

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 Maryland County Caroline  
Report of L. M. Goodwin County Agricultural Agent.  
(Name) (Title)  
From December 1, 1923 to November 30, 1924.

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.



Approved:

Date \_\_\_\_\_  
State or District Supervisor.

Date \_\_\_\_\_  
State Extension Director.

RURAL ENGINEERING.

Report only this year's extension activities and results that are supported by records.

167. Number of method demonstrations given.....	167
168. Number of result demonstrations started or under way.....	168
169. Number of result demonstrations completed or carried through the year.....	169
170. Number of farms installing drainage systems this year.....	170
171. Acres drained.....	171
172. Number of farms installing irrigation systems this year.....	172
173. Acres irrigated.....	173
174. Number of farms constructing terraces or soil dams this year.....	174
175. Acres on which soil erosion was so prevented.....	175
176. Number of dwellings constructed this year according to plans furnished.....	176
177. Number of dwellings remodeled this year according to plans furnished.....	177
178. Number of sewage-disposal systems installed this year according to plans furnished.....	178
179. Number of water systems installed this year according to plans furnished.....	179
180. Number of heating systems installed this year according to plans furnished.....	180
181. Number of lighting systems installed this year according to plans furnished.....	181
182. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished.....	1 182
(a) Barns.....	1
(b) Hog houses.....	
(c) Poultry houses.....	
(d) Silos.....	
(e) Other.....	
183. Number of buildings involved in preceding question.....	183
184. Number of farms clearing land of stumps or boulders this year.....	184
185. Acres of land so cleared.....	185
186. Total number of different farms adopting improved practices relative to the rural-engineering work reported on this page.....	1 186

[Use space below to include other important data relating to rural engineering.]

Plans for a tax ditch perfected this past year and ditch will be put through next year. Meeting held in connection with project.

AGRICULTURAL ECONOMICS.

Report only this year's extension activities and results that are supported by records.

FARM MANAGEMENT.

187. Number of method demonstrations given.....	187
188. Number of farm-account books distributed this year.....	2 188
189. Number of farmers keeping records in such account books throughout the year.....	2 189
190. Number of farmers assisted in summarizing and interpreting their accounts.....	2 190
191. Number of farmers making changes in their business as result of keeping accounts.....	2 191
192. Number of other farmers adopting cropping, livestock, or complete farming systems this year according to recommendations.....	192
193. Number of junior farm-account clubs <sup>1</sup> .....	193
194. Number of members enrolled.....	194
(a) Boys.....	
(b) Girls.....	
195. Number of members completing.....	195
(a) Boys.....	
(b) Girls.....	
196. Number of farmers advised relative to leases this year.....	196
197. Number of farm-management and farm-account schools held this year.....	197
198. Number of farmers assisted in keeping cost-of-production records this year.....	198
199. Total number of different farms adopting improved practices relative to the farm-management work reported on this page.....	188 199

CREDIT.

200. Number of farm-loan or other credit associations organized this year with assistance of extension service.....	200
201. Membership in above associations.....	201
202. Number of other farmers assisted in obtaining credit.....	3 202

MARKETING.

203. Number of method demonstrations given.....	203
204. List below the cooperative-marketing associations organized during this year upon suggestion or with counsel of the extension service.	204

(a) Name of association or group.	(b) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(c) Value.	(d) Saving.	(e) Value.	(f) Profit.
Caroline Co. Farm Bureau Cooperative Association Inc.	265	Feed, fertilizer, binder twine, egg crates, baskets, livestock	\$73,061	\$14,080	\$12,350	\$2,600
TOTAL.....						

<sup>1</sup> States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

AGRICULTURAL ECONOMICS—Continued.

Report only this year's extension activities and results that are supported by records.

205. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the extension service counseled or advised.

(a) Name of association or group.	(b) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(c) Value.	(d) Saving.	(e) Value.	(f) Profit.
			\$	\$	\$	\$
TOTAL						

[Use space below to include other important information relating to agricultural economics.]

MISCELLANEOUS.

Report only this year's extension activities and results that are supported by records.

Use this space to include work on any other agricultural project not included in the preceding pages, such as beekeeping, 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) Beekeeping.	(b) <sup>1</sup>	(c) <sup>1</sup>
206. Number of method demonstrations given.....			206
207. Number of adult result demonstrations started or under way.....			207
208. Number of result demonstrations completed or carried through the year.....			208
209. Number of units in these completed demonstrations.....			209
210. Number of junior clubs <sup>2</sup> .....			210
211. Number of members enrolled.....		{ (a) Boys..... (b) Girls.....	211
212. Number of members completing.....		{ (a) Boys..... (b) Girls.....	212
213. Number of units involved in junior club work completed.....			213
214. Total number of different farms adopting improved practices relative to the miscellaneous work reported on this page.....			214
[Use space below to include other important data relating to miscellaneous work.]			

<sup>1</sup> Indicate name over column.

<sup>2</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

LIVESTOCK—Continued.

Report only this year's extension activities and results that are supported by records.

Item.	(a) Dairy cattle.	(b) Beef cattle.	(c) Swine.	(d) Sheep.	(e) Poultry.	(f) Other. <sup>1</sup>
156. Number of cow-testing associations organized or reorganized during the year.....	1	XXX	XXX	XXX	XXX	XXX
157. Number of members in these associations.....	10	XXX	XXX	XXX	XXX	XXX
158. Number of farms not in associations testing cows for production.....		XXX	XXX	XXX	XXX	XXX
159. Number of cows under test by such associations and individual farms.....	106	XXX	XXX	XXX	XXX	XXX
160. Number of farms adopting improved practices in the sanitary production and care of milk this year.....	215	XXX	XXX	XXX	XXX	XXX
161. Number of farmers feeding better-balanced rations for the first time.....					2	
162. Number of farmers controlling insect pests for the first time.....			2		2	
163. Number of farmers directly influenced to test animals for tuberculosis this year.....	58		XXX	XXX	XXX	XXX
164. Number of farmers directly influenced to vaccinate animals for blackleg this year.....			XXX	XXX	XXX	XXX
165. Number of farmers directly influenced to vaccinate swine for cholera this year.....	XXX	XXX	16	XXX	XXX	XXX
166. Total number of different farms adopting improved practices relative to the livestock work reported on pages 14 and 15.....	307		28	1	28	
[Use space below to include other important data relating to livestock.]						

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

FOODS—Continued.

Report only this year's extension activities and results that are supported by records.

FOOD PRESERVATION.

228. Number of project clubs or groups <sup>1</sup> .....	{ (a) Women..... (b) Juniors..... }	228
229. Number of members enrolled in food preservation.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	229
230. Number of members completing.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	230
231. Number of method demonstrations given.....		231
232. Number of result demonstrations started or under way.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	232
233. Number of result demonstrations completed or carried through the year.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	233
234. Number of individuals adopting improved practices in preserving fruits and vegetables this year.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	234
235. Number of individuals adopting improved practices in preserving meats and fish this year.....	{ (a) Women..... (b) Girls..... (c) Boys..... }	235
236. Number of homes providing better food storage for the first time.....		236
237. Total number of different homes adopting improved practices relative to the food-preservation work reported on this page.....		237
238. List below amount of food preserved by club members completing:		238

Kind of food.	(1) Women.	(2) Girls.	(3) Boys.
(a) Fruits and vegetables canned.....quarts.....			
(b) Meats and fish canned.....quarts.....			
(c) Jelly and preserves made.....quarts.....			
(d) Fruit juices made.....quarts.....			
(e) Pickles made.....quarts.....			
(f) Fruits and vegetables dried.....pounds <sup>2</sup> .....			
(g) Meats cured.....pounds <sup>2</sup> .....			

[Use space below to include other important data relating to food preservation.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.  
<sup>2</sup> Finished product.

FORESTRY.

Report only this year's extension activities and results that are supported by records.

116. Number of method demonstrations given.....		3	116
117. Number of adult result demonstrations started or under way.....			117
118. Number of adult result demonstrations completed or carried through the year.....			118
119. Number of acres included in these completed demonstrations.....			119
120. Number of junior clubs <sup>1</sup> .....			120
121. Number of members enrolled.....	{ (a) Boys..... (b) Girls..... }		121
122. Number of members completing.....	{ (a) Boys..... (b) Girls..... }		122
123. Number of acres handled by junior club members.....			123
124. Number of forest or wood-lot plantings made this year.....			124
125. Acres involved in preceding question.....			125
126. Number of farms assisted in wood-lot management this year.....		6	126
127. Acres involved in preceding question.....		95	127
128. Number of farms planting windbreaks this year.....			128
129. Number of farms attempting to control white-pine blister rust for first time.....			129
130. Number of acres involved in preceding question.....			130
131. Total number of farms adopting improved practices relative to the forestry work reported on this page.....		6	131

[Use space below to include other important data relating to forestry.]

RODENTS AND MISCELLANEOUS<sup>2</sup> INSECT AND ANIMAL PESTS.

Report only this year's extension activities and results that are supported by records.

Item.	(a) Rodents.	(b) Other animal pests. <sup>3</sup>	(c) Grass-hoppers.	(d) Other insects. <sup>3</sup>
132. Number of method demonstrations given.....				132
133. Number of result demonstrations started or under way.....				133
134. Number of such demonstrations completed or carried through the year.....				134
135. Number of acres in these completed demonstrations.....				135
136. Total number of farms cooperating in control measures this year.....				136
137. Number of acres involved in preceding question.....				137

<sup>1</sup> States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.  
<sup>2</sup> Do not include work reported under "Crop" and "Livestock" headings.  
<sup>3</sup> Indicate by name.

LIVESTOCK.

Report only this year's extension activities and results that are supported by records.

Item.	(a)	(b)	(c)	(d)	(e)	(f)
	Dairy cattle	Beef cattle.	Swine.	Sheep.	Poultry.	Other. <sup>1</sup>
138. Number of method demonstrations given	4				1	138
139. Number of adult result demonstrations started or under way				1	4	139
140. Number of adult result demonstrations completed or carried through the year				1	4	140
141. Number of animals involved in these completed demonstrations				2	1705	141
142. Total profit or saving on demonstrations					367.90	142
143. Number of junior clubs <sup>2</sup>	1		1			143
144. Number of members enrolled	(a) Boys 8		11			144
	(b) Girls					
145. Number of members completing	(a) Boys 8		11			145
	(b) Girls					
146. Number of animals involved in junior club work completed	11		132			146
147. Number of farms assisted in obtaining purebred sires this year	7					147
148. Number of farms assisted in obtaining high-grade or purebred females this year	3			1		148
149. Number of farms culling herds or flocks for the first time					6	149
150. Number of animals in such herds or flocks					1205	150
					411	
151. Number of animals discarded						151
152. Number of stallion, bull, ram, or boar circles, clubs, or associations organized during the year	1					152
153. Number of members in preceding circles, clubs, etc	8					153
154. Number of breed associations or clubs organized during the year						154
155. Number of members in these associations or clubs						155

<sup>1</sup> Indicate by name.  
<sup>2</sup> States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

HOME-DEMONSTRATION WORK.

FOODS.

Report only this year's extension activities and results that are supported by records.

FOOD PREPARATION.		
215. Number of project clubs or groups <sup>1</sup>	(a) Women	215
	(b) Juniors	
216. Number of members enrolled in food preparation	(a) Women	216
	(b) Girls	
	(c) Boys	
217. Number of members completing	(a) Women	217
	(b) Girls	
	(c) Boys	
218. Number of method demonstrations given		218
219. Number of result demonstrations started or under way	(a) Women	219
	(b) Girls	
	(c) Boys	
220. Number of result demonstrations completed or carried through the year	(a) Women	220
	(b) Girls	
	(c) Boys	
221. Number of individuals adopting improved practices in bread making this year	(a) Women	221
	(b) Girls	
	(c) Boys	
222. Number of individuals adopting improved practices in meat cookery this year	(a) Women	222
	(b) Girls	
	(c) Boys	
223. Number of individuals adopting improved practices in vegetable cookery this year	(a) Women	223
	(b) Girls	
	(c) Boys	
224. Number of individuals adopting improved practices in preparation of dairy-product dishes this year	(a) Women	224
	(b) Girls	
	(c) Boys	
225. Number of individuals adopting improved practices in meal preparation and service this year	(a) Women	225
	(b) Girls	
	(c) Boys	
226. Number of homes budgeting the family food supply for the first time		226
227. Total number of different homes adopting improved practices relative to the food-preparation work reported on this page		227

[Use space below to include other important data relating to food preparation.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HORTICULTURE.

Report only this year's extension activities and results that are supported by records.

Item.	(a) Tree fruits.	(b) Bush and small fruits.	(c) Grapes.	(d) Market gardening, truck and canning crops.	(e) Home gardens.	(f) Beautification of home grounds.	
100. Number of method demonstrations given	1						100
101. Number of adult result demonstrations started or under way	7			1			101
102. Number of adult result demonstrations completed or carried through the year	7			1		1	102
103. Acres involved in these completed demonstrations	60			5	X X X	X X X	103
104. Increased yield per acre on demonstrations	bu.	qts.	lbs.	9 bu.	X X X	X X X	104
105. Number of junior clubs <sup>1</sup>				4			105
106. Number of members enrolled				4			106
(a) Boys							
(b) Girls							
107. Number of members completing				4			107
(a) Boys							
(b) Girls							
108. Number of acres grown by junior club members completing				2		X X X	108
109. Total yield of crops grown by junior club members	bu.	qts.	lbs.	210 bu.	bu.	X X X	109
110. Number of farms planting improved stock or seed for the first time				26			110
111. Number of farms pruning for the first time							111
112. Number of units involved in preceding question	trees	acres	acres	X X X	X X X	X X X	112
113. Number of farms spraying or otherwise treating for diseases and insect pests for the first time	6			2			113
114. Number of units involved in preceding question	59 acres	acres	acres	9 acres	X X X	X X X	114
115. Number of farms adopting improved practices relative to the horticultural work reported on this page	56			31		1	115
[Use space below to include other important data relating to horticulture.]							
Number growers receiving spray card service	40						
Number spray rings organized	1						

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion. 8-5146

NUTRITION.

Report only this year's extension activities and results that are supported by records.

239. Number of project clubs or groups <sup>1</sup>	(a) Women	239
	(b) Juniors	
240. Number of members enrolled in nutrition	(a) Women	240
	(b) Girls	
	(c) Boys	
241. Number of members completing	(a) Women	241
	(b) Girls	
	(c) Boys	
242. Number of method demonstrations given		242
243. Number of result demonstrations started or under way	(a) Women	243
	(b) Girls	
	(c) Boys	
244. Number of result demonstrations completed or carried through the year	(a) Women	244
	(b) Girls	
	(c) Boys	
245. Number of individuals balancing family meals according to approved methods for the first time	(a) Women	245
	(b) Girls	
	(c) Boys	
246. Number of individuals preparing better school lunches for the first time	(a) Women	246
	(b) Girls	
	(c) Boys	
247. Number of schools induced to serve a hot dish or school lunch for the first time		247
248. Number of children involved in preceding question		248
249. Number of homes carrying out improved practices in child feeding for the first time		249
250. Number of children involved in preceding question		250
251. Total number of different homes adopting improved practices relative to the nutrition work reported on this page		251

[Use space below to include other important data relating to nutrition.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion. 8-5146

CLOTHING.

Report only this year's extension activities and results that are supported by records.

252. Number of project clubs or groups <sup>1</sup> .....	{ (a) Women ..... (b) Juniors..... }	252
253. Number of members enrolled in clothing work.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	253
254. Number of members completing.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	254
255. Number of method demonstrations given.....		255
256. Number of result demonstrations started or under way.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	256
257. Number of result demonstrations completed or carried through the year.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	257
258. Number of individuals adopting improved practices in selection and construction.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	258
259. Number of individuals adopting improved practices in renovation and remodeling.....	{ (a) Women ..... (b) Girls..... (c) Boys..... }	259
260. Number of individuals adopting improved practices in millinery.....	{ (a) Women ..... (b) Girls..... }	260
261. Number of individuals adopting improved practices in costume designing.....	{ (a) Women ..... (b) Girls..... }	261
262. Number of individuals adopting improved practices in infant wardrobe planning.....	{ (a) Women ..... (b) Girls..... }	262
263. Number of individuals adopting improved practices in children's wardrobe planning.....	{ (a) Women ..... (b) Girls..... }	263
264. Number of individuals adopting improved practices in adult wardrobe planning.....	{ (a) Women ..... (b) Girls..... }	264
265. Total number of different homes adopting improved practices relative to the clothing work reported on this page.....		265
266. Number of dress forms made this year by.....	{ (a) Women ..... (b) Girls..... }	266
267. Number of dresses and coats made this year by.....	{ (a) Women ..... (b) Girls..... }	267
268. Number of undergarments made this year by.....	{ (a) Women ..... (b) Girls..... }	268
269. Number of hats made this year by.....	{ (a) Women ..... (b) Girls..... }	269

[Use space below to include other important data relating to clothing.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS.

Report only this year's extension activities and results that are supported by records.

Item.	(a) Irish potatoes.	(b) Sweet potatoes.	(c) Cotton.	(d) Tobacco.	(e) Other. <sup>1</sup> <b>Tomatoes</b>	
85. Number of method demonstrations given.....					4	85
86. Number of adult result demonstrations started or under way.....					3	86
87. Number of adult result demonstrations completed or carried through the year.....					3	87
88. Acres involved in these completed demonstrations.....					61	88
89. Increased yield per acre on demonstrations.....	bu.	bu.	lbs. <sup>2</sup>	lbs.	2 tons	89
90. Number of junior clubs <sup>2</sup> .....					1	90
91. Number of members enrolled.....	{ (a) Boys..... (b) Girls..... }				5	91
92. Number of members completing work.....	{ (a) Boys..... (b) Girls..... }				5	92
93. Number of acres grown by junior club members completing.....	$\frac{1}{2}$				8	93
94. Total yield of crops grown by junior club members.....	65 bu.	bu.	lbs. <sup>2</sup>	lbs.	66 tons	94
95. Number of farms planting improved seed for the first time.....					32	95
96. Number of farms practicing seed selection for the first time.....						96
97. Number of farms treating seed for disease for the first time.....	3					97
98. Number of farms spraying or dusting for diseases and insects for the first time.....					15	98
99. Total number of different farms adopting improved practices relative to potatoes, cotton, tobacco, and other special crops reported on this page.....	3				44	99
[Use space below to include other important data relating to potatoes, cotton, tobacco, and other special crops.]						

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

<sup>2</sup> Report yield of cotton in pounds of seed cotton.

<sup>3</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.







CEREALS.<sup>1</sup>

Report only this year's extension activities and results that are supported by records.

Item	(a) Corn.	(b) Wheat.	(c) Oats.	(d) Rye.	(e) Barley.	(f) Other. <sup>2</sup>	
57. Number of method demonstrations given	1						57
58. Number of adult result demonstrations started or under way	9	10					58
59. Number of adult result demonstrations completed or carried through the year	9	10					59
60. Acres involved in these completed demonstrations	88	10					60
61. Increased yield per acre on demonstrations	3.87 bu.	7 $\frac{3}{4}$ bu.	bu.	bu.	bu.	bu.	61
62. Number of junior clubs <sup>3</sup>							62
63. Number of members enrolled. { (a) Boys (b) Girls							63
64. Number of members completing. { (a) Boys (b) Girls							64
65. Number of acres grown by junior club members completing							65
66. Total yield of cereals grown by junior club members	bu.	bu.	bu.	bu.	bu.	bu.	66
67. Number of farms planting improved seed for the first time	3	10					67
68. Number of farms practicing seed selection for the first time	6						68
69. Number of farms treating seed grain for smut for the first time		3					69
70. Total number of different farms adopting improved practices relative to the cereal work reported on this page	13	19					70
[Use space below to include other important data relating to cereals.]							
Number method demon. treating seed wheat for weevil		1					
Number farms having seed inspected for first time		5					

<sup>1</sup> Report fall-sown crops the year they are harvested.  
<sup>2</sup> Indicate crop by name.  
<sup>3</sup> States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

HOME HEALTH—SANITATION.

Report only this year's extension activities and results that are supported by records.

294. Number of project clubs or groups <sup>1</sup>	{ (a) Women (b) Juniors	294
295. Number of members enrolled in home health and sanitation	{ (a) Women (b) Girls (c) Boys	295
296. Number of members completing	{ (a) Women (b) Girls (c) Boys	296
297. Number of method demonstrations given		297
298. Number of result demonstrations started or under way	{ (a) Women (b) Girls (c) Boys	298
299. Number of result demonstrations completed or carried through the year	{ (a) Women (b) Girls (c) Boys	299
HEALTH. <sup>2</sup>		
300. Number of homes adopting recommended health practices this year		300
301. Number of individuals adopting recommended practices in—		301
(a) Use of health score card	(f) Care of skin and hair	
(b) Good posture	(g) Home nursing	
(c) Prevention of colds	(h) First aid	
(d) Good elimination	(i)	
(e) Care of teeth	(j)	
302. Is your health program coordinated with the work of State and county health authorities?	{ (a) Yes (b) No	302

SANITATION.

303. Number of homes installing sanitary closets or outhouses this year according to plans furnished	303
304. Number of homes screened for the first time	304
305. Number of homes following other methods of controlling flies, mosquitoes, and other insects for the first time	305
306. Total number of different homes adopting improved practices relative to the sanitation work reported on this page	306

[Use space below to include other important data relating to home health and sanitation.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.  
<sup>2</sup> It is assumed that this work is conducted in cooperation with State and county health authorities.

RURAL ENGINEERING—HOME.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 16.

307. Number of method demonstrations given.....	307
308. Number of result demonstrations started or under way.....	308
309. Number of result demonstrations completed or carried through the year.....	309
310. Number of dwellings constructed this year according to plans furnished.....	310
311. Number of dwellings remodeled this year according to plans furnished.....	311
312. Number of sewage-disposal systems installed this year according to plans furnished.....	312
313. Number of water systems installed this year according to plans furnished.....	313
314. Number of heating systems installed this year according to plans furnished.....	314
315. Number of lighting systems installed this year according to plans furnished.....	315
316. Number of poultry houses constructed this year according to plans furnished.....	316
317. Total number of different homes adopting improved practices relative to the rural-engineering work reported on this page.....	317

[Use space below to include other important data relating to rural engineering.]

BEAUTIFICATION OF HOME GROUNDS.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 12.

318. Number of project clubs or groups <sup>1</sup> .....	{ (a) Women..... } 318
	{ (b) Juniors..... } 318
319. Number of members enrolled in beautification of home grounds.....	{ (a) Women..... } 319
	{ (b) Girls..... } 319
	{ (c) Boys..... } 319
320. Number of members completing.....	{ (a) Women..... } 320
	{ (b) Girls..... } 320
	{ (c) Boys..... } 320
321. Number of method demonstrations given.....	321
322. Number of result demonstrations started or under way.....	{ (a) Women..... } 322
	{ (b) Girls..... } 322
	{ (c) Boys..... } 322
323. Number of result demonstrations completed or carried through the year.....	{ (a) Women..... } 323
	{ (b) Girls..... } 323
	{ (c) Boys..... } 323
324. Number of home grounds planted this year according to a landscape plan.....	324
325. Number of school and community grounds planted this year according to a landscape plan.....	325
326. Number of homes painted or whitewashed this year as a result of instruction in beautification.....	326
327. Total number of different homes beautifying home grounds this year.....	327

[Use space below to include other important data relating to beautification of home grounds.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

FARM-DEMONSTRATION WORK.

SOILS.<sup>1</sup>

Report only this year's extension activities and results that are supported by records.

45. Number of method demonstrations given.....	5	45
46. Number of result demonstrations started or under way.....		46
47. Number of result demonstrations completed or carried through the year.....		47
48. Number of acres involved in these completed demonstrations.....		48
49. Number of farms adopting improved practices in the use of commercial fertilizer this year.....	42	49
50. Tons involved in preceding question.....	390	50
51. Number of farms taking better care of farm manures this year.....		51
52. Number of farms using lime or limestone for the first time.....		52
53. Tons of lime or limestone so used.....		53
54. Number of farms plowing under cover or other green manure crops for the first time.....		54
55. Acres of cover and green manure crops so plowed under.....		55
56. Total number of different farms adopting improved practices, relative to the soils work reported on this page.....	52	56

[Use space below to include other important data relating to soils.]

Acidity test made for twelve different farms and recommendations relative to application of lime made.

<sup>1</sup> For drainage, irrigation, land clearing, and terracing see "Rural Engineering," page 16.

HOME POULTRY.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on pages 14 and 15.

343. Number of project clubs or groups <sup>1</sup> .....	{(a) Women .....	343
	{(b) Juniors .....	
344. Number of members enrolled in home poultry.....	{(a) Women .....	344
	{(b) Girls .....	
	{(c) Boys .....	
345. Number of members completing.....	{(a) Women .....	345
	{(b) Girls .....	
	{(c) Boys .....	
346. Number of method demonstrations given.....		346
347. Number of result demonstrations started or under way.....	{(a) Women .....	347
	{(b) Girls .....	
	{(c) Boys .....	
348. Number of result demonstrations completed or carried through the year.....	{(a) Women .....	348
	{(b) Girls .....	
	{(c) Boys .....	
349. Number of birds in result demonstrations raised or managed by.....	{(a) Women .....	349
	{(b) Girls .....	
	{(c) Boys .....	
350. Total profit on result demonstrations conducted by.....	{(a) Women .....	350
	{(b) Girls .....	
	{(c) Boys .....	
351. Number of individuals culling flocks for the first time.....	{(a) Women .....	351
	{(b) Girls .....	
	{(c) Boys .....	
352. Number of homes culling flocks for the first time.....		352
353. Number of birds in these flocks.....		353
354. Number of birds discarded.....		354
355. Number of homes feeding better-balanced poultry rations for the first time.....		355
356. Number of individuals assisted in obtaining standard-bred eggs for hatching this year.....	{(a) Women .....	356
	{(b) Girls .....	
	{(c) Boys .....	
357. Number of homes assisted in obtaining standard-bred cockerels this year.....		357
358. Number of individuals adopting improved practices in early hatching and chick rearing this year.....	{(a) Women .....	358
	{(b) Girls .....	
	{(c) Boys .....	
359. Number of homes directly assisted in increasing the family income this year through poultry.....		359
360. Number of homes controlling poultry insects for the first time.....		360
361. Total number of different homes adopting improved practices relative to the home-poultry work reported on this page.....		361

[Use space below to include other important data relating to home poultry.]

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<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

GENERAL ACTIVITIES—Continued.

9. Number of junior judging or demonstration teams trained.....	2	9
10. Number entering college this year who have been club members.....		10
11. Total number of farm visits <sup>1</sup> made in conducting extension work.....	734	11
12. Number of different farms visited.....	413	12
13. Total number of home <sup>1</sup> visits made in conducting extension work.....		13
14. Number of different homes visited.....		14
15. Number of calls <sup>2</sup> relating to extension work.....	{(a) Office..... 681	15
	{(b) Telephone..... 231	
16. Number of days agent spent in office.....	93½	16
17. Number of days agent spent in field.....	214½	17
18. Number of individual letters written.....	4411	18
19. Number of fairs at which extension exhibits were made.....	{(a) Community..... 1	19
	{(b) County..... 1	
20. Training meetings <sup>2</sup> held for local leaders.....	{(a) Number.....	20
	{(b) Leaders in attendance.....	
21. Method and result demonstration meetings <sup>2</sup> held (do not include meetings reported in number 20).....	{(a) Number..... 21	21
	{(b) Attendance..... 480	
22. Farmers' institutes <sup>2</sup> held.....	{(a) Number.....	22
	{(b) Attendance.....	
23. Extension schools <sup>2</sup> and short courses held.....	{(a) Number..... 3	23
	{(b) Attendance..... 240	
24. Junior club encampments held:		24
(a) Number.....		
(b) Attendance by club members.....	{(1) Boys.....	
	{(2) Girls.....	
(c) Total attendance.....		
25. Other extension meetings attended and not previously reported.....	{(a) Number..... 142	25
	{(b) Attendance..... 5087	
26. Number of meetings at which were shown.....	{(a) Lantern slides.....	26
	{(b) Motion pictures..... 18	
	{(c) Charts.....	

[Use space below to include other important data.]

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<sup>1</sup> Do not count the same visit as both a farm visit and a home visit.  
<sup>2</sup> See definition on page 3.

PROGRAM SUMMARY.

List below information on each project of the program of work for the year. If an assistant agent has been employed during the year, 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.

Title of project.	Number of communities participating.		Number of local leaders assisting. <sup>1</sup>	Days specialists helped.	Days agent devoted to projects.	Number of result demonstrations completed or carried through the year. <sup>2</sup>		Meetings at result demonstrations.		Method-demonstration meetings.		Other meetings in relation to projects.		Number of different farms or homes adopting improved practices. <sup>2</sup>
	(a)	(b)				(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	
[Illustrative entry.] Poultry.....	6	7	2	14	6	27	8	184	3	74	218	27		
27. Soils.....	8	7	2	7	6	27	5	106	3	74	52	28		
28. Farm crops.....	8	25	6	38	31	12	5	128	12	290	143	29		
29. Horticulture—home gardens.....	2	2	7	30	12		1	7	2	15	88	30		
29. Beautification of home grounds.....	3	3	2 1/2	9			3	20	2	157	6	31		
30. Forestry.....							—					32		
31. Rodents, predatory animals, and birds.....	2	14		32	12		—		5	107	29	33		
32. Animal husbandry.....	7	15	5	45	8		4	180	15	465	307	34		
33. Dairy husbandry—home dairy.....	4	5	8	34	4		1	27	2	35	28	35		
34. Poultry husbandry—home poultry.....	2	1	1 1/2	8			—		1	12	1	36		
35. Rural engineering.....	9	9	1	32	2		—		103	4406	188	37		
35. Rural engineering—home.....												38		
36. Agricultural economics—home marketing.....												39		
37. Foods.....												40		
38. Nutrition.....												41		
39. Clothing.....												42		
40. Home management.....												43		
41. House furnishings.....												44		
42. Home health and sanitation.....														
43. Community activities.....														
44. Miscellaneous.....														
TOTAL	45	74	30	235	69	2	19	468	142	5487	842			

<sup>1</sup> The total of this column need not check with question 4, page 4, since one leader may assist with two or more projects.  
<sup>2</sup> The information in this column should check with the information reported under the corresponding questions on the following pages.

HOME GARDENS.

Report only this year's extension activities and results that are supported by records.  
 Do not list information which has been previously reported on page 12.

328. Number of project clubs or groups <sup>1</sup> .....	(a) Women.....	328
	(b) Juniors.....	
329. Number of members enrolled in home gardens.....	(a) Women.....	329
	(b) Girls.....	
	(c) Boys.....	
330. Number of members completing.....	(a) Women.....	330
	(b) Girls.....	
	(c) Boys.....	
331. Number of method demonstrations given.....		331
332. Number of result demonstrations started or under way.....	(a) Women.....	332
	(b) Girls.....	
	(c) Boys.....	
333. Number of result demonstrations completed or carried through the year.....	(a) Women.....	333
	(b) Girls.....	
	(c) Boys.....	
334. Number of gardens involved in result demonstrations.....	(a) Women.....	334
	(b) Girls.....	
	(c) Boys.....	
335. Number of individuals adopting improved practices in growing fruit trees this year.....	(a) Women.....	335
	(b) Girls.....	
	(c) Boys.....	
336. Number of individuals adopting improved practices in growing bush and small fruits this year.....	(a) Women.....	336
	(b) Girls.....	
	(c) Boys.....	
337. Number of individuals adopting improved practices in growing grapes this year.....	(a) Women.....	337
	(b) Girls.....	
	(c) Boys.....	
338. Number of individuals adopting improved practices in growing vegetables this year.....	(a) Women.....	338
	(b) Girls.....	
	(c) Boys.....	
339. Number of individuals saving improved stock or seed for the first time.....	(a) Women.....	339
	(b) Girls.....	
	(c) Boys.....	
340. Number of homes spraying or otherwise treating garden crops for diseases and insect pests for the first time.....		340
341. Number of individuals growing winter gardens for the first time.....	(a) Women.....	341
	(b) Girls.....	
	(c) Boys.....	
342. Total number of different homes adopting improved practices relative to the home-garden work reported on this page.....		342

[Use space below to include other important data relating to home gardens.]

<sup>1</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME MARKETING.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on pages 17 and 18.

375. Number of method demonstrations given..... 375

376. List below the cooperative-marketing associations organized during this year upon suggestion and counsel of the Extension Service. 376

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Saving.
Curb or bazaar markets.....		\$.....	\$.....	\$.....	\$.....
Egg circles.....					
TOTAL.....					

377. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the Extension Service counseled or advised. 377

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Saving.
Curb or bazaar markets.....		\$.....	\$.....	\$.....	\$.....
Egg circles.....					
TOTAL.....					

378. Number of homes standardizing and grading products for markets: 378

- |                                       |                                |
|---------------------------------------|--------------------------------|
| (a) Poultry and poultry products..... | (d) Fruits and vegetables..... |
| (b) Canned goods.....                 | (e) .....                      |
| (c) Dairy products.....               | (f) .....                      |

[Use space below to list the principal products handled in cooperative-marketing associations reported above.]

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SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT—Continued.

IV. Program of work, etc.—Continued.

(2) Project activities and results—Continued.

- (i) Rural engineering.
- { Rural engineering—home.
- (j) Agricultural economics, including farm management and marketing.
- { Home marketing.
- (k) Foods.
- (l) Nutrition.
- (m) Clothing.
- (n) Home management.
- (o) House furnishings.
- (p) Home health and sanitation.
- (q) Community activities.
- (r) 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. In addition to the questions asked under each subdivision of the report, space is provided to add further data if desired. The statistical summary will grow naturally out of the field and office records.

DEFINITIONS OF TERMS USED IN THIS REPORT.

1. A PROGRAM OF WORK is a definitely outlined plan for extension work.
2. A PROJECT is a definite, systematic, organized plan for carrying out some phase of the extension program of work, providing for what is to be done, how much, when, where, how, and by whom.
3. MISCELLANEOUS WORK includes work which has not yet become a regular part of the program of work—work other than project work.
4. A COMMUNITY, for the purposes of this report, may be any one of the several units into which the county is divided for purposes of conducting organized extension work.
5. A PROJECT LEADER OR LOCAL LEADER is a person, selected because of his or her special interest and fitness, who functions as a leader in advancing some phase of the local program of extension work.
6. A DEMONSTRATION is an example designed to show the practical application of an established fact. 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 to a group for the purpose of showing them how to carry out a practice. Synonym: Lecture demonstration. Examples: Demonstrations of canning, mixing of spray materials, and culling of poultry.  
A result demonstration is a demonstration carried on by a farmer, farm woman, boy, or girl under the direction of the extension service, involving a substantial period of time, records of results, and comparisons. Examples: Child-feeding, corn-culture, and orchard-management demonstrations.
7. A DEMONSTRATOR is a farmer, farm woman, boy, or girl who, under the direction of the extension service, conducts a result demonstration.
8. MEMBERS COMPLETING should include those who have satisfactorily finished the work outlined for the current year.
9. A DEMONSTRATION MEETING is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
10. A TRAINING MEETING is a meeting at which project leaders or local leaders are trained to carry on extension activities in their respective communities.
11. AN OFFICE CALL OR TELEPHONE CALL is a visit or call by a farmer or other person seeking agricultural or home economics information, as a result of which some definite assistance or information is given.
12. A FARM VISIT is a call at a farm by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farmer regarding his work, or the better practice prevailing in his neighborhood.
13. A HOME VISIT is a call at a home by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farm woman regarding her work, or the better practice prevailing in her neighborhood.
14. DAYS IN OFFICE should include time spent by the county agent in his office, at county agent conferences, and any other work directly related to office administration.
15. DAYS IN FIELD should include all days spent on official duty other than those spent in office.
16. LETTERS WRITTEN should include all single letters on official business.





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

The annual report should be a review, analysis, interpretation, and presentation to the people of the county, the State, and the Nation of the sum total 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.

Separate statistical and narrative reports are desired from each county extension agent in charge of a line of work, such as county agent, home demonstration agent, boys' and girls' club agent, and negro agent. 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 in charge 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 extension agents are employed in a county, each in charge of a line of work, care should be exercised to avoid including the same data in the statistical report of more than one agent.

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 be a statement in orderly fashion and arranged under appropriate subheadings, of the work done, methods used, and results obtained under each project, as well as of the general work accomplished. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with ample data from the statistical summary. In the preparation of the part of the report relative to each project, the results reported in the statistical summary for the project should be analyzed, conclusions drawn, and recommendations made. The report may well be illustrated with photographs, maps, diagrams, blue prints, or copies of charts and other forms used in demonstration work. 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 left. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented:

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, goals established, methods employed, and results achieved.
  - (1) Factors considered and methods used in determining program of work.
  - (2) Project activities and results.
    - (a) Soils
    - (b) Farm crops
    - (c) Horticulture
    - (c) Home gardens
    - (c) Beautification of home grounds
    - (d) Forestry
    - (e) Rodents, predatory animals, and birds.
    - (f) Animal husbandry
    - (g) Dairy husbandry
    - (g) Home dairy
    - (h) Poultry husbandry
    - (h) Home poultry

(including diseases and insects).

(including diseases and insects).

MISCELLANEOUS—HOME.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 18.

Use this page to include work on any other home-economics project not included in the preceding pages, such as recreation, basket making, 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) <sup>1</sup>	(b) <sup>1</sup>	(c) <sup>1</sup>	
379. Number of project clubs or groups <sup>2</sup> .....	(a) Women.....			} 379
	(b) Juniors.....			
380. Number of members enrolled.....	(a) Women.....			} 380
	(b) Girls.....			
	(c) Boys.....			
381. Number of members completing.....	(a) Women.....			} 381
	(b) Girls.....			
	(c) Boys.....			
382. Number of method demonstrations given.....				382
383. Number of result demonstrations started or under way.....	(a) Women.....			} 383
	(b) Girls.....			
	(c) Boys.....			
384. Number of result demonstrations completed or carried through the year.....	(a) Women.....			} 384
	(b) Girls.....			
	(c) Boys.....			
385. Number of units involved in such result demonstrations.....	(a) Women.....			} 385
	(b) Girls.....			
	(c) Boys.....			
386. Total number of different homes adopting improved practices relative to the miscellaneous work reported on this page.....				386
[Use space below to include other important data relating to miscellaneous work.]				
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.....				
.....				
.....				

<sup>1</sup> Indicate name over column.  
<sup>2</sup> States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.