

OUTLINE FOR MAKING ANNUAL NARRATIVE REPORT

1946

(Before writing your narrative report, please read "Suggestions Relative to the Preparation of the County Extension Agent's Report" on page 2 of the Statistical report)

On page 1 give: Name of Agent(s), County, Dates report covers.

On page 3 - Include outline map of county showing townships and communities in which work is organized. Give number of home demonstration, 4-H, and Older Youth clubs and enrollment for each; give number of project leaders and number of women neighborhood leaders.

On page 2 - Table of contents, giving page number on which information can be found.

On page 4 - Begin your narrative including the following:

I. SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS ( use as many sub-topics as needed, but be sure to include

Introduction - A simple statement about the county, the people, number of farm homes in the county (White and Negro); Agricultural Workers' Council and its procedure; etc.

General Policies - Tell how clubs are organized, joint work you are carrying with county farm agent - both adult and 4-H.

Organization - Number home demonstration clubs and membership; new clubs organized; explain County Council, County Federation of Home Demonstration Clubs, District Federation of Home Demonstration Clubs, State Council and part your women have taken in the State Federation of Home Demonstration Clubs, annual meetings, etc.

Procedure - Monthly meetings - 4-H and adult; project leaders' schools - 4-H and adult - and how they have functioned, results, etc.; agents' training schools; how neighborhood leaders have functioned; how many neighborhood leaders are home demonstration club women, non-club members; how neighborhood leaders are organized and trained (give in detail an account of work done); number non-club families with whom you have worked; number tenant families with whom you have worked; increase over last year and why. Could you not use the chart form that we used last year to show growth of work during 1945? I would be glad to see this.

Publicity - Radio, newspapers, exhibits, etc.

II. COUNTY PROGRAM OF WORK (reinforce your narrative with figures from your Statistical Report)

1. Project Activities and Results - number result demonstrations completed (report in detail), include human interest stories, contests, etc.

2. Make a statistical heading for each project thus:

FOOD CONSERVATION

No. women enrolled \_\_\_\_\_ Number completing \_\_\_\_\_

No. project leaders \_\_\_\_\_

No. leaders' schools held by agent \_\_\_\_\_; Specialist \_\_\_\_\_; others \_\_\_\_\_.

### III. SUGGESTIONS FOR PROJECT NARRATIVES

- A. FOODS AND NUTRITION - Use statistics to reinforce human interest stories of methods used and results obtained in putting over the blanket program and all phases of the foods and nutrition program in which assistance was given to individuals and to groups. Tell how project leaders and neighborhood leaders have assisted in promoting food and nutrition programs. Have any of your leaders done any outstanding piece of work in helping tenant families, negroes, or neighbors in improving food supply, food preparation, meal planning? Give short illustrations of how a recipe or a dish met specific need, percentage of club members trying a recipe, etc. Omit in report topics on which no work was done; i.e. do not say "No work was done on soybeans."

\*\*1. Planned Food Supply

- \*Gardens - new vegetables, contests, improved meals as a result.
- \*Fruit Supply - methods used to increase fruit supply; new fruits added.
- \*Home Dairying - increase in number family cows; improvement in care of dairy products in the home; increased use of milk, butter, cheese, and sale of dairy products. Results of American cheese demonstrations.
- \*Meat, Poultry, and Poultry Products - tell of work done to improve supply of red meat; poultry and poultry products; results.
- \*Soybeans - increase in number planting and using edible varieties; how used.
- \*Whole Grain Products - increased use as cereal and in bread.

\*2. Food Preparation - approved practices adopted; comments made on foods demonstrated in club meetings.

- \*Use of sugar substitutes - special interest demonstrations or assistance given to individual or groups. Increase noted in production and sales of sorghum syrup or honey as result of sugar rationing.
- \*Use of foods canned, dehydrated, or preserved by other methods to improve family meals. How has filling the canning budget improved the diet of family during non-producing months?

\*3. Meal Planning and Serving - improvement as result of demonstrations.

- Packed Lunch - improvement in lunches carried from home by adults and children.
- \*School Lunch - assistance given by agent, by club members. School lunch Canning days - procedure and results.
- Food Buying - effect of rationing on buying practices.

\*4. Health - improvement in health resulting from better planned and better prepared meals. Cooperation in community and county health activities.

- B. \*\*FOOD CONSERVATION - Canning. Number of families assisted; assistance given in canning for school lunches; storage improvement for canned products; budgets made and filled; total number of containers filled; effect of spoilage lesson taught in 1945 on the quality of foods canned this year (1946); number of sea-food canning demonstrations given, variety of products canned, how the families used the information.

\*\*1. Freezer locker - number of plants in county, number club members renting lockers in plants, number method demonstrations given in preparation of

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\*Include human interest stories

\*\*Special emphasis in reporting this and include human interest stories

fruits and vegetables for freezing, variety of products being frozen by your club members, give in detail how one or more families have fitted freezing into the family food conservation plan. How have you as a home agent helped in developing and carrying out the freezing program in your county.

\*2. Drying, Brining, Curing and Storing - tell of work done and how it was fitted into the family food conservation plan. What improvement in quality resulted from county-wide pickle making demonstrations?

\*\*3. Pressure Canner Checking Program - Number of people trained to carry on the checking, how was the work organized, tell of work done, what method of testing guages was used, number of people trained to carry program on in county, and value of such a project to your county.

\*4. Neighborhood Leaders - tell how neighborhood leaders were trained and how they have contributed to the 1946 program.

C. \*HOME MARKETING - give number of farm women's curb markets and when organized, women marketers, number roadside markets and when organized.

1. Housing - describe buildings and tell whether rented, furnished by county or city, or built especially for markets.

2. Health Requirements - sanitation, health certificates, etc.

3. Training Meetings - tell of work done in grading and standardizing products for market, baking schools, etc.

4. Value of Products Sold - on the farm women's markets, by individuals.

\*5. Tell what the market has meant to the women and to the county.

- D. HANDICRAFTS - tell of work done to improve crafts for home use and for sale. Use of native materials; number of craft articles used in the home and value; number of craft articles sold and value. What handicrafts were given assistance in 1946?

E. FAMILY RELATIONS - Give human interest stories which have grown out of the family. life reports by project leaders.

Project Leaders

1. How were your project leaders selected? What criteria did you use in selecting them?

2. Tell how your county family life chairman has helped to develop the program. What special interest meetings have you held in your county? Who attended the meetings? (Club women, project leaders, 4-H, Older Youth Men and Women, etc.)

3. Tell how the project leaders have presented their subject matter. Have any of your family life project leaders done an outstanding piece of work in the family life program?

4. If your project leaders have sponsored any special project in the club, the community or the county, please describe their project and the results obtained in full detail.

How has the family life material been used in organizations other than the home demonstration clubs?

What organizations have cooperated with you in developing the family life program?

What age groups have been most interested in the program?

How many of the books listed in "The Family Bookshelf" have been added to your county library. How have these books been used in the county?

How was the material in the Christmas bulletin, "Let's Have A Community Christmas Party" used? Please give this information in full detail.

F. CLOTHING

1. Clothing Plans and Costs
  - (a) Number women making plans for self \_\_\_\_\_, family \_\_\_\_\_
  - (b) How these plans aid in stretching clothing dollars and improving appearance of family.
  
2. Clothing Construction
  - (a) Number of women making own clothes \_\_\_\_\_.
  - (b) Number of women making most of family's clothes \_\_\_\_\_.
  
3. Clothing Conservation
  - (a) Number garments repaired women's \_\_\_\_\_, children's \_\_\_\_\_, men's \_\_\_\_\_.
  - (b) Number garments remodded \_\_\_\_\_.
  - (c) Number garments made over \_\_\_\_\_.
  
4. Cleaning and Adjusting Sewing Machine
  - (a) Project leaders' part in this demonstration.
    - (1) Number meetings held by leaders
  - (b) Results
  - (c) Human Interest Stories
  
5. Shoes - Feet
  - (a) Methods of presenting
  - (b) Use of Project Leaders
  - (c) Use of Neighborhood Leaders
  - (d) Visible results
  - (e) Human Interest Stories
  
6. Income Earned from Clothing
  - (a) Number women taking in sewing \_\_\_\_\_; amount \_\_\_\_\_.
  - (b) Special articles made for sale \_\_\_\_\_; amount \_\_\_\_\_.
  
7. Report of Special Clothing Work
  - (a) For soldiers
  - (b) For Relief
  - (c) Red Cross
    - (1) Number garments made \_\_\_\_\_; knitted \_\_\_\_\_; articles made \_\_\_\_\_.
  
8. Publicity
  - (a) Number radio talks made \_\_\_\_\_.
  - (b) Number articles written for papers \_\_\_\_\_.
  
9. Exhibits
  - (a) Store windows, Achievement Days, Fairs.
  
10. Special Interest Meetings
  - (a) Subject \_\_\_\_\_ No. meetings held \_\_\_\_\_.
  
11. Report human interest stories about clothing work, giving facts, figures, and names as well as a good story.

G. HOME MANAGEMENT

1. What We Earn and How We Spend It

Explain how this demonstration was presented.

Human interest stories of how farm families have improved their:

- a. Planning for spending.
- b. Developed good spending habits in their children.
- c. Saving - for definite purpose.
- d. Remarks of women attending the demonstration on What We Earn and How We Spend It.

2. Farm and Home Records

- a. Ways in which the need for keeping records was presented to club members.
- b. Follow-up work.
- c. Effects of keeping records on the spending and saving of families.
- d. Human interest stories of families who kept Home Records or Farm and Home Records.

3. Farm and Home Unit Demonstrations

- a. Part you played in starting this demonstration.
- b. How it is planned.
- c. Progress made.

4. Laundering

Human interest stories if improved laundering equipment and practices.

- a. Stories of any new equipment bought for the Farm Home.

5. Storage

Since this demonstration was given in the fall of 1943, report the follow-up work and demonstration on Storage in remodled homes, new homes, work rooms, or enclosed back porches.

H. HOUSING

1. How has the housing program been organized in your county?

- a. Joint educational meetings?
- b. Special Interest Meetings?
- c. Cooperation with commercial agencies?
- d. Radio?
- e. Newspapers?
- f. Demonstration - Result?
- g. Home Demonstration clubs?

2. Stories about:

- |                   |             |
|-------------------|-------------|
| a. New Homes      | e. Heating  |
| b. Remodled homes | f. Painting |
| c. Water Systems  | g. Floors   |
| d. Bathrooms      | h. Repairs  |

3. Kitchens

- a. How was this demonstration presented?
- b. Work that is being carried on in this project.

HOUSING (Cont'd.)

4. Rural Electrification

- a. Educational program.
- b. Extension of Lines.
- c. Human Interest stories about persons getting electric power.
- d. How electricity has been used.
- e. Good lights.
- f. Saving for household equipment.

5. Farmstead Planning

- a. How presented.
- b. Follow up work.
- c. Result demonstrations.

I. HOUSE FURNISHINGS

1. Care and Repair of Furniture

- a. Slip covers
- b. Reupholstering
- c. Refinishing furniture
- d. Chair seating
- e. Assistance with home furnishings
- f. Feather comforts

2. Finishing Touches for the Farm Home

- a. Demonstration given to home demonstration clubs.
- b. Result demonstrations.
- c. Human Interest stories.
- d. Personal assistance given.

3. Color in the Home

- a. Report on follow-up work of the demonstration.

J. SPECIAL METHODS WORTH REPORTING ON

1. Tours

- a. On home.
- b. On kitchen.
- c. Joint farm and home tours.

2. Exhibits

- a. Report on all exhibits in Home Management and House Furnishings at Fairs.
- b. Achievement days--state, county, community, neighborhood.
- c. When possible include a picture or drawing in neighborhood store windows.

3. Result Demonstrations

4. Radio

- a. Script on Home Management and House Furnishings broadcast.

5. Newspaper Articles or Special Additions of Local Papers.

6. Circular Letters.

K. COMMUNITY ACTIVITIES

\*Libraries - interest shown in them by rural people; number in county, how financed and operated; does county own a bookmobile, and how is it used by rural people; number Book Review certificates awarded; how were book reviews given; have your club members begun to establish home libraries?

\*Recreation - Tell of recreation program at various meetings such as Husband's Night, Community picnics, regular club meetings, for men in armed forces. What effect has recreation had on morale? Explain recreation program in detail.

Club Houses - how many club houses in your county? How many club rooms? How do they serve the club members and their communities?

L. COOPERATION WITH OTHER AGENCIES

Tell of the cooperation you have had with other agencies -- Farm Security, Welfare and Health Departments, Vocational Education, The Grange, The Farm Bureau, Women's Clubs, State Department of Agriculture, Food Distribution Administration, Agricultural Adjustment Administration, State Library Commission, Red Cross, Nutrition Council, and any others.

M. CONTRIBUTION TO THE POST WAR PERIOD

How have you and your club members met the problems arising in your county because of post war situation? Such as: Production, Marketing, processing, storage, distribution of food supplies. Problems arising from near-by military camps. Collection and salvage campaigns  
Others

N. GOALS REACHED IN 1946

O. OUTLOOK AND RECOMMENDATIONS - including adult and girls' 4-H program of work for next year. Please be specific in stating problems as you have met them in conducting your work. Are you satisfied with the way your Neighborhood Leaders are functioning? Are you reaching more families each year? What methods have you used in training leaders - project and neighborhood? Have Neighborhood Leaders' families responded to Neighborhood Leaders' work? Explain fully.

ANNUAL NARRATIVE REPORT OF 4-H AND OLDER YOUTH CLUB WORK

(The 4-H narrative should be written as a complete report within itself. Insert at the end of your regular narrative. If you have done no work on the topic included in outline, omit it and do not say "No work was done on \_\_\_\_\_.")

I. Table of Contents:

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

II. Include a map showing 4-H and Older Youth Clubs in the county with membership.

III. Give a short introduction explaining the history of club work in the county and stating facts existing at the beginning of this year.

IV. Organization:

1. Number of 4-H clubs and enrollment
2. Number of other clubs (Older Youth, Recreation, etc.) and enrollment.
3. 4-H Achievement Days - local and county.
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) Older Youth Clubs, (e) all other meetings which were held regularly.
6. Special 4-H activities: (a) Socials, (b) Field Days, (c) How agents assisted in putting across activities.
7. Neighborhood Leader System: (a) Plan, (b) Function, (c) Results.

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 helpful in improving standards?
  - (d) What demonstrations did the agent give?

VI. Projects:

A. Clothing - Number enrolled, number completing, results.

Dress Revues held - when, where, names of winners, description of outfits, Number entering.

Fair Exhibits - names of winners and prizes received.

Income earned from sewing and amount saved by influence of girls' clothing projects.

Progress of 4-H club girls in selection and making over clothes.

Improved appearance. Please include human interest stories, pictures, clippings, and a few expressions from the girls.

Contribution to the War Effort, mending, repair, sewing for Red Cross, Clothing Collection Drive, etc.

Demonstration Given:

Color

Wardrobe Planning

Shoes and Feet

Activities resulting from demonstrations

Use made of bulletins

How did Neighborhood Leaders help? How many gave one demonstration?

B. Foods and Nutrition:

Number girls enrolled, number completing, total meals and dishes prepared. Discuss separately each food and nutrition demonstration or program given by agent, leaders, or girls. Tell what was included in each, results noted, and expressions from girls, parents, or others as to helpfulness. Include one or more human interest story of how the whole food and nutrition project helped a girl, her family, or neighbors; also, contributions she made to community activities as - helped in lunchroom, served community or church meals, etc.

Dairy Food and Health Contest (Each written up separately) - Number participating, audiences reached, results and improvements noted, human interest stories, pictures, or news clippings.

Food Contests or Exhibits.

Number of active 4-H leaders, training given them, how they helped.

Special activities relating to food and nutrition project. Relate in full here and refer to them again under Special Activities.

C. Food Preservation:

Number enrolled, number completing, results.

Include human interest stories, pictures, clippings and a few expressions from the girls.

Contributions to Foreign Relief.

Activities of girls resulting from this demonstration.

Demonstration Given:

"Canning Methods"

Report activities of girls resulting from this demonstration.

Who gave demonstration - leader or agent?

"Freezing Foods for the Home"

Report activities of girls resulting from this project.

Who gave the demonstration on preparing products for freezing - leader or home agent?

Income earned from food preservation projects.

How have the Neighborhood Leaders helped in this project? Give specific examples.

Number of food preservation exhibits held - write in detail.

D. Home Management for Young Girls:

1. Room Improvement -

a. Number enrolled, number completing

(1) Human interest stories of accomplishments, include cost and source of money.

(2) Types of improvements.

(3) The individual girl's effect on family and club members.

(4) Any other points of interest.

b. How did the Neighborhood Leaders help?

c. Include before and after pictures.

2. Home Management -

a. Number enrolled, number completing, results.

b. Human interest stories of work accomplished.

c. How did Neighborhood Leaders help in presenting Home Management?

(1) Personal records - No. started, No. completed, human interest stories.

(2) Rural Electrification Program

(3) Farm Home Safety program.

E. Family Relationships and Child Development:

1. Write in detail from observation made, human interest stories which show the problems confronting the 4-H club members today in their home, schools, churches, and community life.
  2. Indicate the number of 4-H club members (boys and girls) who have been helped with the following problems -
    - a. Personal relationships with own family
    - b. Assuming additional responsibility in the home
    - c. Social relationship between boys and girls
    - d. Courtship and preparation for marriage
    - e. Stopping school for work
    - f. Continuing school and working in afternoons, nights, and weekends.
  3. List the problems of the young people which seem most significant in your county.
  4. Indicate the number of 4-H members who are assisting in the care of young children. Are they helping in the home or in the nursery schools? Have they had any training in the care of children? If so, where did they get it?
  5. If you had any assistance from people trained in the field of family relationships, please give the following information:
    - a. Names and addresses of the people assisting
    - b. Ways in which they assisted
    - c. Subject matter discussed
    - d. Number of girls and boys attending. Approximate ages.
    - e. Communities in which work was given.
    - f. Number of parents who cooperated in the project.
  6. Indicate the number of 4-H club members who have married within the last year. How many of them have gone back home to live?
  7. List references (books, pamphlets and periodicals) that have proved most helpful to you in this work.
  8. If any organizations in the county have worked toward providing wholesome recreation for rural young people, please give the following information:
    - a. Names of organizations and the participating leaders in the organizations.
    - b. Means of financing
    - c. Plans for recreational meetings
    - d. Frequency of meetings
    - e. Nature of recreation
  9. If there is a consultation center where the young people may go for advice on preparation for marriage and marital adjustments, give the following information:
    - a. Location of center
    - b. Names of organizations supporting it
    - c. Names and addresses of individuals in charge
6. Wildlife Conservation. Number enrolled, number completing, results. Include human interest stories, pictures, clippings and a few expressions from the girls.
7. Home Beautification. Number enrolled, number completing, results. Please include human interest stories, pictures, clippings, and a few expressions from the girls.
8. Other Projects. (For example, Gardening, Poultry, etc.)

VII. Leaders' Schools

1. Organization: Number and attendance.
2. Subject Matter: Number and attendance.
3. Recreation: Number and attendance.

VIII. The Health Program

1. Number health programs presented.
2. Number times club members were checked.
3. Did you have a health pageant?
4. What improvements were noted?
5. Any human interest stories?

IX. Federation Days and Achievement Days

Include copy of programs, news articles, and pictures.

X. Contests.

1. Local:

Kind \_\_\_\_\_ Number Participating \_\_\_\_\_

2. County:

Kind \_\_\_\_\_ Number Participating \_\_\_\_\_

3. State:

Kind \_\_\_\_\_ Number Participating \_\_\_\_\_

XI. Honors Won

County, State, National (please explain fully).

XII. Community Projects

1. Number started; kind, number completed. Include pictures and human interest stories.
2. Show relationship to community improvement.

XIII. Recreation

1. Plan and how it was carried out.
2. Were plays, music appreciation, hobbies, etc., included. (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. Camp

1. Where held.
2. Attendance: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Others \_\_\_\_\_
3. Type of instruction
4. Copy of program and newspaper, if one was published
5. Picture, if available
6. Expressions from some of the girls and boys

XVII. Demonstration Teams

1. Number trained and in what subjects; number times demonstrations were given and to whom.

XVIII. Judging Contests

1. Number held, where held (County or State Fair, Achievement Day, School, Short Course, etc.)? Number participating.

XIX. Exhibits

1. Local
  - a. Type - food, 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

XX. 4-H Contribution to the Postwar Period

1. How has your program been adjusted to meet the postwar situation.
2. Include a good story or two on postwar projects such as conservation of food, gardens, and others.
3. Number of citizenship programs given.
4. Contributions of members to campaigns.
5. Participation of club members in Red Cross, collection of salvage, United War Fund Drive, or other services.

XXI. Older Youth Groups

1. Organization
2. Programs
3. Projects
4. Special activities such as vesper services, plays and athletics.

XXII. Looking to the Future

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