



V. CALENDAR OF WORK

Months

- |   |                            |
|---|----------------------------|
| 1. Securing and employment of agents.               | December to November       |
| 2. Training agents                                  | January to November        |
| 3. Induction training and apprenticeship            | December to September      |
| 4. Evaluating and checking results                  | February, June, & October  |
| 5. Professional improvement                         | December, February, & June |
| 6. Securing specialists' assistance                 | December to November       |
| 7. Developing adequate leadership                   | February to August         |
| 8. Development & execution of sound county programs | April to September         |
| 9. Reaching more people                             | March and May              |
| 10. Improving District H. D. Committee Organization | February to May            |
| 11. Emphasizing the Live-at-Home Work               | January & September        |
| 12. County finances                                 | February & March           |
| 13. Improving Extension publicity.                  | March                      |

Reaching More People

Work will be done on reaching more people through the county home demonstration committee and other organization.

Improving District Home Demonstration Organization

Continuation of plans for strengthening the Home Demonstration District Organization will be stressed. Training will be given to County Home Demonstration Committees, County Advisory Boards, and leaders for better understanding of the objectives of the organization.

Live-at-Home Work

The Live-at-Home Work will receive renewed emphasis. It is expected that the family approach to the problems of increased home food production and food preservation, soil fertility and soil-saving practices, increased income with better family living and better health in relation to all of these will assist materially toward the goals for families in the State.

The program will be discussed fully with the agents individually and in group conferences. Assistance will be given in selecting and scoring the community chosen for work.

Office calls, letters, home visits, and publications will be used for guidance and training of the working community committees.

County Finances

Salary increases will be asked for agents in three counties. Two counties who have made appropriations previously for new work will be asked to hold such until state funds are available.

Improving Extension Publicity

All agents will be assisted in using the valuable information presented at the 1950 and the 1951 Annual Agents' Conferences. Current information will be continually added to assist with methods of publicity.

IV. SPECIAL ASSIGNMENTS

Work will continue as State chairman of Better Homes Division of the Negro Organization Society of Virginia and member of the Executive committee.

Will continue to serve as secretary to the Negro State Advisory Board.

Will serve as member in advisory capacity of the L-H State Short Course Committee and the State Committees of state extension activities.

Will serve as member of Citizens Relations Committee of the State Teachers' Group.

Affiliation will continue as a member of the National Association of College Women. Affiliation will continue in an advisory capacity to county and state organizations as requested as far as possible.

#### Evaluating and Checking Results

It is planned to use more time this year in evaluating all 29 agents' work, to study and analyze plans of work, annual and monthly reports, to visit method and result demonstration meetings, and other county activities.

The results of the findings from the above procedures will be the basis for planning methods to improve the work of the agents and the extension program.

#### Professional Improvement

Requests will be considered for agents who wish to study during 3 weeks extension courses in the summer of 1952. Requests will be made for the assistant district agent to continue work at Columbia University and for one agent to study for a school year at Cornell University.

Educational tours to experiment stations and colleges, and district and state meetings will be used for professional improvement. Reading professional literature will be encouraged and recommended.

#### Securing Specialists' Help

Specialists' help will be requested for 29 agents in the various subject matter and organizational fields. They will be asked to hold group and individual conferences, group meetings, and workshops for agents. Similar requests will be made for the training of leaders to accelerate the county program.

Specialists will be asked to send all agents their new bulletins and other timely information prepared by them.

#### Developing Adequate Leadership for 4-H and Adult

Twenty-nine agents will receive assistance with leadership. Efforts will be made to give assistance in leader selection, training, and use for more efficient work with adults and Juniors. This training will be given in meetings, conferences, office, and home visits, and through correspondence.

Special efforts will be made to give program development leaders a better understanding of their jobs. Material from the state office will be studied with them for clarification.

#### Development and Execution of Sound County Program

Assistance will be given in developing sound, well coordinated programs in 29 counties.

- (a) Characteristics of such a program will be studied by agents and leaders.
- (b) Program development leaders and other county representatives with assistance of supervisory and home agents will plan the program.
- (c) Facts and data needed will be compiled, studied, and analyzed.
- (d) County objectives will be defined from problems studied.
- (e) Plans and recommendations will be made for solving the problems.

Agents and leaders will be trained in state and group meetings, conferences, office and home visits, and through information given in letters.

9. Reaching more people
10. Improving the District Home Demonstration Committee Organization
11. Emphasizing the Live-at-Home Work
12. County finances
13. Improving Extension publicity

### III SUPERVISORY ACTIVITIES

#### Securing and employment of agents for replacements and new positions

1. At least four agents are needed in training at all times to fill vacancies and new positions.
2. New positions should be created in some of the 23 counties whose Negro population warrants services of local home agent.
3. There is an apparent need for local assistant home agents and local workers-at-large to help with L-H club work and in the counties with unorganized home demonstration work for Negroes.
4. Applications, recommendations, and personal interviews will be considered before making final recommendations for appointments.

#### Training Agents to Teach

Specialists will train agents to teach subject matter by complying with the assistance requested.

Supervisory agents will hold group meetings for program planning procedures; group meetings to help with selection of methods for executing programs planned. Other training will be given through visits, individual conferences, and state meetings.

#### Induction Training & Apprenticeship of Agents

Prospective agents will serve an apprenticeship with an experienced one. It is hoped that a period longer than three months of apprenticeship will be provided.

Training will be given agents to instill in them an understanding and appreciation of the background, philosophy, objectives, and policies of the extension system.

Techniques of teaching and methods of organizing and carrying out extension programs will be emphasized.

Reports will be made to supervisors. Visits by supervisors to trainees and trainers for the purpose of evaluation.

### Programs of Work

The county home demonstration committee in 29 counties made programs of work for their counties, with the assistance of the local and supervisory agents. The program development leaders were very active this year. They were assisted by other county representatives who studied and discussed trends, their needs and interest, to formulate the program.

All 29 A-H program planning meetings were held early in the summer by County A-H Planning Committees.

### Re-Adjustment and Public Policy Problems

New policies were studied and discussed in annual agents' conferences in group and individual meetings to keep agents informed, and to adjust county programs as needed.

### Extension Organization and Leadership

The work of the home demonstration agents was conducted largely through county organizations. Besides home demonstration and A-H clubs, there were county home demonstration committees, county advisory boards, Junior A-H councils, and A-H Planning committees.

On state level the organizations used were the State Advisory Board, and district Home Demonstration Committee.

More than 2,900 leaders assisted the county and state organizations to spread extension teachings and influence.

### Relationships and other Supervisory Functions

Satisfactory relationships were maintained during year with college specialists and other State workers, and the Agricultural Extension staff.

This was done through Extension Staff conferences held at frequent intervals, serving on committees and in other capacities as requested.

## II. MAJOR SUPERVISORY PROBLEMS

1. Securing and employment of agents for replacements and new positions
2. Training agents to do an effective job
3. Induction training and apprenticeship of new agents
4. Evaluating and checking results of agents work and the Extension Program.
5. Professional improvement of agents
6. Securing specialists' assistance for training agents and for training leaders
7. Developing adequate leadership for A-H and adults
8. Development and execution of sound county programs

72

## I. SUPERVISORY SITUATION

### Personnel Placement

There are 29 local home agents and one trainee in 29 counties supervised by the district and assistant district agents. The assistant supervisor has 15 of these counties.

Fifteen local home agents conduct the extension program in counties with farm agents. County funds are available for home agents in two counties, one of these with a farm agent. Both agents are needed in a county to do an effective job with the farm families.

At least 22 counties in the state with large percentage of Negro families warrant the home agents' service.

Urban families and professional workers are making inquiries about such services.

Last year few changes were made in county personnel. Three replacements were made due to resignations of agents in Bedford and Prince George Counties, and granting leave without pay to the agent of Lancaster County.

### Training Agents to Teach

Agents received training to teach through workshops, clinics, meetings, tours, visits, and conferences with specialists and supervisory agents.

Requests were made by district agents to extension specialist, also to Virginia State College and Hampton Institute staff members.

Agents were trained by supervisors in selection of tools for teaching to bring about desirable changes in people, and other phases of program development and execution.

Three agents attended school at Cornell University for professional improvement.

### County Finances

Five agents received increases from County funds appropriated by Board of Supervisors beginning with fiscal year July 1, 1951.

Seventeen counties now pay \$600.00 per year towards agents' salaries; seven counties pay more than this amount for salaries.

### County Office

All 29 counties assumed responsibilities for offices of home agents. Twenty-two offices are located at county seats.

Requests were made for additional office equipment for 11 offices. Most of these requests were granted during the year.

### Understanding of Extension Policies

Extension policies were discussed for clarification and information with all agents.

GENERAL STATEMENT

Because of the upset world situation the entire farm and non-farm families will be affected. The contributions of women's labor on farms and in industry to supplement incomes will have to be reckoned with. It will be most profitable from all indications to find ways of lowering the living costs and of increasing the efficiency among all families.

Outlook information indicates that the higher costs of living will offset both savings and increased prices received for farm products.

Many rural families in the state are in dire need of better housing in spite of the gains made during the past few years. Census enumerators classified 21% of farm homes as delapidated.

\* The need for studying health conditions in the state, causes and effects of same, and what is being done about them is apparent. Too much time is lost because of extended illnesses. Medical care continues to be expensive.

Recreational facilities are scarce in rural areas and most of them classified as of undesirable standards.

The need to take the extension program to a larger number of families reaching more unreached is considered.

To feed and clothe the family, to secure and maintain house furnishings and furniture are problems with the homemakers. Studies and work related to all of these topics will be conducted among various groups in the State during 1952.

It is expected that results of activities relating to the three goals of the District Home Demonstration Committee, namely, Better Housing, Health & Recreation, and Reaching More People will be reflected in better family life and the problems stemming from the home and the house itself.

VIRGINIA AGRICULTURAL EXTENSION SERVICE

PLAN OF WORK

For

Calendar Year 1952

<u>Major phases of project or subdivisions of project covered</u>	<u>Name of Worker</u>	<u>Percentage of time devoted to entire project by each worker</u>
Supervisor of Negro District Work	Blanche D. Harrison	100%
Assistant District Agent	Thelma T. Hewlett	100%

Date Submitted: January 18, 1952

Signed Blanche D. Harrison  
Project Leader

Date Approved: Apr 22, 1952

Signed W. R. Carlson  
State Director of Extension

Date Approved: AUG 4 1952

Signed W. R. Carlson  
Director of Extension Work  
U. S. Department of Agriculture