

Solution

To help the members understand program planning is an important part of their program. To nominate or appoint the best thinker for the chairman. Improved methods of training program development chairmen.

3. To Train 4-H Leaders on a County-Wide Basis

Solution

4-H Leaders will have complete meetings to conduct an demonstration to give more and more often. In this way it is hoped they will feel more responsibility to the club and will want more information and training. Leaders will be trained individually until they see that the agent does not have the time to be at all meetings and will not be able to train everyone individually. When this is realized and there is a desire for more information, county-wide training meetings will be held.

4. Getting Completions of 4-H Project Records

Solution

The Honor Club members are going to be trained to fill out records. They will be responsible for helping members with records and in getting them collected.

7. Make monthly statical and narrative report of progress being made in programs.

XII. Plans For Professional Improvement

A. Organized Study

To be determined by state administrative staff.

B. Reading Professional Books and Other Publications

Read at least one per week - What's New in Home Economics, Practical Home Economics, Home Economics Journal, Extension publications, farm and home magazines, and others.

C. Membership in Professional Organizations

Belong to attend meetings of the State and National Home Agents' Association. Belong to State and National Home Economics Association. Attend the State and area meetings of the Home Economics Association.

XIII. Plans For Cooperating With Other Extension Agents in the County Toward a Unified County Extension Program or Some Phase of the Extension Program.

1. Encourage monthly office conference of Extension agents and office secretaries.
2. Help plan joint 4-H meetings, county council programs, camp and achievement day.
3. Invite County Agents to Home Demonstration Program Planning meeting and Achievement Day programs.
4. After agent training on the farm and home development phase of the Extension program work with agents in planning and carrying out this phase of the program in the county.

XIV. Most Difficult Problems in Carrying Out the Extension Program in the County

1. Satisfactory report form for Home Demonstration members which shows what the program has meant to them and how the program has helped them to be better home makers and improve family living. Only a small number of members will make a report.

Solution

Discuss with district agent. Prepare member report form and distribute in February. Explain the use of form, why needed and compliment members who make the effort to fill it in and return it.

2. Adult program planning

It is difficult to get homemakers with such varied interests to plan a good educational homemaking program. Several of the program development chairmen are not leaders, and do not do a good selling job.

D. Commercial Interests

Contact certain chain stores for their continued interest and support of the 4-H homemaking projects. Invite sponsors to 4-H Achievement Program and ask one to present the awards to the winners of the 4-H projects. Remind recipients of these awards to write thank you letters to the sponsor.

Contact manager of Colonial Store for help with the demonstration on "How to Judge Quality and Recognize Cuts of Meats".

Contact managers of department and paint stores for drapery and slip cover materials, rug and wall paper samples, and paint and color charts.

Contact bankers to assist with special interest meeting on "Better Money Management".

E. Other Professional Workers

There is no organized professional workers council in the county. The council dissolved last spring due to the lack of interest shown by members.

Ask a Home Economist with the Norfolk office of the V.E.P. Company to help train project leaders on "Broiler Meals".

Help Foods and Home Management Instructor of Leigh Memorial Hospital secure illustrative material on cuts of meats and meat cookery by giving Extension bulletins and suggesting commercial places to write for materials and charts.

XI. Plans For Recording Progress and Evaluating Programs as Planned For 1955.

1. Plan and send to members report form in January or February. Members to keep record of project accomplishments and write a brief narrative report on what the Home Demonstration program has meant to them.
2. Provide club presidents with a form to report work done on county longtime goals.
3. Club presidents to give two reports to executive board of Home Demonstration Clubs on progress the members are making on county goals.
4. Keep daily record of club attendance, demonstrations and talks given by leaders, meetings held by leaders without agent present and special interest demonstrations given by leaders in the community.
5. Immediately following each program or activity make a note of ways to improve or good features of program.
6. Use plan of work to keep check of progress made, adjustments and failures.

In Simonsdale and Grassfield communities, Home Demonstration Clubs are responsible for getting the X-Ray unit to come to these communities. Club members throughout the county assist with the clerical work when the unit visits their respective communities. Some also help address envelopes for Christmas seals and serve on the Board of Directors. The agent also serves on this Board.

B. Red Cross and Local Chapter of the Cancer Society

The county health chairman and the Home Agent will contact these organizations and solicit their interest and help in working with the Home Demonstrations Clubs on cancer detection and home nursing courses.

C. Schools - Home Economics Teachers

The agent will send copies of new Extension bulletins to Home Economics teachers, assist with career day programs by explaining Home Demonstration work, and give a demonstration on some phase of house furnishings to Home Economic class at Norview school.

The agents will assist the Director of the Norfolk County Recreation Department of the schools to plan a camp program.

D. Norfolk County Auxiliary of the Patrick Henry Hospital

Certain Home Demonstration members belong to the Auxiliary and represent the Home Demonstration Clubs. Home Demonstration Clubs have adopted patients who have no relatives. They visit them and remember them in various ways from time to time.

X. Plans For Developing Good Public Relations in County

A. Elected Representatives

Invite members of county board of supervisors to Home Demonstration and 4-H achievement day programs. Give a short report of Home Demonstration work to board when submitting annual narrative report.

B. General Public

Make use of radio, television, newspaper, exhibits and meetings to publicize extension programs.

C. Co-Workers

Try to interest other county workers in holding regular monthly conferences of county Extension workers and office personnel in order to keep each informed of work and activities participating in as well as seek advise from one another pertaining to the Extension program.

Invite county agents to the Home Demonstration County Planning meeting and Achievement Day program.

The leaders in the clubs taking "So You'd Like To Sew" have been leaders for several years and have had previous experience with the project.

The leader in the club taking the "Housekeeping" project will be trained individually.

These project leaders are an essential part of the program. They will help girls with project work individually and during meetings, help prepare records, conduct meetings in the absence of the agent and help collect records at the close of the year.

2. 4-H Club Officers

The 4-H club officers will be trained at the January 4-H County Council meeting. They will be trained by members of the Honor Club. They will be taught parliamentary procedure and ways to serve their respective offices in the most effective way.

3. Junior Leaders

The junior leaders are all members of the Honor Club. They will be trained at the club meetings to conduct meetings, assemble records, and give demonstrations.

4. Program Chairmen

The program chairmen in each club are trained at each meeting to present the program. Other club members are encouraged to participate in the program. They are to talk about the country for the month and not to read the material.

C. Young Men and Women's Clubs

No organized group. Young women will be reached through Home Demonstration program, radio, television and newspaper.

IX Plans For Work With Other Agencies

A. County Tuberculosis Association

Through the County Federation Goal program, Health and Safety, Home Demonstration Club members, and family members over fifteen years of age will be encouraged to get Chest X-Rays. This is also a county goal. The tuberculosis association sends the schedule of the Mobile X-Ray unit to the Home Demonstration Agent who distributes them to the health chairmen of each club. A representative of the association will recognize clubs who had all members getting a Chest X-Ray during the year at the County Achievement Day program.

	<u>No. in</u> <u>1951</u>	<u>No. in</u> <u>1952</u>	<u>No. in</u> <u>1953</u>	<u>No. in</u> <u>1954</u>	<u>Goal</u> <u>1955</u>
No. result demonstrators	6	2	0	0	1
No. meetings at which leaders were trained by specialist	1	1	1	0	2
No. meetings at which leaders were trained by dist. agent	0	0	0	0	0
No. meetings at which leaders were trained by agent	2	3	1	0	1
No. meetings at which leaders were trained by personnel in 4-H Department	0	0	0	0	0
Attendance at leader training meetings	18	59	13	0	40
No. 4-H leaders trained individually	15	7	5	13	30
No. club meetings held by leaders without agent present	28	11	11	33	50
No. club meetings at which leader assisted	98	110	112	115	120
No. demonstrations given by adult leaders	25	11	20	50	60
No. demonstrations given by junior leaders	27	9	12	20	30

Plans for Training Leaders - 4-H

1. Adult Project Leaders

The project leader is also the organizational leader in the clubs. The leaders do not take too much responsibility for demonstrations. The situation is better than it has been but still is not as it should be. Gradually the leaders are going to be left to handle the club meetings and give the demonstrations more and more often. They will be trained individually to do this. As they come to see their definite responsibility, it is hoped that they will want more information and training. When this feeling is developed, leader training meetings on a county-wide basis will be tried again.

Leaders in the clubs taking "Food Preparation" will be invited to attend all the leader training meetings of the Home Demonstration Clubs. When they are to give demonstrations they will be trained individually.

Club goal chairmen will be responsible for presenting the goal program to members of their respective clubs, planning and developing club activities, encourage members to work on county goals pertaining to the Federal Goal, and submit a written report to the Home Agent in October of the club's goal accomplishments.

Selected goal chairmen will participate on radio program when feasible.

The County Federation Goal chairman will be responsible for compiling information for the goal topics. She will visit a newly organized Home Demonstration Club in December to explain the Federation Goal program and present the information on "Make Your Holiday Season a Safe One". She will also visit other clubs during the year.

4. Program Development Leaders

The Home Demonstration Agent will train program development chairmen in March. The entire club program in April will be devoted to club program planning. The trained program development leaders will be responsible for holding these program planning discussions. The program development leaders will send to the agent the names of members who wish to attend the county special interest meetings. They will attend the county program planning meeting in June and report their club's program topics and help set up a county-wide program. Afterwards she presents the county program to her group explaining problems that lead to the demonstration topic and asks for adjustments or adoption of the program.

Certain program development chairmen will serve on the committee to plan the county goals after the county program planning meeting.

5. Result Demonstrators

It is hoped that following the special interest meetings on "Landscape Gardening" and "Better Money Management" that at least 8 will be interested in carrying out a result demonstration on Landscaping the Home Grounds and 2 will follow through on Better Money Management. The agent will do follow up work with the demonstrators during the year.

Grassfield Home Demonstration Club will continue to work on plans for improving the community house which is a result demonstration. This group received help with plans for remodeling in the fall of 1954.

It is doubtful that the plans will have developed enough to justify a county tour.

B. 4-H Club

	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	No. in <u>1954</u>	<u>Goal</u> <u>1955</u>
No. 4-H Club Officers	99	102	110	120	125
No. adult project leaders	28	19	12	13	18
No. junior project leaders	17	11	7	12	15

Plans for training and using all types of leaders in carrying out 1955 program.

1. Organizational Leaders

In December all club presidents received two leaflets, "So You Are a New Club President" and the 4-H leaflet on "Parliamentary Procedure". These leaflets contained essential information needed on how to conduct a meeting according to parliamentary law.

The organizational officers will preside at all monthly club meetings. Each month, club presidents will receive a letter from the home agent or county federation president, stating business matters and activities pertaining to the federation or county program of work. They will be responsible for seeing that the club program unfolds smoothly from month to month, encourage members to select and carry out county goals and cooperate with other organizations in the community. The presidents will report work on county goals to the executive board of the county Federation twice during the year. They will serve on committees to help plan and carry out special activities and programs. In October, the presidents will submit a written report of club accomplishments to the home agent.

The organizational leaders help plan, develop, and evaluate the county program of work.

2. Project Leaders

There will be 7 project leader training meetings, five to be conducted by the State Extension subject matter specialist and two by the Home Agent. The agent will help to provide the project leaders with the necessary illustrative material for their demonstrations.

Trained project leaders will be expected to give ten demonstrations to members of their respective clubs with the agent assisting the leader when necessary. Selected project leaders will participate on radio and television programs, give demonstrations or talks to other organizations or newly organized clubs when feasible.

3. Federation Goal Chairmen

The county federation goal chairman, president of the County Federation of Home Demonstration Clubs with an appointed committee of goal chairmen will meet in January to plan the goal program and methods of carrying it out.

After the committee plans the program, the county goal chairmen with the help of the Home Agent will hold one training meeting for all Federation Goal chairmen.

The county program planning committee suggested points to be studied during the year. "Home Safety During the Holiday Season" was suggested as the topic for December. The county goal chairmen and county president compiled information on the topic in November and sent to the goal chairman. The club goal chairmen will present the information at the December meeting.

G. County 4-H Project Planning Committee

In the early spring each project will be discussed in all clubs. The clubs will vote on a first and second choice of projects. Two members from each club and all leaders will meet to decide what projects they desire for club projects. Three will be chosen in the county. The three projects with the most votes will be the ones to be carried. The group will then divide into three project groups to plan what they want to learn and the demonstration wanted for each month.

The project planning committee gives the club members an opportunity to think through what they want to learn and to plan their program with the agents' and leaders' suggestions and guidance.

H. Civic Organizations

The agents will appear on programs of civic organizations when requested. This will help establish public relations between Extension and other organizations.

VIII. Plan for Leadership

A. Home Demonstration

	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	No. in <u>1954</u>	<u>Goal</u> <u>1955</u>
No. Project Leaders (subject matter)	97	127	209	119	125
No. federation goal chairmen	27	26	27	22	25
No. program development leaders	24	24	25	22	25
No. of result demonstrators	0	0	0	22	10
No. meetings at which leaders were trained by specialist	5	11	5	8	11
No. meetings at which leaders were trained by dist. agents	0	0	0	1	0
No. meetings at which leaders were trained by agent	5	15	5	8	5
Attendance at training meetings	273	498	322	613	600
No. club meetings held by leaders without agent present	212	134	209	103	125
No. club meetings in which leaders assisted	9	26	12	6	8
Total number of demonstrations given by leaders	0	0	0	184	200
Total number of talks or discussion by leaders	0	0	0	239	250

The president of the county federation visits each home demonstration club during her tenure of office assisting the clubs where needed. She also helps to organize new clubs.

The County Federation Goal chairmen also visits the clubs and help to strengthen the federation goal program.

B. Program Planning Committee

The county program planning committee consists of a program development chairman from each club and an executive officer usually the president. These leaders will help homemakers plan a program based on their needs and interests. They help homemakers understand the scope of home economics information available to them through the home demonstration program.

C. County 4-H Council

The county 4-H council consists of all the officers of all the clubs in the county. It plans and carries out activities on a county-wide basis. The county council gives an opportunity for the club officers to meet each other and work together. This is especially helpful since most of the boys' and girls' clubs meet together. The executive committee meets before each meeting to make plans for the meeting.

Three meetings are held during the year in January, April, and September. The county council has decided to sponsor a yearbook for all club members each year. Besides the yearbook, the county council sponsors two awards. One is a county plaque given to the best boys' and best girls' club of the year. This is determined by the score each club receives on the goals which the county council set up for all clubs. This award strengthens 4-H Club work and is an incentive to better club meetings and more participation in outside activities. The second award is a yearly subscription to "National 4-H News" to the best secretary in the boys' and girls' clubs.

D. County Honor Club

The Honor Club is a new organization in the county. For the coming year it will be responsible for the observance of "National 4-H Week, the county picnic, and an all-out drive for completions of records. The Honor Club members are all junior leaders and the programs will be aimed at training them for their job. The club will meet every third month. Besides the club goals, each member is to select an individual goal and have this in writing in the secretary's book. Only Honor Club members will be selected to go to Short Course. In the spring, a weekend trip to Washington is planned. No one but Honor Club members is allowed to go.

E. County All Stars - none

F. County Young Men & Women's Board - none

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No. young men & women's clubs	—	—	—	—	—
Membership	—	—	—	—	—
No. Community Improvement Clubs	—	—	—	—	—
Membership	—	—	—	—	—
No. other organizations	—	—	—	—	—

VII. Describe Plan For Using the Following Organizations to Strengthen the Extension Program in 1955:

A. County Home Demonstration Committee

The county home demonstration committee is the planning and executive body representing the Virginia Federation of Home Demonstration Clubs in the county. This committee will meet three times during the year and hold an annual fall meeting for the membership.

This group is to further the interest of home demonstration work in the county, promote State federation activities and advise and assist the agents in carrying out the Extension program.

The executive board will be divided into sub-committees to work with the agents in planning and carrying out the following activities:

1. Observing National Home Demonstration Week.
2. Financing and assembling the Home Demonstration year book.
3. Achievement Day Program.
4. Sponsor the best-all-around 4-H Club girl contest.

The committee has a finance committee who outlines an annual budget of expense and income, and presents plans for systematically and adequately financing the work of the county committee or federation. Included in the budget is an expense account for demonstration supplies used by the agents. They keep informed on state and national federation activities by sending delegates to the meetings.

They help plan and carry out the county goals and promote the extension program in every way possible. They assist the program development chairmen in getting reports from members and submit to the home agent a complete club report of activities and accomplishments.

They also help to further home demonstration work through the press, radio, television and individual contacts.

b. Procedure

Each club is encouraged to complete at least one community project. The clubs receive five points toward the county plaque for each worthwhile community or welfare project.

*8. County Picnic

a. Objectives

- (1) To give club members, their families and friends an opportunity to experience fun and fellowship together.
- (2) To recognize new Honor Club members.

b. Procedure

The new Honor Club has taken over the county picnic as one of its objectives. The recognition ceremony for the Honor Club will take place outside at dusk. The picnic will be held at Camp Farrar, Virginia Beach in June.

IV. Young Men and Young Women's Work

There is no Extension organized group of young men and women in the county. Young women are reached through the home demonstration program, radio, television, and newspaper.

V. Farm and Home Development

At the present, plans for cooperating with the farm and home development phase of the Extension program is indefinite. In February, the agents will receive training in this phase of the program, therefore plans can not be completed until February.

The agents plan to work with from two to five families during the year.

How the families will be selected will be determined after the training meeting for agents. All county Extension agents will discuss this and decide which method will be used.

VI. Scope of Work

A. Organization

	<u>No. in</u> <u>1951</u>	<u>No. in</u> <u>1952</u>	<u>No. in</u> <u>1953</u>	<u>No. in</u> <u>1954</u>	<u>Goal</u> <u>1955</u>
Number of home dem. clubs	24	24	25	22	24
Membership	553	503	501	470	500
Number of 4-H clubs	18	17	16	15	18
Membership	209	231	187	201	240

(3) To learn the value of a planned program.

b. Procedure

A program is sent from the office each month to the program chairman of each club. She will divide the program and different club members tell of different phrases of the home life and events which take place in the country being studied. Pictures will be used to give a clearer mental picture of the country.

*6. Camp

a. Objectives

- (1) To develop dependability, leadership, tolerance, neatness, initiative, and friendliness in members.
- (2) To experience group responsibility and learn to meet them.
- (3) To provide the opportunity to develop skills.
- (4) To provide the opportunity for wholesome recreation and physical development.
- (5) To help members make new friends and learn to mingle well with others.

b. Procedure

Camp will be held with two other counties at Camp Farrar, Virginia Beach. Club members who are twelve years of age or older and have records up to date are eligible to attend. Some of the girls who did outstanding project work will receive part scholarships to camp, thus assuring them a place. In addition, some of the home demonstration clubs will pay the way for deserving girls who could not afford to go otherwise. Camp will be discussed in the early spring and all who plan to go must have registration in by June 1st.

*7. Community Projects

a. Objectives

- (1) To encourage interest and pride in the community.
- (2) To encourage club members to think and plan for the community.
- (3) To improve the community and make it a more friendly place in which to live.

b. Procedure

Club members receiving blue awards in club contest will enter county contest in September soon after school starts. Two separate scores will be kept; one for the contest; and one for records. The contest will be divided into two groups; a junior group; and a senior group with girls 14 years of age and older.

*3. Rural Life Sunday

a. Objectives

- (1) To emphasize the heart "H" and recognize the spiritual value and character building qualities in 4-H Club work.
- (2) To help 4-H members realize their own responsibilities to the church of their choice.
- (3) To publicize the well-rounded program of 4-H Club work.

b. Procedure

Material will be sent from the office to the leaders giving suggestions for programs. Community programs will be held where there are several boys and girls clubs together. Other clubs will make their own individual plans.

*4. National 4-H Club Week

a. Objectives

- (1) To publicize the value of 4-H Club work to the individual club member and to the community.
- (2) To acquaint parents with work being done by 4-H members.

b. Procedure

The new Honor Club has taken on the observance of National 4-H Club Week in the county as one of their projects. Publicity will be given through radio, television, newspaper articles and exhibits. Individual clubs will make their own plans for the observance. A poster will be given to each club to use.

*5. Program - People of Other Lands

a. Objectives

- (1) To realize that understanding people and the way of life in other countries is the foundation of world peace.
- (2) To develop leadership in the presentation of the program.

- (2) To make home surroundings more attractive and useful.
- (3) To learn to plant and care for shrubs, flowers and trees.
- (4) To develop a feeling of pride in their homes.

b. Procedure

Training will be given by home visits and through material sent from the office. Girls will be required to make a before and after plan of the grounds. A record is to be kept of all expenditures involved and numbers of hours worked. The yards will be checked in the fall for work done.

B. Other Activities

*1. Achievement Program

a. Objectives

- (1) To emphasize the value of 4-H Club work to rural boys and girls.
- (2) To publicize achievements of 4-H club boys and girls.
- (3) To give parents an opportunity to better understand and appreciate 4-H Club work and thereby continue to support the 4-H Clubs.
- (4) To give public recognition to the sponsors of the various projects.
- (5) To give public recognition to group and individual achievements of the 4-H Club members.

b. Procedure

The county council will make plans for the achievement program. Each club will be asked to set up an educational exhibit in the hallway of the school. Exhibits will be scored and a blue ribbon given to the best. A representative from one of the stores who sponsor 4-H club projects will be chosen to present the awards. Newspaper articles and radio announcements will give publicity before and afterwards.

*2. County Contest

a. Objectives

- (1) To encourage the development of initiative, poise and self-confidence through giving demonstrations, judging products and making exhibits.
- (2) To encourage members to work harder to improve their records and project work.

*8. Rural Electrification

a. Objectives

- (1) To appreciate the value of electricity to the farm and home.
- (2) To appreciate the value of good lighting in the home.
- (3) To make small electrical repairs in the home.
- (4) To care for and obtain best utilization of electrical appliances in the home.
- (5) To have at least twelve girls complete this project.

b. Procedure

This project will be offered in cooperation with the boys' 4-H clubs. Training meetings will be given by the home economists and the agricultural engineers of the Virginia Electric and Power Company and held in the schools. Each girl will make one electrical repair in the home and take care of two appliances for at least one month. An extra meeting will be held to explain and help with record books. Members of the Honor Club will be responsible for this extra meeting in their communities.

*9. Garden

a. Objectives

- (1) To learn to plan a garden for the best utilization by the family.
- (2) To learn to care for and manage a well-planned garden.
- (3) To increase family income by reducing the amount of food purchased.

b. Procedure

Mr. Vernon Watts, Associate Extension Horticulturist with the Virginia Truck Experiment Station, will give instructions to the group at a county meeting in the spring. Garden letters will be sent monthly to each member enrolled in the project. In the spring and fall, Mr. Watts will score the gardens and give suggestions. The girls will be encouraged to preserve what is not used right away.

*10. Beautification of Home Grounds

a. Objectives

- (1) To learn the value of planning before working.

b. Procedure

Training will be given to the girls who carry this project on a county level. Demonstrations will be given in the spring on canning and freezing. Individual help will be given on presenting a demonstration.

Girls in the garden project will be encouraged to preserve vegetables produced in their gardens.

*6. Bread

a. Objectives

- (1) To develop an appreciation of the value of baked foods in the family and world food needs.
- (2) To acquire the skills involved in making breads.
- (3) To develop better food habits.
- (4) To develop an appreciation of a great variety of baked foods.

b. Procedure

The girls in this project are continuing the project or are carrying it along with their food project. Girls who have had the project will give demonstrations to the first year girls. All will be encouraged to try various kinds of breads and to use the master-mix.

*7. Your Room, Pep It Up

a. Objectives

- (1) To recognize the importance of planning a room before starting to work.
- (2) To learn basic principles of color and design.
- (3) To learn to take pride in keeping rooms clean.
- (4) To learn to use correct lighting for the right job.
- (5) To learn basic principles of furniture arrangement.

b. Procedure

Training in this project will be given by local leaders. The girls will be required to keep a record of all work done and all expenses incurred. A before and after picture of furniture arrangement drawn to scale will be required for their notebooks.

- (3) To become aware of the economy of thoughtful planning, buying, and care of clothing.
- (4) To acquire skills and knowledge necessary to plan, select, construct, assemble, and care for suitable clothing for school, work, and social events.

b. Procedure

Demonstrations will be given on different techniques in making a dress. One demonstration will be on color and design for different figure types and another will be on the care of the sewing machine.

The girls in this project will give demonstrations to the girls in the "So You'd Like to Sew" project.

*4. Housekeeping

a. Objectives

- (1) To assume responsibilities in the home.
- (2) To learn to organize daily, weekly, and monthly tasks.
- (3) To learn to be efficient by doing tasks the quick and easy way.
- (4) To develop a wholesome attitude toward housekeeping and pride in work done.

b. Procedure

Demonstrations will be given on various tasks from dusting and dish washing to cleaning furniture and cleaning and waxing floors. For each task a definite procedure of work will be emphasized along with the quick and easy way and the right equipment to use.

*5. Food Preservation

a. Objectives

- (1) To recognize the reduction of cash expenditures by using a family food preservation plan.
- (2) To learn the local variety of foods best preserved and to use a variety of foods to be produced.
- (3) To learn to use equipment advantageously and economically.
- (4) To learn approved practices and the correct equipment to use for food preservation.

- (2) To acquire an understanding of the signs of good health and the selection of an adequate diet.
- (3) To develop skill in the preparation, planning and serving of meals.
- (4) To develop desirable food habits.
- (5) To develop leadership.

b. Procedure

Most of the clubs in the county are taking this project. Each foods demonstration will be on a different food used in a meal. This will lead up to the preparation of a complete meal which the girls will do at the end of the project. Demonstrations will be given either by the agent or leader with a repeat by a club member. Actual preparation of the foods will be by club members. One club meeting will be devoted to a study of the Basic 7, after which the girls will be required to plan menus for a week.

*2. So You'd Like To Sew

a. Objectives

- (1) To acquire basic sewing skills.
- (2) To learn the use and care of a sewing.
- (3) To acquire standards of good workmanship.

b. Procedure

Monthly demonstrations will be given on basic sewing skills by the agent, leader, or junior leader. Each demonstration is planned to advance the girls a little further and repeat some of what they have learned. After each demonstration a girl will be chosen to repeat what has just been demonstrated. Then the girls are to make the article and bring it to the next meeting.

In their records they will include a sample of material and the cost of each article they make. They will also be encouraged to keep samples of each new stitch they learn.

*3. Make or Remake

a. Objectives

- (1) To develop grace, poise, and habits of good grooming.
- (2) To choose becoming styles, colors, and fabrics most becoming to her figure type.

*6. T.V. Programs

a. Contributions

Television programs will help to reach more people with the educational homemaking program of the Extension Service.

b. Procedures

The Home Demonstration Agent will put on three ten minute T.V. programs during the year. The subject for the program will be influenced by the T.V. schedule made up by the District Agent and the current monthly demonstration.

*7. Work in Unorganized Communities

a. Contribution

Work in an unorganized community will help to extend the educational homemaking program to more homemakers.

b. Procedure

Club members will be encouraged to interest homemakers in non-organized communities to organize a home demonstration club. It is hoped one new group can be organized during the year. As a rule the agent does not have to make visits to organize a new club. She is contacted by a homemaker who has heard of the work and wants to organize a club in her community. The person is instructed to get her group together at a designated place and time and the agent meets with the potential group to explain the home demonstration program.

*8. Judging Done by Local Leaders

a. Procedure and contribution

Local leaders who attended the area judging school will help to judge the county 4-H homemaking contests and the 4-H exhibits at the Achievement Day program.

Having local people who have had some training in how to judge will help to strengthen the program and raise the standard of work entered for exhibition. Knowing such people are available saves time in locating qualified judges.

III. 4-H Club Work

A. Project Work

*1. Food Preparation

a. Objectives ,

- (1) To select and use the right equipment in measuring and in the preparation of food.

*3. Community projects

a. Contributions

- (1) To encourage homemakers to develop desirable citizenship qualities and community pride and spirit.
- (2) To make the community a better place to live.

b. Procedure

One of the eight county goals is for each club to plan and carry out a project which will improve the community. This could be a safety project. Club presidents will appoint a committee to investigate and plan a needed community project. Club members will work together and solicit the necessary help to carry out the project. Some groups will continue to work on long time projects such as a community house.

*4. National Home Demonstration Week

a. Contributions

The activities will acquaint the public with the scope of Home Economics information available through the Extension Service and some specific aims of the home demonstration program.

It will help the members to renew enthusiasm for the work and provide an opportunity for the agent to recognize leaders.

b. Procedures

- (1) The president of the County Federation of Home Demonstration Clubs will appoint a special committee in February to work with the agent to plan and carry out special activities in observance of National Home Demonstration Week.
- (2) Club members will be encouraged to attend the District Federation Meeting which will be held during the week.

*5. Achievement Day

a. Contributions

The Achievement Day program will recognize project accomplishments made by homemakers and club groups. It will help to inspire others to action.

b. Procedure

In February, the president of the County Federation of Home Demonstration Clubs will appoint a sub-committee from the executive board to work with the agent to plan the program. Club groups will serve on special committees to help with the work.

- (5) Develop desirable citizenship qualities.
- (6) Reach more people with the adult program.
- (7) Make individuals more safety conscious.
- (8) Improve the health of family members.
- (9) Strengthen the 4-H program.

b. Procedures

- (1) The 8 county goals were printed in the club year book. Each club is asked to choose at least five of the goals in December and work toward accomplishing them during the year. Clubs which complete at least five of the goals are recognized at the county Achievement Day program. In February, at the county executive board meeting the club presidents states the goals chosen by their respective groups and gives plans for carrying them out. At the September meeting of the board, presidents report on work accomplished on each goal.

At the Achievement Day program, outstanding work done by the clubs on the goals are incorporated and reported on as county accomplishments.

*2. Result demonstrations

a. Contributions

It is hoped there will be some result demonstrators on "Better Money Management" and "Landscaping" as a result of these phases of the program. Result demonstrators in "Better Money Management" will influence others to become interested in attending such a class in the future and become better buyers and managers of their income.

Result demonstrations on "Landscaping" will teach and show others recommended practices of landscaping.

b. Procedures

A two day work shop meeting on landscaping will be held in January or February. Following this meeting, the agent will continue work with families who show a sincere interest in developing a plan to improve their home grounds. Should they begin developing plans for improvement and enough progress made by fall, a tour will be planned.

Following the special interest class on "Money Management", the agent will do follow up work with homemakers who show a sincere interest in this phase of the program. The Achievement Day program will provide an opportunity for these people to tell others what the class has meant. Also they will be encouraged to report to members of their respective clubs.

responsible for helping to carry out the program in the club and community.

3. In November, the County Goal Chairman, County President, and Home Agent to plan and assemble program material on "Home Safety During the Holiday Season".
4. In January, the County Goal Chairman will appoint a committee of Club Goal Chairmen to plan the county program for the year and procedures for carrying it out. Due to the fact that the county program planning meeting was held in September and a heavy schedule of other activities, there has not been a suitable time for the committee to meet earlier to plan the goal program. At the present time, further plans for carrying the program out are incomplete.

C. Other Activities

*1 County Objectives

- a. To encourage each active member to make a check of the kind and amount of food eaten to see what food nutrients need to be added for better nutrition.
 - b. To encourage all members to have a chest x-ray.
 - c. To encourage all members to have a physical examination.
 - d. To have a representative from each club to attend the State Federation Meeting and Institute of Rural Affairs.
 - e. To encourage project leaders and club officers to attend project leader training meetings and executive board meetings.
 - f. To encourage each club to:
 - (1) Plan and carry out a community project.
 - (2) Plan and carry out a welfare project.
 - (3) Carry out a safety project in the community.
 - g. To reach more people with the Home Demonstration Program by encouraging each club to sponsor at least one community clinic or special interest class for non-club members in the community.
 - h. To promote or strengthen the 4-H or other youth programs in the community.
- a. These county objectives should:
- (1) Help to strengthen the adult program.
 - (2) Develop leadership and initiative.
 - (3) Broaden the interests of homemakers.
 - (4) Interest homemakers in community improvement and stimulate pride in the community.

- (2) To teach homemakers to make ladies' pocketbooks from plastic or fabric.

b. Procedures

- (1) A county-wide special interest meeting on "Stenciling" to be conducted by the Extension Rural Arts Specialist in March.
- (2) Club meetings. Some clubs will choose stenciling for club choice demonstration in July or August. Leaders attending the special interest meeting will give the demonstration.
- (3) Leader training will be held in May or June to train project leaders on "How to Make A Pocketbook". Mrs. H. D. Vollmer, a H. D. member of Norview, will train the leaders. Mrs. Vollmer learned this craft from a sister in New York State. The sister learned from the Extension program.
- (4) Trained project leaders will teach members of their respective clubs to make pocketbooks in July or August.

B. Federation Goal

a. Reasons for Selecting Health and Safety as the Federation Goal.

This is a continuation of the Health and Safety Goal. Last year the program included a study of tuberculosis, mental health, home safety and civil defense. Living in a strategic defense area the members became interested in the civil defense program and several clubs sponsored a first aid class in civil defense for the people of the community. This year they wish to continue the preparedness measure by getting homemakers interested in taking a "Home Care of the Sick" course. They realize that family health protection and home care of the sick are essentially a family concern and that homemakers need to have the skills and knowledge that enable them to carry such responsibility effectively.

Having studied tuberculosis last year and influenced many homemakers to have a Chest X-Ray who perhaps would not otherwise, they wish to continue stressing the importance of having a Chest X-Ray. In addition, they wish to study cancer this year, and stress the importance of homemakers getting a complete physical examination.

They wish to continue the home safety program by emphasizing safety during the holiday season.

b. Procedures

1. A County Health and Safety chairman to be appointed by the County Federation president to help plan and carry out a county program.
2. Each Home Demonstration Club to elect a Club Goal chairman to be

- (2) Method demonstrations. Trained project leaders will give the demonstration on "How to Replace and Put in Pockets" to members of their respective clubs in May.
- (3) County-wide special interest meeting on "Selection and Care of Clothing Fabrics". This demonstration will be given by the Extension Clothing Specialist in February.

*4. House Furnishings

a. Objectives

- (1) To assist the homemakers in gaining a usable knowledge of color scheme for the home.
- (2) To expose homemakers to good design in fabrics, furniture and accessories.

b. Procedures

- (1) Project leader training meeting. In October, 1954, the Extension House Furnishings Specialist trained leaders on the topic, "Use of Color and Design for Backgrounds".
- (2) Method Demonstrations.

In January, trained project leaders will give the demonstration on "Use of Color and Design for Backgrounds" to members of their respective clubs.
- (3) A county-wide special interest meeting on "Harmony in Furnishings". This demonstration was given by the Extension House Furnishings Specialist in October 1954.

*5. Yard Beautification

a. Objectives

- (1) To teach homemakers the fundamentals of landscaping so they can apply it and beautify their home grounds.

b. Procedure

- (1) County-wide workshop. A two day workshop meeting on landscaping will be conducted by the Associate Extension Horticulturist in January or February. This workshop is for homemakers who are interested in learning more about landscaping and working out a landscape plan for their home grounds.

6. Handicraft

a. Objectives

- (1) To teach homemakers the art of stenciling - what to stencil, how to prepare a stencil and how to stencil.

- (3) Special interest county-wide meeting on "How to judge quality and recognize cuts of meats". The Extension Food and Nutrition Specialist and Home Agent will ask a butcher with the Colonial Stores to help with the demonstration.
- (4) Home Agent will do a ten minute television show on "Better Family Breakfasts".

*2. Home Management

a. Objectives

- (1) To teach homemakers desirable features to look for when buying a steam iron.
- (2) To teach homemakers to become better managers of the family income.
- (5) To acquaint homemakers with the changes in the law pertaining to social security.

b. Procedures

- (1) Project leader training meeting. The Extension Home Management Specialist will train project leaders in April to give the demonstration on "Selection of Steam Irons".
- (2) Method demonstrations trained project leaders will give the demonstration on "Selection of Steam Irons" to members of their respective clubs in June. Clubs in which leaders are not trained the agent will give the demonstration.
- (3) County-wide special interest meeting. In April the Extension Home Management Specialist will continue to work with a group of homemakers on "Better Money Management".
- (4) A county-wide special interest meeting to be held in September on "Social Security". A representative from the local office will be asked to speak on the changes made in the law pertaining to social security and old age benefits.

*3. Clothing

a. Objectives

- (1) To teach homemakers the construction techniques of replacing pockets in men's trousers and putting in pockets in ladies' tailored suits and dresses.
- (2) To acquaint homemakers with the new clothing fabrics and finishes and how to care for them so they will become better buyers of fabrics.

b. Procedures

- (1) Project leader training meeting.
In February, the Extension Clothing Specialist will train project leaders on "How to Replace and Put in Pockets".

homemakers to plan a program which will help them to shop more wisely for food, clothing fabrics, steam irons and to continue a study of better money management.

Homemaking is a very demanding job. With many engaged in a dual role as homemakers and career women, they wanted to know more about good nutrition and how to save time in preparing nutritious meals.

The major program this year is a continuation of healthful family living through better nutrition.

II. The Adult Program

A. Subject Matter Fields

*1. Food and Nutrition

a. Objectives

- (1) To teach homemakers the importance of each family member eating a good nutritious breakfast.
- (2) To teach homemakers the nutritional value of adequate milk in the family diet and to show ways to include more milk in family diets.
- (3) To teach homemakers short cuts in food preparation by learning to make better use of freezer for quick and easy meals and by learning how to use broiler to range and foods to broil for complete meals.
- (4) To teach homemakers the nutritional value of sea foods and to encourage variety in serving seafood dishes.
- (5) To teach homemakers how to judge quality and recognize cuts of meats in order to buy more wisely.

b. Procedures

- (1) Project leader training meetings. The Extension Food and Nutrition Specialist will train food project leaders in January on two topics, "Better Family Breakfasts" and "Milk Dishes".

In July she will train food project leaders on "Preparing Meals to Freeze" and "Nutritious Seafood Dishes".

In October a Home Economist with the Virginia Electric Power Company will assist the agent in training food project leaders on "Broiler Meals".

- (2) Monthly club meetings trained project leaders will give 5 food demonstrations to members of their respective clubs. If leader does not attend project leader training meeting, agent will train leader individually or give the demonstration to the club.

1955 PLAN OF WORK

Mildred A. Brady
County Home Demonstration Agent

Jean M. Stiltz
Assistant County Home Demonstration Agent

Norfolk
County

I. State Briefly the County Situation Considered in Working Out the 1955 Program

Norfolk County is situated on the south shore of the Chesapeake Bay and has within its boundaries three municipalities; Norfolk, Portsmouth, and South Norfolk. According to the 1950 census, the population of Norfolk County is 99,935, Norfolk City 213,513; Portsmouth 80,039 and South Norfolk 10,434. The majority of the county population is classified as urban. In fact 76.7% is urban, 18.1% is rural non-farm and 5.3% is rural farm. Effective January 1st, 1955, Tanners Creek Magisterial District of Norfolk County with a population of 39,092 will be annexed to the city of Norfolk. In this district there are 7 Home Demonstration Clubs and 3 4-H Clubs.

The total area of the county and three cities includes 400 square miles of land and about 47 square miles of inland water. The dismal swamp covering the southern and western portions is an interesting sportsman area abounding in wildlife. Nearly 3/5 of the land is wooded so lumbering and related industries are important. Other natural resources are the rich ocean and bay fisheries and sand and gravel deposits of commercial value.

Although more people, even in the county, are employed in manufacturing, trade and other work, agriculture is a significant industry. Farm income comes from varied sources, such as vegetable truck crops, horticultural specialties, field crops and dairying.

Industry is widely varied. It includes ship building, automobile assembly, seafood and meat packing and manufacturing which produces many kinds of food products, machinery, chemicals, soybean and vegetable oils, fertilizers, beverages, textile bags, dairy products, lime and gypsum products, awnings and many other items.

Large enterprises of the area are the U. S. Naval Base in Norfolk and the U. S. Naval Shipyard in Portsmouth which employ thousands of people.

This is a strategic defense area since the largest Naval base on the east Coast is located here along with the Headquarters for the Supreme Allied Commander of the Atlantic. Because of this homemakers were interested in continuing their study of civil defense, first aid and home nursing programs.

The median income of families in the county is \$3,125. Although this is above the average income of families in more rural counties, the cost of family living in an urbanized area is higher. Many homemakers and teenage children work to supplement the family income. High living cost influenced

NORFOLK COUNTY

PLAN OF WORK

1955

Mrs. Mildred A. Brady
County Home Demonstration Agent

Miss Joan M. Stiltz
Assistant County Home Demonstration Agent