

Evaluation

Numerical Goals for 1948 indicated

Accomplishments

	Counties	Counties
(a) Work with assistant in making monthly itineraries and plans. Hold monthly staff conferences and others when needed. Plans will be made for	9	10 counties worked
(b) Replace agents in	2	Replaced in 7. New in 4
(c) Train agents in	26	In 28
(d) Secure specialist help for 1. Work scheduled in agents' Program Calendars in	26	28 counties worked
(e) Arrange for leader-training in 1. Foods 2. Poultry 3. House Furnishing 4. Workshops a. Food b. House Furnishings c. Home Management d. 4-H Organization and Planning 5. Clinics a. Clothing b. Sewing Machine 6. Conference for a. Food b. Home Improvement 7. Surveys a. Home Water Supply	2 5 4 13 5 1 3 7 1 4 5 3	2 held - Storage 5 held and more 5 held, 18 with- out specialist Written material used 5 held 1 held 2 held 3 groups held 1 held 4 held 5 held 3
(f) Assist with twenty-one dis- trict and four State meetings in	26	6 state, 21 dis- trict, 1 national, 1 out of state visited
(g) Secure office space and equip- ment needed for	3	5 secured 9 improved
(h) Assist with better management in existing offices in	2	26 assisted
(i) Secure county appropriations for developing new work in	2	2 secured

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Creating Favorable Sentiment (Continued)

Mrs. Edna Thompson whose home was visited on the tour reported letters received from far and near from people who saw the news releases.

Assistance was given each month during the year in preparation of extracts for publication. These brought inquiries from many interested state and county workers.

One agent used the opportunity to broadcast weekly. This acquainted the people with her work, and served to spread timely information more quickly than was otherwise possible. Both home agents of that county worked closely in keeping this broadcasting program interesting throughout the year.

1948

SUMMARY OF ACTIVITIES

Days in Office	238	Leaders interviewed	431	Meetings attended—continued	
Days in Field	193	County officials interviewed	52	H.D. or Farmers Club	5
Days Annual Leave	22	Result demonstrations visited	36	Co. H.D. Committee	17
Days Sick Leave	10	Other homes or farms visited	90	Agricultural Board	8
Days Leave without Pay	-	Meetings attended:		County 4-H Council	1
Individual letters written	1148	Adult	18	County 4-H Committee	-
Circular letters prepared	63	4-H	22	At result demonstration	4
New articles prepared	12	Leader Training		Extension personnel	29
Extension agents visited	138	Agents	12	Other	29
		4-H Club	6		

Plan of Work

The 238 days spent in the office and 193 days devoted to field work were used in assisting agents in developing programs and carrying out plans.

After the content of the 1948 programs was determined and specialist help was requested, plans were made to assist agents in guiding the selection and training of leaders who would help with the work.

It was also necessary to decide on the methods that were used during the year. Objectives were set up by agents for each subject to be demonstrated and studied by clubs.

Methods used were letters to parents of A-H members; contacts with parents through adult groups, clubs and other means; home visits; method and result demonstrations; community meetings; Farm and Home Unit Demonstrations; News Stories; circular letters; Exhibits; Slides and movies; Tours, Achievement Days.

Project leaders, sponsors or organization leaders were selected for each club both junior and adult. These were trained individually and in small groups by the agent. Help with subject matter was given by specialists as requested when this could be done. At times groups of leaders were assisted with agent training. This was not considered the best procedure, however, and was not encouraged. There were 40 leader training meetings held to give training in A-H and adult work. In addition many others were held by agents with or without specialists. Supervisors visited 36 result demonstrations that were used to teach better practices in improvements made in rooms, on home grounds, and water systems installed or improved.

Evaluating and Checking Results

Some of the most difficult work of the supervisor was that of teaching and encouraging agents to keep proper records and check results of their work, and report properly on the same. Plans were made to prepare an evaluation sheet that would assist in annual report making. Although this was not done, the Plan of Work of agents made at the beginning of the year served that purpose. Agents were requested and shown how to check the accomplishments against goals selected in the space allotted on the plan, then make a report on what was done. A study during the summer on Extension Evaluation gave the supervisor a broader viewpoint on evaluating the work. Work was constantly evaluated. The preparation of rating sheets will be something for future plans.

Creating Favorable Sentiment

Key people were contacted in several ways other than the channels already mentioned in conducting extension activities. This gave publicity to the work and made it less difficult for leaders and agents to launch programs.

News articles were published in State weekly papers giving full page to National Home Demonstration Week Activities.

News articles and pictures of the Negro State Advisory Board were given National Publicity (Hanover County).

Farm and Home Unit Demonstrations (Continued)

their small farm and in the house. They installed an electric pump and put running hot and cold water in the kitchen, also a beautiful white sink. This brought them one step closer to their goals set up when they became the Farm and Home Unit Demonstration in 1942."

State Farmers' Conference

Home agents made plans and carried them out with county committees towards attendance at the State Farmers' Conference held at the college in April. This good work contributed in a large measure to the splendid representation of farm families among the 3000 adults attending. Demonstrations presented and addresses and discussions of the day were referred to frequently in groups during the year.

National Home Demonstration Week

National Home Demonstration Week was observed in 16 counties with 2184 persons taking part in 61 special events. There were 21 exhibits held. Publicity was given to this occasion in various ways. Clubs report increase in attendance and interest and additional members because of information gained about the worth of this extension service.

4-H State Short Course

Three hundred thirty-five delegates, leaders, and agents were in attendance of the Twenty-first Annual 4-H State Short Course held at the Virginia State College June 8-11, 1948.

The recommendations made by the 4-H Committee in the planning meeting March 4th were included in program plans. The changes made in featuring the 1948 program apparently fitted the needs and situations in a pleasing way.

During the short course 20 presentations were made of scholarships won in the Garden Contest sponsored by the Colonial Stores, Inc., Norfolk, Virginia.

Announcement was made of the special award available for outstanding 4-H club members in Home Food Preservation Work. A handsome silver pitcher was shown to the assembled delegation as the award from the National Garden Institute. The 2439 members enrolled in the Food Preservation Project had a splendid incentive for work during the long summer days.

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State Advisory Board Work

Service was rendered as secretary to the State Advisory Board which held its twenty-first annual meeting for 2 days of September in Mecklenburg County with 108 delegates representing 40 counties in attendance.

All reports centered around the theme - "The Farm and Home as a Unit for Better Living". This State Board fosters the Live-at-Home Work which is designed to improve the farm family living. A contest was conducted on a community basis and sponsored by the County Advisory Boards. The county boards are composed of men and women in organized communities.

Five of the 10 counties whose improvement scores warranted a prize had both a farm and a home agent.

The State meeting was held in a county with both agents. Assistance was given these agents at the beginning of the year and checks at intervals were made to determine progress toward goals set up for this meeting. The meeting was an example of cooperative planning with county people, professional workers, county officials, and other leaders.

Farm and Home Unit Demonstrations

The farm and home use used as a method of teaching in counties to show that systematic planning and management would increase efficiency on the farm and in the home. It would afford the community an opportunity to see good farming methods. It would solve some of the major home and farm problems, and it would teach the family the value of good records.

Brunswick County reports on its demonstration as follows: "The farm and home of Mr. & Mrs. C. R. Vaughan of the Greentown Community, the demonstration community, were chosen for as a demonstration unit in 1943. At the time the demonstration was started the windows and doors needed screens or the screens needed to be repaired; they had running water in the kitchen and in the bathroom that was supplied by a ram. The ram did not supply enough water for family use and water had to be brought from a spring. The house was lighted by kerosene lamps; they owned an oil refrigerator and a pressure cooker. Mr. Vaughan carried on a general farm program and sold chickens, eggs, and turkeys to supplement his income. The family raised and saved enough food for family use from the garden."

"As a result of the desire to improve and through cooperating with the Extension Service, they have remodeled their home and covered it with asbestos shingles, screened the back porch, windows and doors, installed a complete water and sewage system, electrified the home, purchased an electric refrigerator, and an electric iron, are poultry demonstrators under the supervision of an extension poultry specialist, and have been recommended by the specialist to produce eggs for hatcheries, have built a 2½ acre fish pond that is now being used for recreational purposes until the fish are of recommended size to be caught, have a cucumber assorting station that gives employment to three people and the station has increased the income of the community approximately \$10,000 yearly."

"There are 202 acres in the Vaughan farm and there are 3 children in the family."

Halifax reports 10 families visited the Farm and Home Unit Demonstration this year to see what had been planned and done.

Hanover reports as follows: "Mr. and Mrs. Houston Johnson, Doswell, Virginia had many visitors during the year because of the numerous improved practices on

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A.

Program Planning (Continued)

Efforts were made to make programs timely, serving immediate needs but based on long-time planning and execution. Goals established were those that might be obtained by families with whom planned.

Agents served as a guide in planning meetings and drew out timid persons who needed encouragement, curbed tactfully persons inclined to talk too frequently. These were observations made from meetings attended.

In counties with both farm and home agents the farm agent was invited to these meetings and presented facts about the county. Work already established was a splendid basis for beginning home demonstration groups and coordinating problems for participation of the whole family.

In the four counties beginning work for the first year, emphasis was placed upon adult organization in order to build up leadership, to acquaint adults with possibilities for improvements through 4-H programs and to better meet the whole family needs.

Follow-up meetings were held during the fall to assist agents in checking on plans made, procedures for ending the years work, and discussing specialists requests made for 1949. Twenty-eight home agents were met in 5 groups, covering the state with 100% attendance.

Specialists requests were tabulated from program calendars prepared by home agents. These were sent to the assistant director who gives direction for the needs to be met. Specialists include in their itineraries help that may be given to agents whenever working in that territory. This help is often given in groups to facilitate the work.

The 4-H Organization Calendar was provided each agent in summer or early fall. This afforded ample time for agents to plan with 4-H members, leaders, and parents the content of the 4-H programs for the project year which began in early fall of 1947. Requests were made for help needed, both for written materials, conferences, or agent and leader training. Sixteen home agents were trained to hold their county Planning Meetings. Whenever conditions warranted it visits were made to County Planning Meetings which were held by the agents. Seventeen such meetings were attended to assist new agents and to study reactions of the women through observation.

Supervisors made 138 visits to agents. These included assistance for both developing and carrying out extension programs. Because of the many changes in personnel during 1948, it was necessary to contact many leaders on different phases of the work. There were 481 leaders interviewed to assist agents in some way. Fifty-two county officials were interviewed at county court houses whenever need arose in personnel placement or maintenance. All boards, or officials met individually, were most kind in receiving requests. In each instance satisfactory results were finally obtained. Agents were requested and encouraged to make monthly reports to their county boards to keep them informed about their activities. Twelve County Boards of Supervisors increased their appropriation for agents' salaries.

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Professional Improvement(Continued)

Two agents attended summer school at Cornell University, one for the second consecutive summer. The district agent used leave days to attend the Extension Service Workshop held at Cornell University during July. The work taken was most beneficial with supervisory work in our State and district programs.

County Staff Relations

The county staff relationships were generally most cooperative. Improvements were noted because of district agent conferences held prior to new home agents entering the service in a county with a farm agent. More of this was done and needs continuation. Conferences were held and visits made with white and Negro agents to become acquainted with county conditions. In this way a more unified approach to county programs and plans was begun. This will be continued through the 1949 plans.

At least one district agent has become quite well acquainted with the Negro home agents in her district, and was able to bring about a finer feeling of fellowship among county people.

In one county the home demonstration agent took an active part in assisting the new agent with her first County Planning Meeting.

One indication of county staff relationships being of high level is shown by the cooperation toward old as well as new agents coming into service in some counties. In Nelson County, plans made previously to buy demonstration equipment with special funds were carried out. The new agent has a portable sewing machine and a pressure cooker to assist with her work. Both agents received similar equipment.

Program Planning

Agents were assisted in the annual agents meeting December 1947 to study Program Plans and Execution. Twenty-four home agents then in service attended. It was planned to hold group meetings during the year, to give newest agents training in conducting county planning meetings. Sixteen agents were trained in this way. The previous procedure was used. Trends and situations affecting home making were presented to agents to serve as a background for their thinking. Situations and studies made from time to time were brought before the people for consideration. In new counties, information was gathered about the county through county officials and leaders, home visits, county meetings, study of local available data. Problems were discussed in group meetings and decisions made on what was wished most to do. Results were brought to the county planning meeting which was composed of representatives from organized clubs and leaders of communities that may later become organized. Population figures, maps of the county were used by agents to show people the part they could play in spreading the extension programs. This served a very good purpose as a stimulus for the new work. County planning was done in connection with the county advisory boards when convenient. Or when committees met alone their programs were later presented to boards when organized or met in the counties.

9.

Training Agents (Continued)

Trainers for beginning agents were selected from agents in the field who had a set-up to handle this matter most efficiently. The matter of office space and equipment, the distance to office headquarters, the living quarters available within reasonable distance from headquarters were considered before placing a trainee.

The period of apprenticeship was not long enough, 4 weeks was the shortest this year which was an improvement. Continued supervision was given by correspondence and conferences to further acquaint new agents with extension activities.

The short course conducted at Hampton Institute June 1948 to give technical training to agents was of far-reaching value. It gave the many new workers an overall picture of the work through the Philosophy of Extension Work as brought out there. It also gave much needed methods in presenting the work to the county people.

Professional Improvement

Agents were assisted with professional improvement through individual and group conferences, workshops, with and without specialists, in leader-training groups, through study of professional literature and current bulletins, circular letters prepared at intervals, and an agents' short course held during the summer.

Encouragement was given agents to visit other counties and the college to study methods and procedures. In addition to the use of State Specialists help for subject matter assistance, special services were rendered by the Virginia State College and its Norfolk Unit, Hampton Institute, and St. Paul Polytechnic Institute.

The annual agents' conference was held December 1947 to study the extension job. This was held in workshop form. Plans were made for each agent to participate actively in the workshop and work as he saw fit. Five problems were studied during the one week of the workshop. Committees worked in groups. Each group selected its chairman and secretary, discussed the topics, gave their opinions, drew up conclusions reached, and made a report at the end of the conference. Reports were prepared at the State office and sent to agents for further study and reference.

An opportunity was given the farm and home agents to strengthen their efficiency through intensive work on their problems for two weeks of June at Hampton Institute, Hampton, Virginia. Twenty-four home agents attended. Two agents who planned to attend summer school for graduate study and one agent whose resignation was effective June 30th were excused from this attendance. This was the first time that such a short course was made available in a number of years and the first since the agent group was so largely increased.

Teaching was done by specialists of the V.P.I., Blacksburg; U.S.D.A. Extension Service Division; Hampton Institute; and the Virginia State College Norfolk Unit, Norfolk, Virginia.

Personnel Placement (Continued)

The large outlay of funds needed to begin the work of a home agent greatly hindered the placing of agents. A good car is needed for conducting the work. With young women just out of schools this was not always possible to obtain until some money was earned. However, one applicant who had served as a Jeans Teacher and Dietician in distant states was ready to take on this responsibility and was placed in training early in the year. Another applicant had served as vocational home economics teacher in this state but had a desire for home demonstration work. All others had to secure their cars with the help of the family and did this successfully.

To carry out plans made at the beginning of the year, 11 persons were inducted into training. Five different agents were placed in 4 new counties. It was necessary for one agent placed in a new county to get a leave of absence after 4 months work. This made 2 changes for the same county within a short space of time. There were 8 changes in personnel in 7 different counties during the year. In addition to the attendant problems of changes of personnel, 5 different home agents had their first full year of work in the 5 counties.

Goals in the 1945 Plan of Work indicated that 18 counties which had farm agents also needed home agents. At that time 3 counties in the state had both farm and home agents. In 1947, thirteen of the 22 home agents worked in counties without a farm agent. There are now 28 full-time home agents and 14 of them work in counties with farm agents. Three new agents placed this year were in this group.

Training Agents

Young women were accepted for positions as home demonstration agents who had completed 4 years of college training in home economics from a recognized college. Those in service in former years have this, or its equivalent.

Three local home agents have done graduate work in the field of home economics and extension teaching at Columbia and Cornell Universities. These agents wish to continue their studies in the near future.

Six different colleges and 4 universities were represented in the training of the Virginia home agents. Twenty-three of the 34 different agents who worked in Virginia during this year were trained in the State. The best material will be encouraged to remain in the service because of the merit rating system, the improved working conditions, and the Federal and State Retirements.

Promising 4-H members were encouraged to remain in schools and render various types of service in rural areas. Tentative start was made toward some type of recognition and affiliation at the State College with 4-H and former 4-H members enrolled there. It was encouraging to note that this year of the 28 home agents now employed 6 were former 4-H members in Virginia or North Carolina. Two others had contacts with such work.

Improvements made in training procedures in 1947 were continued with good results. Progress on this was noted because of the assistance in the district by the part-time worker. One agent was trained in her county as the assistant. Three agents were trained within her territory and four inducted into service after training within the state. The training guide was used and agents reported progress during their training period which was evaluated by the supervisors and placed in files at district office.

7.

Farmers' Meetings

Assistance was given in 12 counties by serving as speakers at County Farmers' Meetings. These meetings were attended by all members of families, therefore, topics to interest the whole family were discussed by the various speakers.

Achievement Days

Assisted with Achievement Day Programs in 15 counties by judging, speaking, and making awards.

Agents' Short Course

Attended conferences to make plans for Agents' Short Course at Hampton Institute, Hampton, Virginia. Helped to direct the activities of the group while in attendance.

State Organization

Tentative plans were started to organize Home Demonstration Clubs on a state basis. An opportunity was given the supervisors to attend the Western District State Council and Federation of Home Demonstration Clubs at Greensboro, North Carolina.

Regional 4-H Camp at Baton Rouge, Louisiana

The Local Home Demonstration Agent-at-Large was assigned the responsibility of supervising the 3 4-H club girls who were delegates from Virginia. She helped to direct the Candle Light Ceremony held on the Campus of Southern University, Baton Rouge, Louisiana at the closing of the Regional Camp.

Other Assignments

Upon invitation of the director, a talk was made to the Home Economics Seniors of Virginia State College on what is Expected of Home Demonstration Agents in Virginia.

Talked to Adult Education Class at Virginia State College during the summer on Virginia Home Demonstration Work.

Participated on a panel discussion held for ministers in attendance at their Summer School at Virginia State College. The objectives of the Virginia Home Demonstration Program were presented.

Personnel Placement

Personnel problems were many and varied during 1948. Plans made to begin home demonstration work in 2 counties on the waiting list for more than a year were carried out. Work was conducted toward securing agents for replacements and for new counties from December 1947 to November 1948. Applications were received and investigated and conferences held with many applicants.

Office Equipment (Continued)

Red Cross Work Room, to provide offices needed. One agent still has an office in her home, but it is well equipped and comfortable for work. One agent who had to move from the building where she was housed is ready to move into an improvised office building and will be comfortably settled.

The county officials in each of the 3 counties added this year provided comfortable offices for the agents. Two of these were in the court house, one in a new brick office building used by Negroes. A county added recently provided office spaces for the 2 agents in the new consolidated high school until future plans and times warrant the erection of a county office building. Officials in Nelson County completed their plans for better office arrangements this year. The agent was moved into more comfortable rented quarters.

In 1946 eleven new agents needed typewriters. During this year agents who were not previously supplied were provided new machines. One agent received a new standard machine requested previously. Desks, chairs, 4-drawer files, and bulletin boxes were provided agents as requested for offices.

Clerical Help

Clerical help or at least facilities for this part-time service would greatly speed up execution of plans in county work. All agents have 60 hours per year for clerical assistance at the rate of 50¢ per hour paid by the state. More of this is very much needed.

Supervisory Responsibilities

Specialist help was secured for agents in 28 counties instead of 26 counties as previously planned. The agents request for this help was determined by the needs and interests expressed by the county people. This service was rendered through clinics, workshops, meetings, literature, and conferences to agents, individually or in groups when this seemed best for all concerned. At other times agents and leaders were trained together. Training was given in Foods, Home Furnishings, Home Management, Clothing, Care of the Sewing Machine, Poultry, Gardening, and 4-H Organization and Planning.

Special Assignments

Continued the service as State Chairman of Better Homes Division of the Negro Organization Society of Virginia. Both supervisors served as members of the Executive Committee of the Organization.

Work was done with County and State Health Agencies.

Continued to serve as secretary to the Negro State Advisory Board.

Worked with 4-H State Short Course Committee to plan program for the State meeting. Held 4 group meetings on Good Grooming at the meeting. Twenty-one leaders representing 13 counties, who attended the State Short Course, were trained in methods of improving their county programs.

Assistance was rendered as a sponsor of a Woman's Society at State College.

Affiliation was continued as a member of the National Association of the College Women.

Retirement

Opportunity was extended agents to enroll for Federal Retirement this year by paying the mandatory payment. Five percent of the gross salary was sent monthly from January to June. After that time 6 percent of the gross was required. Both supervising agents entered the retirement system. Agents in service have been instructed concerning this service. Two or more plan to enter soon.

Leave

Arrangements were made for one agent to have sick leave to look after parents in a distant state for 2 months. The work was conducted in that county during absence of the agent by an assistant agent in training there and by leaders who were trained by the agent for this purpose.

Maternity leave was granted another agent beginning November 1948 for 3 months. An agent in training was appointed for the interim. Newly trained leaders are most cooperative it was reported.

Two agents were on leave to study during the summer at Cornell University. Plans were made by agents and submitted to supervisors showing that the work would be conducted with leaders during their absence from their counties.

Office Equipment

Plans were made to secure office space and equipment for 3 counties. Five new offices were secured this year.

In 1947 there were a total of 5 home agents housed in office buildings at county seats. To date there are 8. One office was moved from a rented building into the comfortable office building provided by the county for all agricultural workers.

Plans also included assisting 2 agents with better office management. Two agents in the workshop committee for studying office improvements volunteered to serve as a demonstration for setting up a better office. This was accepted. Three agents followed instructions and improved the arrangements and filing in their offices; namely Mecklenburg, Nottoway, and Pittsylvania. Twenty-six offices made some improvements in filing, arrangements or otherwise. Nine of these did outstanding improvements in the physical set-up and improved appearance of the room.

For the first time it can be stated that 28 agents have or will have very soon offices in their counties as their place of work. At present at least 5 of the agents need more suitable and comfortable locations for offices. It has not yet been arranged that all agents may secure office space at county seats or in the public county office buildings. However, one of the most interesting and gratifying procedures that enter into inducting new agents into extension work in counties is the acceptance by County Boards of the responsibility of securing office space for the incoming worker. This was handled in different ways as the various officials saw fit. In one county the Sheriff gave up his office and the board used this room for the home agent. Another new county considered plans for remodeling a building formerly used as a jail, later used for a

Increased Financial Support

It was planned to secure county appropriations to develop new work in two counties in 1948. This was done. King & Queen County officials made an appropriation February 1948 to begin the home demonstration program July 1st. An agent began work on that date. Prince George County officials made an appropriation in June 1948. Although this was late in the year, the board was most cooperative. It was planned to begin as soon as possible. Work started in this new county in September 1948.

At the beginning of 1948, 24 full-time home agents were employed in 24 counties. At the close of the year, 28 full-time home demonstration agents were, or had been, in service in 28 counties. One county was left vacant in late fall by a resignation. The increase in the number of agents came because of four new counties that had home demonstration work for the first time. Two of the 4 counties, Greenville and Lancaster Counties, had been on the list for more than a year awaiting State appropriations sufficient to supplement the county appropriations previously made when approached by the district agent. As soon as State funds were available and suitable persons were secured and trained, the home demonstration program was started in Greenville County March 1st and in Lancaster County May 1st.

The staff was increased when the assistant agent in Hanover County had received sufficient training to warrant the salary of the local home agent. It, thus, will give the agent-at-large more time for district supervision.

Improved Working Conditions

In order to get the maximum service from agents, it has been felt for a long time that improved working conditions would draw into the service the type and caliber of young women needed; and those already in service would be better prepared financially, physically, or otherwise to render a larger measure of service. A marked improvement was made along the line of bettering the conditions for agents work in 1948.

It is expected that improvements in service rendered will fully justify what was done to assist the agents with their work.

Salaries

Salaries were increased beginning July 1, 1948 for all 28 agents bringing them to Step VI. On July 1, 1947, the average annual salary for home agents was \$2120.60. The average county appropriation was \$548.00 per year, and the average yearly travel allowance was \$266.40. Present figures for 1948-1949 are as follows: Including the agent-at-large, the average total annual salary of home agents was \$2474.04, a considerable increase over previous years. The average county appropriation effective July 1948 was \$557.10, the average travel allowance was \$364.12. The average increase in travel of nearly \$100.00 will be of much assistance to workers.

The expenses of room and board at the agents' short course at Hampton Institute June 1948 were paid by the Extension Service. County Travel allowance took care of travel in cars.

Assigned Administrative Responsibilities

Home demonstration work was conducted in 28 counties during 1948. This was done with the assistance of Mrs. Thelma T. Hewlett, Local Home Demonstration Agent-at-Large, who had immediate supervision of the field work in 10 counties. Mrs. Hewlett gave 50 per cent of her time to this supervision. The other half of her time was spent working as home agent in Hanover County assisted by the local home agent there. Two of the 10 counties had work started in May and July 1948 respectively. The other 8 counties were in the district in 1947. From December 1947 to November 1948 some of the time of the full-time supervisor was spent in giving direction to the work of the part-time worker.

The full-time worker was directly responsible to Ross W. Newsome, State Agent and worked with him as State and District Agent, and with Stanley E. Marshall, District Agent in coordinating the programs throughout the state affecting farm families. On the state level I had the following responsibilities: Secured county finances for maintenance of home agents and for the development of new work; Maintained friendly relations with county officials and other county people; Secured agents for replacements and for beginning new positions and made recommendations for the same to the assistant director; Determined the number of counties which may be considered for readiness to develop new home demonstration work and conferred with the state agent on this matter; Planned the use of the training procedure for incoming agents and selected trainers in the field; Checked reports from trainees and evaluated them; Secured office space and equipment as needed for home agents.

Much time was used in routine office work with correspondence, looked up material for study, assisted with State-wide plans and meetings, and evaluated monthly reports. Assisted in the preparation of the annual statistical work by checking books, preparing tabulations, wrote up the annual narrative report of Negro Home Demonstration Work in the State, studied procedures to use for future plans. These were among the assignments done this year on the state basis with 28 counties.

In 18 counties of the state all of the field supervision was conducted in addition to the phases of work of an administrative nature assigned. This type of field supervision is similar for the 28 counties in the district. Problems arising because of different people their occupations and mode of living, the ability of agents and tenure of service of agents were necessarily varied. On the district level both workers did the following: Inducted agents into county work; Checked with agent trainers to know how trainees were grasping extension procedures; Assisted agents in determining the needs of the people as a basis for program planning; Assisted committees with calendars of work for their programs; Assisted agents in calendaring their own activities for better division of time; Met county officials; Participated on county programs; Secured specialist help for conducting extension activities in the counties; Planned and participated in various workshops for agent and leader training; Checked agents' plans of work; Evaluated monthly reports; Assisted with special demonstrations; assisted with schedule County, State, and National observances; Attended District Agent Staff Meetings with State Agent.

Foreword

Twenty-eight counties in which home demonstration work was conducted with thirty-four different agents.

Mrs. Thelma T. Hewlett, Local Home Demonstration Agent-at-Large, Hanover County

<u>County</u>	<u>Name</u>	<u>Postoffice</u>
Amherst	Rachel Carter	Amherst
Bedford	Marian L. Calender	Box 78, Bedford
Brunswick	Sara M. Harrison	Box 626, Lawrenceville
Charlotte	Juanita Peel	Box 104, Charlotte C.H.
Chesterfield	Elsie V. Copeland	Rt. 3, Box 162-A Petersburg
Dinwiddie	Elnora S. Perry (Mrs.)	Box 236, Dinwiddie
	Golden H. Young	Dinwiddie
Fluvanna	Grace C. Jennings	Palmyra
Greensville	Amanda L. Thomas	Box 209, Emporia
Halifax	Nannie E. Jennings	Box 33, South Boston
Hanover	Ora E. Jennings	117 Hanover Ave., Ashland
Henrico	Evelyn G. Solomon (Mrs.)	Henrico C.H., Richmond
Isle of Wight	Clarice Pretlow	Smithfield
King & Queen	Wilhelminia H. Baughan (Mrs.)	King & Queen C.H.
	C. Ernestyne Godley	King & Queen C.H.
King William	Elizabeth G. McAllister (Mrs.)	Upshaw
	Ella A. Bradley	Upshaw
Lancaster	Mary E. James	Lancaster
Louisa	Estelle J. Hunter	Box 205, Louisa
Mecklenburg	Delores G. Morse (Mrs.)	Box 127, Boydton
Nansemond	Hattie S. Powell	Box 350, Suffolk
Nelson	Margaret Murrell	Shipman
	Heidi E. Ford	Shipman
Norfolk	Cleopatra Williamson	Box 1980, Norfolk
Northumberland	Aranna Brown	Box 72, Heathsville
Nottoway	Lulu B. Pruitt	Nottoway
Pittsylvania	E. Alice Hobday	Box 457, Chatham
Prince Edward	Etta L. Smith (Mrs.)	110 Main St., Farmville
Prince George	Vivian F. Lindsay (Mrs.)	Box 17, Disputanta
Southampton	Florence E. McGuffin	Rt. 3, Box 7, Franklin
Sussex	Izetta Edler Holman (Mrs.)	Stony Creek
	Gloria V. Cottman	Stony Creek
Westmoreland	Sadie R. Roane (Mrs.)	Kinsale

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Date January 11, 1949

Blaiche D. Harrison
District Agent

Date _____

Extension Director