

# 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

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 Greenlee  
 Report of Antoinette White County Home Dem. Agent  
(Name) (Title)  
 From November 1, 1931 to July 1, 1931

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 22 - 1932

Date Jan 10, 1933

Francis L. Brown  
State or District Supervisor.

P. N. Ross  
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.
 

<ol style="list-style-type: none"> <li>(a) Cereals.</li> <li>(b) Legumes and forage crops.</li> <li>(c) Potatoes, Irish.</li> <li>(d) Cotton.</li> <li>(e) Tobacco and other special crops.</li> <li>(f) Home gardens and home beautification.</li> <li>(g) Market garden and truck crops.</li> <li>(h) Fruits.</li> <li>(i) Forestry.</li> <li>(j) Rodents and miscellaneous insects.</li> <li>(k) Agricultural engineering and home engineering.</li> <li>(l) Poultry.</li> </ol>	<ol style="list-style-type: none"> <li>(m) Dairy.</li> <li>(n) Other livestock.</li> <li>(o) Farm management.</li> <li>(p) Marketing, farm and home.</li> <li>(q) Foods and nutrition.</li> <li>(r) Child training and care.</li> <li>(s) Clothing.</li> <li>(t) Home management.</li> <li>(u) Home furnishings.</li> <li>(v) Home health and sanitation.</li> <li>(w) Community activities.</li> <li>(x) Miscellaneous.</li> </ol>
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- 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 by an individual or 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 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—Continued

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

13. Number of 4-H Club members in school.....	0	Out of school.....	10	13
14. Number of 4-H Club teams trained.....	0	(a) Judging.....	0	14
		(b) Demonstration.....	0	
15. Number of groups organized for extension work with rural young people above the 4-H Club age.....			0	15
16. Members in above groups.....		(a) Young men.....	0	16
		(b) Young women.....	0	
17. Total number of farm visits <sup>2</sup> made in conducting extension work.....				17
18. Number of different farms visited.....	<i>Not applicable</i>			18
19. Total number of home visits <sup>2</sup> made in conducting extension work.....			57	19
20. Number of different homes visited.....			53	20
21. Number of calls relating to extension work.....		(a) Office.....	50	21
		(b) Telephone.....	12	
22. Number of days agent spent in office.....			12 1/2	22
23. Number of days agent spent in field.....			21 1/2	23
24. Number of news articles or stories published <sup>3</sup> .....			7	24
25. Number of individual letters written.....			36	25
26. Number of different circular letters prepared (not total copies mailed).....			7	26
27. Number of bulletins distributed.....			477	27
28. Number of radio talks made.....			0	28
29. Number of events at which extension exhibits were shown.....			0	29
30. Training meetings held for local leaders or committeemen.....	(a) Adult work	(1) Number.....	0	30
		(2) Total men leaders attending.....	0	
		(3) Total women leaders attending.....	0	
		(b) 4-H Club.....		
		(1) Number.....	0	
		(2) Total leaders attending.....	0	
31. Method demonstration meetings held (do not include meetings reported under No. 30).....	(a) Number.....	33	639	31
	(b) Total attendance.....			
32. Meetings held at result demonstrations.....	(a) Number.....	43	663	32
	(b) Total attendance.....			
33. Tours conducted.....	(a) Number.....	0	2	33
	(b) Total attendance.....			
34. Achievement days held.....	(a) Adult work	(1) Number.....	0	34
		(2) Total attendance.....	0	
	(b) 4-H Club.....	(1) Number.....	0	
		(2) Total attendance.....	0	

<sup>2</sup> List as farm or home visit according to principal purpose of visit.

<sup>3</sup> 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

		(1) Number.....	0	
	{ (a) Farm women	(2) Total members attending.....	0	
		(3) Total others attending.....	0	
35. Encampments held.....		(1) Number.....	0	} 35
	(2) Total boys attending.....	0		
	{ (b) 4-H Club...	(3) Total girls attending.....	0	
		(4) Total others attending.....	0	
36. Other meetings of an extension nature participated in and not previously reported.....		(a) Number.....	1	} 36
	(b) Total attendance.....	40		
	{ (a) Adult work	(1) Number.....	3	
		(2) Total attendance.....	56	} 56
37. Meetings held by local leaders or committeemen not participated in by agent and not reported elsewhere.....	{ (b) 4-H Club...	(1) Number.....	12	
		(2) Total attendance.....	73	

## 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 different circular letters issued (g)	Number of farm or home visits made (h)	Number of office calls received (i)	
38. Cereals (page 8).....										38
39. Legumes and forage crops (pages 9, 10).....										39
40. Potatoes, Irish (page 11).....										40
41. Cotton (page 11).....										41
42. Tobacco and other special crops (page 11).....										42
43. Home gardens and home beautification (page 12).....										43
44. Market garden and truck crops (page 12).....										44
45. Fruits (page 12).....										45
46. Forestry (page 13).....										46
47. Rodents and miscellaneous insects (page 13).....										47
48. Agricultural engineering (page 14).....										48
49. Poultry (page 15).....										49
50. Dairy (page 15).....										50
51. Other livestock (page 15).....										51
52. Farm management (page 16).....										52
53. Marketing—farm and home (page 17).....										53
54. Foods and nutrition (page 18).....	4	3	0	10	15	1	5	12	5	54
55. Child training and care (page 19).....	3	2	0	3	4	0	3	5	4	55
56. Clothing (page 20).....	4	4	4	4	8	1	2	0	0	56
57. Home management (page 21).....	2	2	0	6	9	1	5	5	0	57
58. House furnishings (page 22).....	1	1	0	1	1	0	0	3	1	58
59. Home health and sanitation (page 23).....	2	1	0	3	3	0	4	5	6	59
60. Community activities (page 24).....	4	4	7	3	7	4	2	0	1	60
61. Miscellaneous (page 24).....	0	0	0	0	0	0	0	0	0	61
62. Building extension program of work <sup>1</sup> .....	3	3	0	2	4	1	0	15	0	62
63. Organization—extension association and committee <sup>2</sup> .....	3	3	0	1½	1	0	0	10	0	63

(The totals for these columns do not necessarily check with the information given on pages 4, 5, and 6, since one meeting, farm visit, circular letter, etc., may relate to two or more lines of subject matter.)

<sup>1</sup> 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.

<sup>2</sup> 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.

**CEREALS**

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

Item	(a) Corn	(b) Wheat	(c) Oats	(d) Rye	(e) Barley	(f) Other <sup>1</sup>	
64. Number of method demonstration meetings held							64
65. Number of adult result demonstrations completed or carried into the next year							65
66. Total number of acres included in adult result demonstrations							66
67. Average increased yield per acre on adult result demonstrations due to recommended practices	bu.	bu.	bu.	bu.	bu.	bu.	67
68. Number of 4-H Club members enrolled							68
69. Number of 4-H Club members completing							69
70. Number of acres grown by club members completing							70
71. Total yields of cereals grown by club members completing	bu.	bu.	bu.	bu.	bu.	bu.	71
<p>NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned. (Use space below for State questions not listed above)</p>							
<p><i>not applicable</i></p>							

<sup>1</sup> Report fall-sown crops the year they are harvested.  
<sup>2</sup> Indicate crop by name.

LEGUMES AND FORAGE CROPS

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

Item	(a) Alfalfa	(b) Sweet clover	(c) Clover (red, alsike, white)	(d) Vetch	(e) Lespedeza	(f) Pastures	
72. Number of method demonstration meetings held.....							72
73. Number of adult result demonstrations completed or carried into the next year.....							73
74. Total number of acres included in adult result demonstrations.....							74
75. Average increased yield per acre on adult result demonstrations due to recommended practices <sup>1</sup> .....	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	xxxxxx xxxxxx	} 75
76. Number of 4-H Club members enrolled.....							} 76
77. Number of 4-H Club members completing.....							} 77
78. Number of acres grown by club members completing.....							78
79. Total yield of crops grown by club members completing <sup>1</sup> .....	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	{ --- bu. --- tons	xxxxxx xxxxxx	} 79
<p>NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned.</p> <p>(Use space below for State questions not listed above)</p>							
<p style="text-align: center;"><i>Applicable</i></p> <p style="text-align: left;"><i>not</i></p>							

<sup>1</sup>Indicate whether yield is bushels of seed or tons of cured forage.

LEGUMES AND FORAGE CROPS—Continued

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

Item	(g) Soy beans	(h) Cowpeas	(i) Velvet-beans	(j) Field beans	(k) Peanuts	(m) Other <sup>1</sup>
72. Number of method demonstration meetings held						72
73. Number of adult result demonstrations completed or carried into the next year						73
74. Total number of acres included in adult result demonstrations						74
75. Average increased yield per acre on adult result demonstrations due to recommended practices <sup>2</sup>	{ bu. tons	{ bu. tons	{ bu. tons	{ bu.	{ bu.	{ bu. tons
76. Number of 4-H Club members enrolled	{ (1) Boys					} 76
	{ (2) Girls					
77. Number of 4-H Club members completing	{ (1) Boys					} 77
	{ (2) Girls					
78. Number of acres grown by club members completing						78
79. Total yield of crops grown by club members completing <sup>2</sup>	{ bu. tons	{ bu. tons	{ bu. tons	{ bu.	{ bu.	{ bu. tons
<p>NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned. (Use space below for State questions not listed above)</p>						
<p><i>not applicable</i></p>						

<sup>1</sup> Indicate crop by name.

<sup>2</sup> Indicate whether yield is bushels of seed or tons of cured forage.

POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

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

Item	(a) Irish pota- toes	(b) Sweet pota- toes	(c) Cotton	(d) Tobacco	(e) Other <sup>1</sup>
80. Number of method demonstration meetings held.....					80
81. Number of adult result demonstrations completed or carried into the next year.....					81
82. Total number of acres included in adult result demonstrations.....					82
83. Average increased yield per acre on adult result demonstrations due to recommended practices.....	bu.	bu.	lbs. <sup>2</sup>	lbs.	83
84. Number of 4-H Club members enrolled.....					84
(1) Boys.....					
(2) Girls.....					
85. Number of 4-H Club members completing.....					85
(1) Boys.....					
(2) Girls.....					
86. Number of acres grown by club members completing.....					86
87. Total yield of crops grown by club members completing.....	bu.	bu.	lbs. <sup>2</sup>	lbs.	87
NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned. (Use space below for State questions not listed above)					
<p style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">not applicable</p>					

<sup>1</sup> Indicate crop by name.  
<sup>2</sup> Report yield of cotton in pounds of seed cotton.

FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

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

Item	(a) Home gardens	(b) Market gardening, truck, and canning crops	(c) Beautification of home grounds	(d) Tree fruits	(e) Bush and small fruits	(f) Grapes		
88. Number of method demonstration meetings held.....						88		
89. Number of adult result demonstrations completed or carried into the next year.....			1			89		
90. Total number of acres included in adult result demonstrations.....	x x x x x		x x x x x			90		
91. Average increased yield per acre on adult result demonstrations due to recommended practices.....	x x x x x	bu.	x x x x x	bu.	qts.	lbs. 91		
92. Number of 4-H Club members enrolled..... (1) Boys (2) Girls		<i>Not applicable</i>		<i>Not applicable</i>		92		
93. Number of 4-H Club members completing..... (1) Boys (2) Girls							93	
94. Number of acres grown by club members completing.....					x x x x x			94
NOTE.—Work relating to soils and fertilizers, insects, and plant diseases should be reported in connection with the crops concerned. (Use space below for State questions not listed above)								

FORESTRY

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

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

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

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

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

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

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

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

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

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

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

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

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

107. Number of farms assisted in other ways relative to forestry (specify below)..... 107  
 (Use space below for State questions not listed above)

*not applicable*

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	
108. Number of method demonstration meetings held.....				108
109. Number of result demonstrations completed or carried into the next year.....				109
110. Pounds of poison used.....				110

*not applicable*

**AGRICULTURAL ENGINEERING**  
(Farm and Home)

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..... (b) Girls..... }	113
114. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls..... }	114
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.....		129
	{ (a) Dairy barns..... (b) Hog houses..... (c) Poultry houses..... (d) Silos..... (e) Other..... }	130
130. Number of buildings involved in preceding question.....		
130½. Number of farms or homes following recommendations on maintenance and repair of machinery.....		130½
	{ (a) Tractors..... (b) Tillage implements..... (c) Harvesters and threshers..... (d) Other..... }	130½
130½. Number of machines involved in preceding question.....		
130%. Number of farms employing better types of machinery or equipment recommended by extension agent.....		130%





MARKETING (FARM AND HOME)

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

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								165
166. Organization								166
167. Accounting and auditing								167
168. Financing								168
169. Business policies								169
170. Production to meet market demand								170
171. Reduction of market losses								171
172. Use of current market information								172
173. Standardizing								173
174. Processing or manufacturing								174
175. Packaging and grading								175
176. Loading								176
177. Transporting								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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FOODS AND NUTRITION

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

184. Number of method demonstration meetings held..... 8 184

185. Number of adult result demonstrations completed or carried into the next year..... 7 185

	Food selection and preparation		Food preservation	
	(a)	(b)	(a)	(b)
186. Number of 4-H Club members enrolled.....	(1) Girls	0	(1) Girls	0
	(2) Boys	0	(2) Boys	0
187. Number of 4-H Club members completing.....	(1) Girls	0	(1) Girls	0
	(2) Boys	0	(2) Boys	0

188. Number of homes assisted in planning family food budget for a year..... 0 188

189. Number of homes budgeting food expenditures for a year..... 0 189

190. Number of homes balancing family meals for a year..... 20 190

191. Number of homes improving home-packed lunches according to recommendations..... 0 191

192. Number of schools following recommendations for a hot dish or school lunch..... 0 192

193. Number of children involved in preceding question..... 0 193

194. Number of homes using improved methods in child feeding..... 30 194

195. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation)..... 16 195

196. Number of jars of canned products preserved by 4-H Club members..... 0 196

(Use space below for State questions not listed above)

No. Meat canning demonstrations 2  
 Attendance 14

No. of jars canned as result of these demonstrations. 115

No. of demonstrations in food preparation 4  
 Attendance 70

No. of meetings on infant feeding 3  
 Attendance 38

No. meetings on food preparation for children 4  
 Attendance 38











COMMUNITY OR COUNTRY-LIFE ACTIVITIES

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

- 253. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations..... 0 253
- 254. Number of country-life conferences or training meetings conducted for community leaders..... 7 254
- 255. Number of community groups assisted with organizational problems, programs of activities, or meeting programs..... 4 255
- 256. Number of communities developing recreation according to recommendations..... 4 256
- 257. Number of community or county-wide pageants or plays presented..... 0 257
- 258. Number of community houses, clubhouses, or community rest rooms established..... 0 258
- 259. Number of communities assisted in improving hygienic or public-welfare practices..... 0 259
- 260. Number of school or other community grounds improved in accordance with plans furnished..... 0 260
- 261. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc..... 0 261
- 261½. Total number of different communities assisted in connection with the community or country-life work reported on this page..... 0 261½

(Use space below for State questions not listed above)

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BEES, WEEDS, HANDICRAFT, RABBITS, AND MISCELLANEOUS

Under This Heading Report Other Lines of Work not Included in the Preceding Pages, Such as Bees, Weeds, Handicraft, and Similar Work, i. e., any Other Information that can be Reported Statistically and that Will Help to Give a Complete Account of the Year's Work

Item	(a) Bees	(b) Weeds	(c) Handicraft	(d) Rabbits	(e) <sup>1</sup>	
262. Number of method demonstration meetings held.....					262	
263. Number of adult result demonstrations completed or carried into next year.....					263	
264. Number of 4-H Club members enrolled.....	(1) Boys.....	<i>Not applicable</i>			264	
	(2) Girls.....					
265. Number of 4-H Club members completing.....	(1) Boys.....					265
	(2) Girls.....					

<sup>1</sup> Indicate project by name.

DUNCAN, ARIZONA

HEADQUARTERS

UNIVERSITY OF ARIZONA EXTENSION SERVICE

FOR

GREENLEE COUNTY

ANNUAL REPORT

OF THE

COUNTY HOME DEMONSTRATION AGENT

FOR

GREENLEE COUNTY

PERIOD

FROM NOVEMBER 1, 1931 to JULY 1, 1932

BY

HORTENSE WHITE

COUNTY HOME DEMONSTRATION AGENT

SAFFORD, ARIZONA

(1). Form of Organization - Changes and Development.

There is no county organization work in Morenci has been done through the Morenci Baby Clinic. In Duncan a Home Economics Club has been formed in which the women meet twice a month, once with the Agent and once by themselves. No officers are elected; each woman takes turns in taking charge.

At Franklin the work is done with the Relief Society Association during their regular time or just after. At Day a leader is in charge, Mrs. Ben Moffett. Work was done in Clifton through various agencies uniting.

(2). Functions of local people, committees, or project leaders in developing the program of work.

Leader in Day notifies women of meeting by telephone. In Duncan the women take turns being leaders. In Morenci the Red Cross has notified the members and had memographed copies of recipes made through the school. In Clifton two ministers, Y. M. C. A. leader and School Superintendent united for putting over a recreational conference through the Extension Department and National Recreational Association. A & H Club in Duncan has two leaders who teach sewing.

Various lines of work have been presented to the locals, and the women have made their choice and other suggestions.

(3) General policies, including relationships to other organizations.

Given under Form of Organization.

IV. Project Program of Work, Established, Methods employed, and Results Achieved.

(1) Factors considered and methods used.

A Buying project was given two locals with the idea of helping to solve some of the economic problems so dominant in the peoples' lives. The Infant and Small Child Care was taken

IV. Continued.

Program of Work, Goals Established, Methods Employed, and Results Achieved. (Continued)

(1) Factors considered and methods used. (Continued)

up in Franklin because of the immense number of small children in this local.

Demonstrations were given in Morenci Baby Clinic on Food Preparation for the Small Child; for as Miss Spring, nurse in charge, stated, "We have the mothers with the infants well trained to feed their babies right, but from weaning time on they feed them anything adults eat."

(2) Project Activities and Results

Home Beautification

One local is still showing great interest in this project from work started a year ago this spring. Although no work is being done with them, they are putting over an independent campaign on beautification of home yards, and are using methods of planting demonstrated by Home Demonstration Agent a year ago. Home Beautification is done by County Agricultural Agents now through arrangement of the Central Office.

Foods and Nutrition.

Canning

Two demonstrations on meat canning were held in Greenlee County, one at Duncan where one-half beef was canned in tin cans by use of pressure cooker and another in Day where two small pigs and a quarter beef were canned in glass jars. Fifteen women saw the demonstrations. They were from Day, Franklin and Duncan.

Mrs. Clara Wilkins reports having canned 65 quarts of corn herself and assisted her neighbor in canning 50 quarts as a result of a demonstration in sweet potato canning last summer, given by the agent and the State Leader. A woman in Franklin purchased a can sealer. Those taking and completing canning were 15 women living in three locals.

## IV. Continued.

## (2) Project Activities and Results (Continued)

## Foods and Nutrition (Continued)

## Food Preparation.

Demonstrations in candy making were given in Franklin. Fourteen women took part in making candy. Very fine candies were made which greatly pleased the people. This demonstration has made a real effect in raising the standard of candy making throughout the community. Food preparation standards are poor, and help is needed in this line. Candy recipes were given and sent to 40 people. Reports have been made that 30 families have used the methods and recipes suggested.

Discussion on cooking of tough and tender cuts of meat was given at two communities to 16 women. Charts were given out to show the ways certain cuts of meat might be prepared.

Leavening agents, as eggs, steam, soda and various acids, baking powders, and yeast were discussed by the agent with 17 women.

One expectant mother was given instructions and bulletin on nutrition for herself which she used faithfully. A bulletin on "Food for the Expectant Mother" was given to five women.

Questions of nutrition has come up in all the work and been thoroughly discussed. In all the work of the agent, nutrition has been uppermost in the work, and the women attended these classes report having changed their food habits to a marked degree through compliance with the principles given.

## Nutrition of Child

A course in Feeding the Infant and Child, in which there are seven divisions, was started at Franklin. The subjects given were Breast Feeding, Weaning the Infant, and Feeding the Child 1 to 6 years. A further explanation of these subjects are shown in the accompanying outlines.

In the Baby Clinic at Morenci four demonstrations on Feeding the Child 1 to 2 years were given. Demonstrations on making of Milk Soup, Cooking of Eggs, Cooking of Vegetables, and Making of Milk Puddings. Two different groups of women took this work; 20 in each. Great appreciation was expressed for the work, as the women reported each class as having used the recipes and methods of cooking given in the previous lessons.

## (2) Project Activities and Results (Continued)

## Food and Nutrition (Continued)

## Nutrition of Child (Continued)

Seven children were examined in Duncan. They were weighed and examined two to three times. Personal advice was given on feeding and corrective measures for difficulties of posture, feet, teeth, skin, hair. Horizontal bars have been advised as an excellent means for assisting in the correction of many of the defects. Reports from Duncan as having used suggestions are as follows:

Sunbaths or Codliver Oil	7
More citrus fruit	4
More vegetables	5
Regularity of feeding observed	5
Method of weaning infant used	3
Eliminating between meals	6
Eliminating habits of Undesirable Foods	6
Horizontal bars for small children	4

Reports of suggestions used in Franklin are as follows:

Increasing breast milk	2
------------------------	---

One woman had twins, and nipples were inverted. One child was so weak it could not draw from her breast, so through the advice of the agent it was given milk three times from a woman's breast that the milk came readily. Both twins are now doing fine; both being fed on the breast milk.

Sunbaths	5
Using Regularity of Feeding	7
Method of Weaning the Infant	2
Vegetables in the Diet	8
Citrus fruit or tomato juice	4
Eliminating eating between meals	8
Eliminating Undesirable food	8

Mrs. Clara Lovett of Duncan reports that she has had two ~~agukdreb-wai-care-attetae~~ children who have attended school this past winter without a day of absence or of tardiness. As this is the first year, they have had this fine record, she considers it is largely due to adopted practices suggested in nutrition and child care.

(2) Project Activities and Results (Continued)

Food and Nutrition (Continued)

Nutrition of Child (Continued)

From Morenci 31 women used suggestions on Child Feeding, both as what to give and how to prepare it. From Duncan 12 report having changed family food habits, while in Day 7 report for the same thing.

Child Training and Care

Three lessons were taken up at Duncan in their Home Economics Club on Family Relations, using Mrs. Mildred Weigley Wood's outline of the Livable Home. Subjects taken up were as follows:

1. Comfort in the home and opportunity to relax.
2. Sharing responsibilities.
2. Respect for personalities of others. Protection of individual's interests.
3. Affection of one member for another. Expressed appreciation.

These lessons caused lively discussions. Reports have been made that twelve have been greatly influenced in regards to their comfort of home, attitude towards members of the family and particularly their duty in helping members of the family to develop and launch out for themselves.

One meeting was held in Day in which a general discussion of child problems were taken up. The six members present have reported it as one of the most profitable of meetings. Each report having through it been able to solve a number of family problems.

Clothing

Miss Zella Blake started a course in Womens' Clothing in three locals, drawing from four, but due to lowness of funds and poor response in the mining towns, only one completed the course. The subjects given are reported in the Graham County Report. Women from Day and Duncan completed this course, although the achievement day has not been held.

IX.

## (2) Project Activities and Results (Continued)

## Home Management

A course of five lessons in Buying was given in two communities. The subjects were as follows: Buying of Hosiery; Of Fabrics, including Cotton, Silk, Rayon, Wool and Linen; Of canned Goods and other groceries; Of Baking Powder; and Of Meats. Visits were made to meat market, grocery stores and shops.

The Government Bulletin, the "Market Basket", on economical choice of foods and the amount necessary for various sizes of families, has been passed about in Duncan and Day. Great appreciation for the use of this bulletin and the many valuable bits of information found in it has been expressed.

22 women have taken this course and completed it. One woman reports that the buying course has saved her already meager expenditure for groceries at least \$5.00 per month. The women all say it has been a wonderfully fine educational course, which has changed their entire point of view on buying through giving them standards for buying.

## Home Health

## (Adult Health)

Two women have cured constipation through diet and exercise. Other work is reported under Child Care.

## Community Activities

Through the efforts of the Home Agent, representatives of the National Recreation Association Dr. Willis Parker and Mrs. Parker conducted recreational work at Clifton and Franklin, drawing people also from Duncan, Day and Virdon, New Mexico under the county agents of Hidalgo County.

At Clifton the Baptist and Episcopalian Churches, Y. M. C. A. and School cooperated, but due to lack of better facilities for the last night the attendance was poor. The attendance was as follows:

Clifton	( 3 nights)	54 attendance
Franklin	( 3 nights)	226 attendance

(2)

Community Activities (Continued)

The deepest appreciation has repeatedly been expressed by the Franklin leaders for this help. They report they feel the group has been shown the best way of putting over the very kind of activities they have always tried, and as a result it has raised their entire social standard.

Reverend Walker of Clifton has been holding recreational programs in ~~at~~ his church at Clifton with real success.

All the locals represented have expressed a desire to have this Association do more work in their communities, especially dramatics.

The Franklin community wrote a statement of appreciation for Dr. Parker's work in recreation in which they had a large number of their members sign.

## V. Outlook

At no time in the four years in which the Home Demonstration work has been in the southern part of Greenlee County has the work been in such favorable condition as at present. People who more keen appreciation to its value than ever before. Up to the present year only a very few women have seen its true worth, but at present instead of looking at the work merely as isolated demonstrations, they consider it as a continuous service for economic help and educational development.

This year for the first time they see the opportunity of a real program of work. The women who have faithfully worked with the agent during the four years frequently remark about this change in attitude of interest shown by the community.

## History

### Home Beautification (1931)

Garden clubs were organized in three communities. Professor Thorner came and landscaped one home which partly followed the suggestions given.

The one meeting was held in each local in which the agent gave demonstrations on planting of pot flowers, deep rose slip planting, planting of rose slips in sand, and trimming of rose bushes. 27 women attended and each reported having used the suggestions in planting and trimming.

### Home Beautification (1932)

The work has been given to the County Agricultural Agent by the Central Office, but Franklin has reported carrying an independent campaign on Home Beautification in which they are using the methods demonstrated on caring for plants.

## Feeds and Nutrition

Work commenced 1921. Rewritten each year. Up to 1932 same as last year.

(1932).

## Canning Meat

Two meat canning demonstrations were given; one using tin containers and one glass jars. 15 women were present. Representatives from Day, Franklin, Duncan. Reported 115 quarts canned by 2 women. One Franklin woman purchased tin sealer.

History (Continued)

Food Preparation

Same as last year. In 1932 there was one candy demonstration. This was held at Franklin with 14 in attendance. 40 received recipes of candy. 30 report using methods and recipes.

One meeting on Cooking of Tough and Tender Cuts of Meat were given in Day and Duncan to 16 women. Sixteen charts on ways of using cuts were given. One meeting on various leavening agents was given in two locals with 17 present.

At Morenci four demonstrations on preparing food for child 1 to 2 years were given with an attendance of 66. Three meetings on Feeding the Infant and Child up to 6 years were given with an attendance of 38. Seven children were examined, and two to three times re-examined for nutritional condition and personal advice on food needs and physical condition. 84 habits were reported bettered as result of talks, demonstrations, and examinations of infant and small child from Franklin and Duncan.

Thirty-one Morenci women report using new practices in child feeding. Twelve women from Duncan report having changed family food habits and seven from Day.

Child Care and Training

History same as reported last year. (1932). Three lessons were given in Family Relationship in Duncan. These were attended by 32 women. Twelve report as using suggestions. One lesson on Child Guidance was given in Day; each woman reports using suggestions.

Clothing

History of previous work reported last year. (1932) Course of six lessons started in September 1931 under Miss Zella Blake, at Clifton, Morenci and Duncan. Duncan was the only one to complete this work.

Home Furnishings

History same as last year. (1932) One Duncan woman has remodeled her living room, refinishing walls, floor, furniture, curtains, etc. through advice of agent.

History (Continued)

Home Health

History same as last year. (1932). Two women have cured themselves of constipation through diet and exercise. Seven children have been examined and treated to correct bone and muscle development and teeth development. Four horizontal bars have been constructed for swinging on. This work is in connection with nutrition work.

Community Activities

(1931) Three nights work in songs, folk dances, and games in Duncan.

(1932) Two recreational schools; three nights each with attendance of 280.

**VI. Summary of Activities and Accomplishments.**

Number of communities in which Home Demonstration Agent work has been done 8  
 Number of groups in which Extension work has been done by Agent,  
 Adults 7  
 Junior 1

Number of Juniors in clubs 7  
 Number of completions 1  
 Number of groups that have done work in foods 4  
 Number of demonstrations in food preparation 7  
 Number of other meetings in regard to foods 4 Attendance 27  
 Number of method demonstrations in canning 2 " 14  
 Number of quarts canned as a result 115

Number of meetings on Feeding of Infants and small children 7  
 Attendance 167  
 Number of improved practices in feeding small children 115  
 Homes using improved practices in feeding child 30  
 Number of children examined 7  
 Number of homes using corrective measures for small child's physical condition 7  
 Number of meetings in child guidance 4  
 Attendance 38  
 Number using improved practices in child guidance 19

Demonstrations held by Specialist in Clothing 8  
 Attendance 74  
 Communities completing 1  
 Communities drawn from for clothing demonstrations 5

Number communities in which Home Management was taken up 2  
 Number of meetings in Home Management 9  
 Attendance 82  
 Number women completing work 19  
 Number of women using new practices in buying 19

Number communities in which health work has been taken up 1  
 Meetings held 1  
 Children examined 7  
 Homes influenced 7  
 One home got information on spetic tank which it installed.  
 Number of bulletins distributed 447  
 2 recreational schools held, 3 nights each. Attendance 280  
 Report 62 completed course and using work in socials.