

OUTLINE FOR MAKING ANNUAL NARRATIVE REPORT

1940

I. Cover and Title Page:

- A. Name of Agent
- B. Name of county
- C. Date of period report covers

Map, page 2, showing:

- A. Number of communities or townships in which work is organized.
- B. Number women's clubs and enrollment.
- C. Number 4-H clubs and enrollment.

(Colored pencils may be used to make distinctions: red dots for women's clubs, blue for 4-H, etc.; any other information you think necessary to show organization).

II. Table of Contents:

- A. The table of contents should be made after you have finished writing your report. Be sure to indicate number of page on which information can be found.
You may use an alphabetical form of indexing if you wish. (See Mrs. McKimmon's 1936 report. One has no trouble in finding desired information).

III. Summary of Activities and Accomplishments.

IV. Changes in County Extension Organization.

A. Form:

There should be an introduction, a simple statement about the county, the people, etc. Then the following should be reported:

- (1) Number women's home demonstration clubs and membership.
- (2) Federation of Home Demonstration Clubs - explain fully, including:
 - a. County - function of county council, etc.
 - b. District - annual meeting, number attending from your county.
 - c. State - annual meeting and number attending from your county; part your club women took in it.
- (3) New communities in which women's work was conducted.

B. General Policies

Under this heading you would tell how clubs are organized in each community - joint work that you are carrying with your county agent, both junior and adult.

C. Procedure

- (1) Monthly meetings - 4-H and adult; Leaders' schools - 4-H and adult.
- * (2) How leaders function, etc.
- (3) Number non-club members with whom you and your local leaders have worked.
- (4) Number farm homes in the county - white and Negro.
- * (5) Number farm homes reached - white and Negro; increase over last year; Why?
- (6) Number tenant families with whom you work?

V. County Program of Work

- *A. Factors considered and methods used in determining program of work.
- B. Project activities and results.
(Use figures from your statistical report in telling your narrative: It will make your statements more impressive. Make a "statistical heading" to each project thus)

FOODS AND NUTRITION

Number women enrolled _____ Number clubs _____
 Number women completing _____
 Number women leaders _____
 Number leaders' schools held by: Agent _____;
 Specialist _____ Others _____.

- (1) Report your major project first followed by minor projects, always showing results obtained.
 - * (a) No. of result demonstrations completed (write in full).
 - (b) Human interest stories.
 - (c) Contest.

SUGGESTIONS FOR NARRATIVE REPORTS ON MAJOR PROJECT

Foods and Nutrition

Use statistics to reinforce human interest stories of methods used and results in the following:

The planned food supply

Records of food used

Gardens - Year round; new vegetables; contests, triple-A program, records.

Fruit Supply - Methods used to increase fruit supply; new fruits added.

* Please give special thought to this and write it in detail.

Home Dairying - Increase in number of family cows; improvement in care of dairy products in the home; increased consumption of milk; butter; cheese; sale of dairy products.

Meat, Poultry and Poultry Products - Tell of work done to improve supply of red meat; poultry and poultry products; results.

Food Conservation - Canning budgets made; requirements for family met.

Storage - Storage for foods improved - closet, cellar, refrigerator.

Food Preparation - Approved practices adopted; comments made on meals and dishes prepared for home and community meals; scoring of cooked products; improvement noted.

Meal Planning and Serving - Methods used to improve contents of meals and service. Community meals as picnic, husbands' night, meal served to civic group.

Food Buying - Improved practices adopted in food buying. Records of food costs.

Health - Improvement in health resulting from better planned and better prepared meals.

Cooperation with Health Department in community activities for health improvement. Clinics, clean-up campaigns, etc.

School Lunch - Assistance given by agent; by club members. School lunch canning days.

Cooperation with Other Agencies - Assistance in foods and nutrition given other agencies as Farm Security, W.P.A., N.Y.A., etc.

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4-H Club Work

Influence of work in the home of girls taking Foods and Nutrition. Results shown. Dairy Food Preparation Contest; Biscuit Contest; Health Contest.

HOUSE FURNISHING AND HOME MANAGEMENT

1. Farm Family Outlook

- a. Number meetings
- b. Presentation of outlook material
Human interest stories

2. Farm Home Accounts

- a. Number families keeping accounts
- b. Results of account keeping
- c. Farm Business centers

3. Rural Electricity

- a. Lighting of homes
- b. Laundries
- c. Water systems

How electricity has paid for itself
Selection and care of electrical equipment

4. Farm and Home Demonstrations

5. Result Demonstrations

kitchens	floors	lights	back porch	rugs
living room	walls	storage	slip covers	lighting, etc.

6. Illustrative material

- a. Prepared by leaders
- b. Prepared by agent
- c. Loan from state office

7. Consumer education

8. Housing

9. Use of slides and pictures as teaching means.

CLOTHING

1. Plans for the family clothes

- a. Individual and family budgets
- b. Buying --- readymade - is homemade

2. Care of Clothing

- a. Cleaning - Mending - Pressing
- b. Storage

3. Seasonal

- a. Coats, dresses, hats, made or worked over
- b. Savings

4. Leaders

- a. What have they done?
- b. Their contribution to the Program

5. Publicity

- a. Radio
- b. Articles in local papers

6. Exhibits
 - a. Fair, store windows, or Achievement Days
7. Dress Reviews
 - a. Women - Number, number of women entering
 - b. When, where held, types dresses modeled --- costs
8. Income earning for Clothing
 - a. Women taking in sewing --- amounts made
 - b. Savings due to making clothing at home
 - c. Special articles made for sale
 - d. Fair premiums
 - e. Crafts

Figures talk. Include when possible.
9. Special club projects --- such as
 - a. Getting clothing for needy children
 - b. Sick room kits
10. Special interest groups
 - a. Children's clothes
 - b. Maternity
 - c. Layette
 - d. Consumer Education
11. Kits and other illustrative material --- How used
12. Foundation dress patterns
 - a. Garments made from
13. Cooperation with other agencies
 - a. Health, W.P.A., Farm Security, N.Y.A.
14. 4-H Clothing
 - a. Dress Reviews - When, where held, names of winners, description of outfits, number entering
 - b. Fair Exhibits - Names of winners and prizes received, use made of cash prizes
 - c. Income from sewing
 - d. Amount saved family by influence of girls' clothing projects
 - e. Progress of 4-H Club girls in selection and making over clothes
 - f. Improved appearance

15. Improved Appearance

- a. Influence of clothing program upon appearance of
 - (1) Rural children at school
 - (2) Families at church and public gatherings

*(2) Community Activities:

a. Community Club Houses

- (a) How many
- (b) How secured and cost
- (c) How equipped
- (d) Materials used
- (e) For what purposes are buildings used?

*b. Libraries

- (a) Number established and where located.
- (b) Interest rural people have shown in them.
- (c) Number of volumes.
- (d) How financed and operated.
- (e) Cooperation with Library Commission and any other organizations.

*c. Agricultural Engineering

(a) Rural Electrification

- (1) Miles of power lines built.
- (2) " " " " under construction.
- (3) " " " " authorized to be built
- (4) Schools held on safe wiring; where? who attended?
- (5) Results?

(b) Water systems

(c) Heating systems

(d) Lighting systems

(e) Dwellings constructed and remodeled

d. Recreation

*(a) Recreation at various meetings.

(b) Leaders' schools in recreation.

*(c) Husbands' Nights.

*(d) Community picnics.

*(e) Women's Camps.

*(f) Tours: County - farm and home; out-of-county - type;
out-of-State - type; please give human interest stories.

*(g) What good is being derived from recreation in your program?

e. Short Courses

(a) County

(b) State

- C. Include a copy of your Plan of Work for 1940, month by month program. Follow this by goals and how they were accomplished. For example:

<u>Goals</u>	<u>Accomplishments</u>
a. 200 families filling canning budget.	a. 150 women filled the canning budget for their families.
b.	b.
c.	c.

- *D. Cooperation with other agencies.
Cooperation with other agencies such as Vocational Department, Welfare, Health, Farm Security, W.P.A., all civic clubs. The Grange, Woman's Club, State Department of Agriculture (Field Days), Library Commission, etc.

- VI. Outlook and Recommendations, including program of work for next year.
- *Have you made a survey of the needs in your county? on a county basis? on a community basis?
 - *Would you recommend that a simple survey be made from which you could plan your program?
 - *Are you satisfied with the way your leaders are functioning? If not, what recommendations do you make? are our requirements too high? lack of information? Are you reaching more families each year? What recommendations would you make for our further cooperation with the Library Commission, Health Department, Welfare Department, Vocational Education, farm-home demonstrations, tours, Farm Security, State Department of Agriculture, etc.?

*Please give special thought to this and write it in detail.

ANNUAL NARRATIVE REPORT OF 4-H CLUB WORK

(The 4-H narrative should be written as a complete report within itself. Insert it at the end of your regular narrative.)

I. Table of Contents:

Make an alphabetical index as in your narrative on women's work.

II. Include a map showing only 4-H clubs in the county with membership.

III. A short introduction explaining background and stating facts existing at beginning of the year.

IV. Organization

1. Number of 4-H clubs and enrollment.
2. Number of other clubs (Service, Honor, Recreation, etc.) and enrollment.
3. 4-H Federation - County and State.
4. 4-H County Council.
 - a. Officers
 - b. Membership
 - c. Programs - month by month
5. Schedule of meetings:
 - a. County Council
 - b. Local
 - c. Recreation Council
 - d. Service Clubs
 - e. All other meetings which were held regularly
6. Special 4-H Activities:
 - a. Socials
 - b. Dramatics
 - c. How assisted agents in putting across work.

V. Monthly Programs as Executed.

1. Joint programs. (The programs given by boys and girls at joint meetings.)
 - a. Include copies of printed programs.
 - b. Give boys and girls' reaction to programs.
 - c. What results have you observed?
2. Project Programs
 - a. How was your project instruction presented?
 - b. How many team demonstrations were given on major project topics?
 - c. Were judging contests held to improve standards?
 - d. What demonstrations did the agent give?

VI. Projects

1. Clothing:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.
2. Foods and Nutrition:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.

3. Room Improvement:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.
4. Canning:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.
5. Wildlife Conservation:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.
6. Home Beautification:
 - a. Number enrolled
 - b. Number completing
 - c. Results
 - d. Please include human interest stories, pictures, clippings, and a few expressions from the girls.

VII. Leaders' Schools

1. Organization
 - a. Number
 - b. Attendance
2. Subject Matter
 - a. Number
 - b. Attendance
3. Recreation
 - a. Number
 - b. Attendance

VIII. The Health Program

1. Number health programs presented.
2. Number times club members were checked.
3. Number record books kept.
4. Did you have a health pageant.
5. What improvement was noted?
6. Any human interest stories?

IX. Federation Days

1. Copy of program
2. Copy of news articles
3. Pictures

X. Contests

1. Local
Kind _____ Number participating _____
2. County
Kind _____ Number participating _____
3. State
Kind _____ Number participating _____
4. National
Kind _____ Number participating _____

- XI. Honors Won
County, State, National. (Please explain fully).
- XII. Community Projects
1. Number started; kind.
 2. Number completed
 3. Include pictures and human interest stories.
 4. Show relationship to community improvement.
- XIII. Recreation
1. Plan for recreation.
 2. How was plan carried out?
 3. Were plays, music appreciation, hobbies, etc. included?
 4. (If short plays were written in your county, be sure to include them).
- XIV. Special Activities
1. Programs presented before Kiwanis, Rotary, and other civic organizations.
 2. Programs sponsored for making money.
- XV. Radio programs.
- XVI. Older Youth Groups.
1. Organization
 2. Programs
 3. Projects
 4. Special activities such as vesper services, plays, athletics, others.
- XVII. Camp
1. Where held
 2. Attendance: Boys _____ Girls _____ Others _____
 3. Type of instruction
 4. Copy of program
 5. Newspaper, if one was edited.
 6. Pictures, if available; expressions from some of the girls and boys.
- XVIII. State Short Course
1. Number attending from your county: Boys _____ Girls _____
 2. Number clubs represented.
 3. Include some expressions from club members.
- XIX. Demonstration Teams
1. Number trained and in what subjects.
 2. Number times demonstrations were given; and where and to whom?
- XX. Judging Contests
1. Number held; where held (County or State Fair, Achievement Day, School, Short Course, etc.)?
 2. Number participating.

XXI. Exhibits

1. Local
 - a. Type - foods, clothing, etc.
 - b. Number participating - club, community, etc.
2. County
 - a. Type - individual, club, community
 - b. Number participating - individuals, clubs
3. State
 - a. Type - county, individual, community, club
 - b. Number participating

XXII. Looking to the Future

A short outlook - survey of conditions, showing prospects of club work.

Note: When making your report, if you will make an extra copy it will serve as a county record of 4-H Club Work. When records are called for yours will be ready.