____ }

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

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

7. Members in above clubs or groups.

8. Number of 4-H Clubs. *6*

9. Number of different 4-H Club members enrolled { (a) Boys *51* (b) Girls _____ }

10. Number of different 4-H Club members completing { (a) Boys *41* (b) Girls _____ }

11. Number of members now enrolled in 4-H Club work for:

(a) Boys *12* 1st Year *20* 2d Year *9* 3d Year *9* 4th Year *1* 5th Year *1* 6th Year and Over

(b) Girls _____

12. Number of 4-H Club members according to age.

Age	10	11	12	13	14	15	16	17	18	19	20
Boys	<i>6</i>	<i>7</i>	<i>13</i>	<i>14</i>	<i>9</i>	<i>1</i>	<i>1</i>				
Girls											

¹ 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 8 to 24, less any duplications due to the same boy or girl carrying on two or more subject-matter lines of work.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

13. Number of 4-H Club members in school.....	<u>41</u>	Out of school.....	<u>none</u>	13
14. Number of 4-H Club teams trained.....	(a) Judging..... (b) Demonstration.....		<u>1</u>	14
15. Number of groups organized for extension work with rural young people above the 4-H Club age.....				15
16. Members in above groups.....	(a) Young men..... (b) Young women.....			16
17. Total number of farm visits ² made in conducting extension work.....	<u>887</u>			17
18. Number of different farms visited.....	<u>300</u>			18
19. Total number of home visits ² made in conducting extension work.....				19
20. Number of different homes visited.....				20
21. Number of calls relating to extension work.....	(a) Office..... (b) Telephone.....		<u>1347</u>	21
22. Number of days agent spent in office.....	<u>108</u>			22
23. Number of days agent spent in field.....	<u>187</u>			23
24. Number of news articles or stories published ²	<u>11</u>			24
25. Number of individual letters written.....	<u>513</u>			25
26. Number of different circular letters prepared (not total copies mailed).....	<u>5</u>			26
27. Number of bulletins distributed.....	<u>300</u>			27
28. Number of radio talks made.....				28
29. Number of events at which extension exhibits were shown.....				29
30. Training meetings held for local leaders or committeemen.....	(a) Adult work (b) 4-H Club	(1) Number..... (2) Total men leaders attending..... (3) Total women leaders attending..... (1) Number..... (2) Total leaders attending.....		30
31. Method demonstration meetings held (do not include meetings reported under No. 30).....	(a) Number..... (b) Total attendance.....		<u>3</u> <u>26</u>	31
32. Meetings held at result demonstrations.....	(a) Number..... (b) Total attendance.....		<u>7</u> <u>71</u>	32
33. Tours conducted.....	(a) Number..... (b) Total attendance.....			33
34. Achievement days held.....	(a) Adult work (b) 4-H Club	(1) Number..... (2) Total attendance..... (1) Number..... (2) Total attendance.....	<u>3</u> <u>231</u>	34

¹ List as farm or home visit according to principal purpose of visit.

² Include county and State press, agricultural journals, and home magazines. Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results that can be Verified

35. Encampments held.....	{ (a) Farm women (b) 4-H Club...	(1) Number.....	} 35
		(2) Total members attending.....	
		(3) Total others attending.....	
		(1) Number.....	
		(2) Total boys attending.....	
		(3) Total girls attending.....	
		(4) Total others attending.....	
36. Other meetings of an extension nature participated in and not previously reported.....		(a) Number..... <i>61</i>	} 36
		(b) Total attendance <i>2722</i>	
37. Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere.....	{ (a) Adult work (b) 4-H Club...	(1) Number.....	} 37
		(2) Total attendance.....	
		(1) Number.....	
		(2) Total attendance.....	

PROGRAM SUMMARY

List below information on each subdivision of the program of work. Include under each heading all of the work done with men, women, boys, and girls. If an assistant agent has been employed include his or her time with that of the agent. This page should not be filled out until the questions on the following pages have been answered. Estimate where records are not available.

Line of work	Number of communities or other units participating (a)	Number of leaders or committeemen assisting (b)	Days specialists helped with line of work (c)	Days agent devoted to line of work (d)	Number of meetings held in relation to line of work (e)	Number of news stories published (f)	Number of circular letters issued (g)	Number of farm or home visits made (h)	Number of office calls received (i)	
38. Cereals (page 8).....	1	1		4				18	28	38
39. Legumes and forage crops (pages 9, 10).....	5	5	1	8	2	1		27	27	39
40. Potatoes, Irish (page 11).....	2	2		6	2	1		40	12	40
41. Cotton (page 11).....										41
42. Tobacco and other special crops (page 11).....										42
43. Home gardens and home beautification (page 12).....	3	3	6	10	2			14	24	43
44. Market garden and truck crops (page 12).....	1	4	2	6	3			14		44
45. Fruits (page 12).....	1	1		3	1			6		45
46. Forestry (page 13).....										46
47. Rodents and miscellaneous insects (page 13).....	10		60	10				80	30	47
48. Agricultural engineering and home engineering (page 14).....	4	22	4	20	8	2		50	70	48
49. Poultry (page 15).....	4	10	4	50	6	2		90	108	49
50. Dairy (page 15).....	6	20	4	50	16	5		110	120	50
51. Other livestock (page 15).....	2		10	6	5			30	14	51
52. Farm management (page 16).....	1	2		6	3			16	16	52
53. Marketing—farm and home (page 17).....	2	3		4				14	16	53
54. Foods and nutrition (page 18).....										54
55. Child training and care (page 19).....										55
56. Clothing (page 20).....										56
57. Home management (page 21).....										57
58. House furnishings (page 22).....										58
59. Home health and sanitation (page 23).....										59
60. Community activities (page 24).....										60
61. Miscellaneous (page 24).....										61
62. Building extension program of work ¹										62
63. Organization—extension association and committee ²										63

¹ Under "building the extension program" include all work incident to the collection of economic and social data as a basis for determining programs, the conducting of program surveys, and the outlining of county, district, and community programs. Do not include work related to the execution of programs, as this should be reported under the projects above.

² Under "organization" include all work incident to maintaining extension associations, agricultural councils, home demonstration councils, advisory committees, project committees, community committees, and the like not reported under building the extension program.

FORESTRY

Report Only This Year's Extension Activities that are Supported by Records

5. Number of method demonstration meetings held..... 95

6. Number of adult result demonstrations completed or carried into the next year..... 96

7. Number of 4-H Club members enrolled..... (a) Boys.....
(b) Girls..... } 97

8. Number of 4-H Club members completing..... (a) Boys.....
(b) Girls..... } 98

9. Number of transplant beds cared for by club members completing..... 99

10. Number of acres farm wood lot managed by club members completing..... 100

1. Number of new forest or farm woodland areas planted according to recommendations..... 101

2. Acres involved in preceding question..... 102

3. Number of farms assisted in forest or wood-lot management..... 103

4. Acres involved in preceding question..... 104

5. Number of farms planting windbreaks according to recommendations..... 105

6. Number of farms following recommendations as to control of white-pine blister rust..... 106

7. Number of farms assisted in other ways relative to forestry (specify below)..... 107

(Use space below for State questions not listed above)

RODENTS, OTHER ANIMAL PESTS, AND MISCELLANEOUS INSECTS

Report Only This Year's Extension Activities that are Supported by Records

(Do not include work reported under "Crop" and "Livestock" headings)

Item	(a)	(b)	(c)	
	Rodents	Other animal pests	Insects	
8. Number of method demonstration meetings held.....				108
9. Number of result demonstrations completed or carried into the next year.....				109
10. Pounds of poison used.....	5,821			110

AGRICULTURAL AND HOME ENGINEERING

Report Only This Year's Extension Activities that are Supported by Records

111. Number of method demonstration meetings held.....	111
112. Number of adult result demonstrations completed or carried into the next year.....	112
113. Number of 4-H Club members enrolled.....	{ (a) Boys..... } 113
	{ (b) Girls..... }
114. Number of 4-H Club members completing.....	{ (a) Boys..... } 114
	{ (b) Girls..... }
115. Number of farms following recommendations in installing drainage systems.....	115
116. Acres drained by such systems.....	116
117. Number of farms following recommendations in installing irrigation systems.....	117
118. Acres irrigated by such systems.....	118
119. Number of farms building terraces and soil-saving dams to control erosion according to recommendations.....	119
120. Acres on which soil erosion was so prevented.....	120
121. Number of farms clearing land of stumps or boulders according to recommended methods.....	121
122. Number of families assisted with house-planning problems.....	122
123. Number of dwellings constructed according to plans furnished.....	123
124. Number of dwellings remodeled according to plans furnished.....	124
125. Number of sewage-disposal systems installed according to recommendations.....	125
126. Number of water systems installed according to recommendations.....	126
127. Number of heating systems installed according to recommendations.....	127
128. Number of lighting systems installed according to recommendations.....	128
129. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished.....	22 129
	{ (a) Dairy barns..... }
	{ (b) Hog houses..... 2 }
130. Number of buildings involved in preceding question.....	{ (c) Poultry houses..... 4 } 130
	{ (d) Silos..... 18 }
	{ (e) Other..... }

(Use space below for State questions not listed above)

FARM MANAGEMENT, CREDIT, INSURANCE, AND TAXATION

Report Only This Year's Extension Activities that are Supported by Records

145. Number of method demonstration meetings held..... 145

146. Number of adult result demonstrations completed or carried into the next year..... 146

147. Number of 4-H Club members enrolled in account work..... { (a) Boys..... } 147
 { (b) Girls..... }

148. Number of 4-H Club members completing..... { (a) Boys..... } 148
 { (b) Girls..... }

149. Number of farms keeping farm accounts throughout the year under supervision of agent..... 149

150. Number of farms keeping cost-of-production records under supervision of agent..... 2 150

151. Number of farms assisted in summarizing and interpreting their accounts..... 151

152. Number of farms assisted in making inventory or credit statements..... 152

153. Number of farm business or enterprise survey records taken during year..... 153

154. Number of farms making recommended changes in their business as result of keeping accounts or survey records..... 154

155. Number of other farms adopting cropping, livestock, or complete farming systems according to recommendations..... 155

156. Number of farms advised relative to leases..... 156

157. Number of farms assisted in obtaining credit..... 2 157

158. Number of different farms assisted in using outlook or other timely economic information as a basis for readjusting farm operations..... 158

159. Number of farms in preceding question making readjustments in— 159

(a) Wheat..... (g) Dairy cattle..... (m).....

(b) Corn..... (h) Beef cattle..... (n).....

(c) Cotton..... (i) Hogs..... (o).....

(d) Potatoes..... (j) Sheep..... (p).....

(e) Tobacco..... (k) Poultry..... (q).....

(f) Truck crops..... (l)..... (r).....

(Use space below for State questions not listed above)

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MARKETING (FARM AND HOME)

Report Only This Year's Extension Activities and Results

Item	(a) Grain and feed	(b) Cotton	(c) Dairy products	(d) Livestock	(e) Fruits and vegetables	(f) Poultry and eggs	(g) Home products	(h) Other	
160. Number of cooperative-marketing associations or groups organized during the year.....									160
161. Number of cooperative-marketing associations or groups previously organized assisted by extension agent this year.....									161
162. Membership in associations organized and assisted (161 and 162).....									162
163. Value of products marketed by all associations worked with.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	163
164. Value of supplies purchased by all associations worked with.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	164
Number of cooperative-marketing associations or groups assisted with problems of—									
165. Preliminary analysis.....			2	1		1			165
166. Organization.....			2						166
167. Accounting and auditing.....									167
168. Financing.....									168
169. Business policies.....									169
170. Production to meet market demand.....			2			1			170
171. Reduction of market losses.....			2			1			171
172. Use of current market information.....									172
173. Standardizing.....						1			173
174. Processing or manufacturing.....									174
175. Packaging and grading.....						1			175
176. Loading.....									176
177. Transporting.....			2						177
178. Warehousing.....									178
179. Keeping membership informed.....									179
180. Merging into larger units.....									180
Number of farms or homes not in cooperative associations or groups assisted with problems of—									
181. Standardizing.....									181
182. Packaging and grading.....									182
183. Use of current market information.....									183

(Use space below for State questions not listed above)

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CLOTHING

Report Only This Year's Extension Activities that are Supported by Records

- 208. Number of method demonstration meetings held..... 208
- 209. Number of adult result demonstrations completed or carried into the next year..... 209
- 210. Number of 4-H Club members enrolled.....
 - { (a) Girls..... } 210
 - { (b) Boys..... }
- 211. Number of 4-H Club members completing.....
 - { (a) Girls..... } 211
 - { (b) Boys..... }
- 212. Number of individuals following recommendations in improving construction of clothing.....
 - { (a) Women..... } 212
 - { (b) Girls..... }
- 213. Number of individuals using a clothing budget.....
 - { (a) Women..... } 213
 - { (b) Girls..... }
 - { (c) Boys..... }
- 214. Number of individuals making garments for themselves.....
 - { (a) Women..... } 214
 - { (b) Girls..... }
- 215. Number of individuals improving children's clothing according to recommendations.....
 - { (a) Women..... } 215
 - { (b) Girls..... }
- 216. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing.....
 - { (a) Women..... } 216
 - { (b) Girls..... }

(Use space below for State questions not listed above)

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Changes made in Statistical

253. Number Page 4 - est agents' time 3 1/2 mo. instead 253
of 4 1/2 mo. 254
255. Number Page 5 - question #31 = 9/74. 255
256. Number " 7 - Additions to program summary. 256
257. Number " 14 - Wells, water levels established = 44. 257
258. Number (bottom of page) = 258
259. Number 259
260. Number etc. " 11 - no. method items held: ^(c) cotton = 1. 260
261. Total r ^(a) " 15 - " " " " Poultry = 5. 261
- page.

The Cash told me to give
you this

Under This

262. Number

263. Number
or carri

264. Number of

(2) Girls

(1) Boys

(2) Girls

265. Number of 4-H Club members completing

¹ Indicate project by name.