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1961 PLAN OF WORK

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Home Demonstration Agent

James City
County

1. County situation in planning 1961 program.

This county is located in the peninsula area where much building and development has taken place.

The majority of the families living in this county derive income from salaried jobs rather than farm income. There are fewer full time farm families and fewer part time farmers.

Salaried income is derived from the following sources: Colonial Williamsburg, Eastern State Hospital, College of William & Mary, Dow Chemical, Government installations and construction jobs. In the area of the county around Williamsburg the population is quite mobile due to the nature of the jobs mentioned above.

Because there are more job opportunities for women, the number working outside the home has increased. Thus the trend this past year reflected the changes taking place. A decrease in vegetable garden production, less home sewing, less time for meal preparation, thus the purchase of more convenience foods. This trend is taking a wider margin of the food dollar. Programs to give information relating to food, clothing and money management were requested to help meet the needs of families affected by this change.

To provide assistance to families either building or remodeling, programs were requested in Floor coverings, Color in the home, Yard improvement and other housing problems.

There are 2 white consolidated schools; 1 elementary; 1 high school. Due to the rapid increase in the number of families, particularly in the county, there is a desperate need for 2 additional school buildings, 1 for white and 1 for colored children.

II. County Extension Program - Adult

A. Organization

1. County Home Demonstration Committee

This committee is composed of club officers from each club holding 2 regular meetings a year. The purpose of the fall meeting is to plan special activities for the county and conduct business immediately concerned with the Home Demonstration clubs. The spring meeting is held to make plans for conducting the county activities that are planned.

2. Home Economics Council

The program chairman of each club make up a planning committee which serves the clubs in this capacity. Meetings will be held to study the outlook, consider needs of the county, lead club discussions and consider special interest workshops. The program chairman in each club is also responsible for securing leaders to assist with carrying out the planned program. Emphasis on special programs will be considered through this council.

3. General Interest Committees

(a) Publicity Chairman

Through the publicity chairman news relating to Home Demonstration activities will be given to the local

papers, Radio Station and other sources. Through the publicity chairman of each club, notices of meetings, followed by news articles on the meetings, will be given the local papers.

(b) Patrick Henry Hospital Committee

This committee is made up of a representative from each club of the Home Demonstration clubs. They are the connecting link between the Patrick Henry Auxiliary (over-all organization) and the county chairman. It is through the county chairman and this committee that articles for patients are collected and taken to the hospital. Also this committee helps to collect donations of food, clothing, anything saleable for the Patrick Henry Fair. The proceeds of which are used towards additional construction at the hospital.

(c) Home Economics Committees

(1) Nutrition

This committee will make definite plans for improving the nutritional status of families in this county. The agent will present data compiled from various sources as back-ground information to be used as a basis for plans.

(2) Consumer Buying

This committee will consider the clothing dollar as the basis for consumer buying. To make plans and decide on methods which will be beneficial to homemakers planning for and spending the family clothing income.

(3) Yard Improvement

This committee will study the situation, area where majority of new homes located and information most helpful to these families. Plans will be made regarding the best procedure to follow in meeting these needs.

(d) 4-H Clubs

This committee will study the situation to determine potential boys and girls not now being associated with the 4-H program, determine possible volunteer leaders, programs and ideas to attract girls and boys into the club program.

B. Subject Matter and Special Emphasis Areas

(see attached sheets)

ADULT WORK

Subject Matter

1. Home Management

<u>Problem</u>	<u>Topic to be included</u>	<u>No. Clubs</u>	<u>Goals</u>
Management of family income to best meet needs and desires of members	Money Management	6	To better control cash income to provide for basic needs vs. desires.
To understand and use credit wisely			To develop a greater desire to provide for unexpected financial problems
To realize the families potentials in regard to size and age of members			To create more interest in the establishment of good money management practices among family members
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What people are to learn	Program plans & evaluation		Results, adjustments & accomplishments
Better money management practices	The Home Management Specialist will train the agent, who in turn will present the program at monthly club meetings.		
Better understanding of basic family financial needs			
Planned family spending for present, future and unexpected needs	The value of this program will be determined by interest expressed, future programs, or assistance in money management		

Home Management

Problem	Topic to be included	No. Clubs	Goals
To have more adequate records to use as a basis for making out income tax	Federal Income Tax and Filing	6	To better understand the procedure for preparing tax return
To determine deductions and save money on tax return			More adequate filing of important receipts and papers
To keep important receipts and tax returns filed for quick future reference			
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What people are to learn	Program plans & evaluation		Results, adjustments and accomplishments
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To recognize and file separately receipts to be used for tax purposes	An Economist from V.P.I. has been requested to conduct this meeting		
A system of simplified and a definite place provided for filing	Prior to the meeting the agent will request assistance from the Economist in planning main agenda		
To have families prepare their tax return when possible	The value of the program will be determined by the number of families filing their own tax return		

Home Management

<u>Problem</u>	<u>Topic to be included</u>	<u>No. Clubs</u>	<u>Goals</u>
The variety of hard floor covering material available on the market	Types and care of floor Covering	6	Comparison of types in relation to use and determine the best finish
Determine the type of covering best suited for a particular use—the cost in relation to wear and maintenance			To use cleaning methods (including wax) best suited to type of floor covering
Deciding best method of care, including type of wax			To understand installation procedure
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What people are to learn	Program plans & evaluation		Results, adjustments and accomplishments
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The variety of floor materials on the market, different uses, colors, designs and wearability	The agent will be trained by the Home Management Spec. She in turn will train leaders to present the program at monthly meetings.		
To use proper installation procedure	Visual aids will be prepared or secured from local stores, the Specialist and other available sources		
	The value can be determined by satisfied homemakers in time, energy and work saved.		

2. Food & Nutrition

<u>Problem</u>	<u>Topic to be included</u>	<u>No. Clubs</u>	<u>Goals</u>
To have homemakers more aware of importance of good nutrition in relation to health	Better Nutrition	6	To improve diets in families of all income levels
To understand that well balanced meals are not necessarily based on money spent			To have a better understanding of what makes up a balanced meal
To have homemakers realize the need for good nutrition among teen agers			

<u>What people are to learn</u>	<u>Program plans & evaluation</u>	<u>Results, adjustments and accomplishments</u>
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Basic nutrients of food and best sources	The Food & Nutrition Spec. of V.P.I. will train the agent, who will present the program at monthly club meetings	
The importance of good eating habits and nutritional meals in relation to health	Posters and other visual aids will be used in presenting the program	
Plan, prepare and serve well balanced meals in all income levels	Value will be noted in the serving of more nutritious meals in all income levels	

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Food & Nutrition

Problem	Topic to be included	No. Clubs	Goals
<p>Learning the technique of decorating cakes for special occasions</p> <p>To develop creativeness in homemakers by decorative designs for cakes</p> <p>To know consistency of icing and to develop a technique for proper handling preparing designs</p>	<p>Cake Decorating</p>	<p>6</p>	<p>To have homemakers learn the technique of cake decorating</p> <p>To help homemakers develop creative designs through cake decorating</p> <p>To have inexpensive attractive party cakes for special occasions</p> <p>To save family income for special entertaining</p>
<p>What people are to learn</p>	<p>Program plans & evaluation</p>		<p>Results, adjustments and accomplishments</p>
<p>Icing consistency and handling methods to make designs</p> <p>Decorate cakes for special occasions vs. buying</p> <p>To blend color and design creativeness through cake decorating</p>	<p>Mrs. Mary Thompson, Food & Nutrition Spec. of V.P.I. has been requested to conduct this as a special interest workshop in November</p> <p>One club will secure a trained local person to give this in the early part of the year for their regular club meeting, which is club choice. This club will also attend the special interest workshop in the fall</p> <p>The value of this program will be expressed by the interest and progress made by homemakers at the workshop. Also their use of this information in parties and special entertaining</p>		

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3. Art in Daily Living

Problem	Topic to be included	No.Clubs	Goals
To develop an interest and awareness of beauty in good painting	Art Appreciation-Paintings	6	To study and appreciate good paintings
To create more interest in local art exhibits			To have planned tours to art museums
To develop an appreciation for the purpose of the design			To understand the elements involved, which make up a good picture
			To understand and appreciate the purpose for which the painting was intended
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What people are to learn	Program plans & evaluation		Results, adjustments and accomplishments
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An appreciation for beauty of design and color in good paintings	The agent will secure an outline from Miss Peery, Rural Arts Spec. This will be given the county chairman for study. A special meeting will be called to make plans for Jan. club program.		
To select good designs and colors in their selection of pictures and paintings	From these plans the agent will prepare material for each leader. Slides of paintings will be secured, also for the Jan. program. Throughout the year occasional emphasis will be given to one phase of picture appreciation.		
To distinguish between good and poor pictures	Through this interest and study it is hoped that club members will request a trip to one or both local and state museum		
	The true value of this program is difficult to measure as it will mainly be an individual matter, depending on their appreciation and information gained through the club programs		

Art in Daily Living

Problem	Topic to be included	No. Clubs	Goals
To have a better understanding and appreciation for our traditional Christmas customs	Appreciation of Christmas Customs	6	To renew a deeper appreciation for the true meaning of the Christmas season
To develop more interest in presenting Christmas programs			To have families more interested in observing the true meaning of Christmas
What people are to learn	Program plans & evaluation		Results, adjustments and accomplishments
To appreciate the Christmas season for its true meaning	Prior to the monthly meeting each club will select the phases of Christmas customs to be emphasized.		
To be more understanding and tolerant of others	The agent will request information from the Rural Arts Spec. in addition to the material collected by the agent and leaders. Each club leader will work out her own program and method of presentation from the material compiled from the sources mentioned above		
To be more interested in sharing with others	The true value may be noted through a well planned program and the interest expressed by members. Also their indication and plans to share with others during the season		

Art in Daily Living

<u>Problem</u>	<u>Topic to be included</u>	<u>No.Clubs</u>	<u>Goals</u>
To find ways to use native material in preparing decorations	Christmas Decorating	6	To make use of native materials for Christmas decorating
To assemble attractive arrangements with a minimum of cash			To develop creativeness of design from native materials To create a festive atmosphere by preparing attractive Christmas decorations

<u>What people are to learn</u>	<u>Program plans & evaluation</u>	<u>Results, adjustments and accomplishments</u>
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To realize the value the individual receives from creative ideas expressed in Christmas decorations.

To find useful attractive ways to use native material

The agent will request information from the Rural Arts Spec. A qualified local person will train leaders at a work-meeting for leaders. They will prepare some of the decorations to be used as a basis for their club program

The value of this program will be noted by the varied arrangements prepared by homemakers. Also, their renewed interest in the county decoration contest

Art in Daily Living

<u>Problems</u>	<u>Topic to be included</u>	<u>No. Groups</u>	<u>Goals</u>
To develop the imagination and expression of ideas through creative designs	Painted Trays	4	To create more interest in expressing ones ideas through interesting designs vs. using Do-it-yourself kits
	Afghans		To understand and recognize good design in painting and other handwork To understand color and proper blending for good designs

<u>What people are to learn</u>	<u>Program plans & evaluation</u>	<u>Results, adjustments and accomplishments</u>
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To find satisfaction, pride and enjoyment from handmade articles expressing one's ideas

Prior to the workmeeting to paint trays the agent will hold a workshop to help homemakers work out designs and practice brush strokes. A local person with art training will assist with the meeting.

To appreciate color and blending for good designs

The Rural Arts Spec. has been requested to conduct a workshop in painting trays. Following the completion of this work another workmeeting will be held to put on the protective coat.

The agent will request information through the Spec. in setting up plans for workmeeting on making Afghans. Color blending, designs and different stitches will be studied. Local persons having experience in making afghans will assist with this workmeeting.

The number of well painted trays and afghans made will indicate some of the value. However, the satisfaction, appreciation and pride developed in the individual may be more lasting in value.

4. House Furnishings

Problems	Topic to be included	No. Clubs	Goal
To know one's likes and dislikes when selecting color	Color in the Home	6	Understand color wheel and use as a basis for color planning
To understand that many shades are created from mixed colors			Learn to blend colors for harmonious colors throughout the house for longer use
To understand more about color value and blending for a harmonious affect			
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What people are to learn	Program plans and evaluation		Results, adjustments and accomplishments
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Understand use of color for restful, satisfying atmosphere throughout the house	A training meeting for club leaders has been requested with Miss Ruth Jamison, House Furnishings Spec. in charge. The leaders will present this material at club meetings.		
Understand varying degrees of color values			
Cost of decorating does not indicate satisfying results	The results will be indicated by more careful planning and more satisfying results		

5. Clothing

<u>Problems</u>	<u>Topic to be included</u>	<u>No. Clubs</u>	<u>Goal</u>
To plan easy to care for wardrobe	Wardrobe Planning	6	To have homemakers better informed with regard to new fabrics on the market
To better understand new fibers and their care			To read labels before purchasing garment, and to keep them for future reference
To know tested fibers which will give satisfactory wear for money spent			To plan and coordinate the wardrobe which will give satisfying results for money spent

<u>What people are to learn</u>	<u>Program plans and evaluation</u>	<u>Results, adjustments and accomplishments</u>
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To compare labels and prices in relation to care and satisfaction

To have a carefully planned wardrobe for more usefulness

To have a better understanding of the performance expected

The agent has requested assistance from the clothing specialist. The agent will present this program at regular club meetings in Sept.

The results of this program will be measured in terms of interest expressed by homemakers in planning their wardrobe. Also interest in home sewing to add to the wardrobe vs. buying.

Another result will be planned clothing vs. careless spending

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6. Health

Problems	Topic to be included	No. Clubs	Goals
To recognize symptoms of mental illness for early treatment	Mental Health	6	To be better informed and understanding of mentally ill patients
To recognize unusual behavior in children which may lead to mental illness			To find ways to work with hospital staff members in contributing toward their needs
What people are to learn	Program plans and evaluation		Results, adjustments and accomplishments
To understand early treatment for children or adults showing symptoms of mental illness may help the patient make a more speedy recovery	Club leaders and the agent will request assistance from the Guidance Clinic and Eastern State Hospital to present this program at regular monthly club meetings. Emphasis this year will be the illness of children		
	Results will be indicated by the change of attitude toward those requiring treatment. Also interest expressed in understanding the procedure used in working with patients		

C. Other Activities

1. Annual Spring Luncheon

To give women in all clubs an opportunity to come together for a social activity. The luncheon will be served in a public dining room with all arrangements made through the hostess club. The program will be planned and arranged by the County Executive Committee.

2. Achievement Day

Achievement Day is held in the fall. This gives women the opportunity to exhibit some of their work for the year. Plans for this event will be organized through a committee from the hostess club. The County Executive Committee is responsible for a program or guest speaker.

3. National H. D. Week

Plans for observance will be discussed at the County committee meeting. Plans will be worked out through a committee.

4. District, State and National Meetings

Club members will be notified of the date and place for the District and State meetings as soon as possible after plans have been made. Each club will be urged to send a representative to the District and State meetings. They will give a report at their next regular club meeting. Clubs will be encouraged to send a delegation from the county to National meeting.

Through these meetings, club members have an opp-

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ortunity to participate or support activities planned through these organizations which could not be considered or accomplished through smaller organizations.

5. Tour

Each club through their tour committee will plan a club tour. If requested and there is sufficient interest, a county tour will be planned through the chairman of this committee in each club and the county chairman. Detail plans will be made through a special tour committee.

D. Plans for carrying out programs with urban families in the county

1. Non members will be invited to special interest meetings.
2. The agent will give programs or work with groups (outside present membership) as requests are made.
3. Special programs or work meetings will be planned for unorganized groups. Programs may be of the following nature:
Family management of income, use of credit, making decisions regarding purchases vs. needs.
4. The agent will work through key persons in new developments in planning special interest meetings and the organization of groups.

E. Farm and Home Development

No. families worked with	<u>1960</u> 3	<u>Goal 1961</u> 5
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Additional families will be located through home visits, requests for assistance, also through Home Demonstration and 4-H clubs.

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Objectives

1. The agent will give more attention to young homemakers and their problems.
2. To work more closely with 4-H girls in these homes to select projects that will more nearly fit into the family plan.

Procedure

Through home visits the agent will discuss various phases of home improvements. The areas in which the homemaker expresses as her most urgent needs, will be explored further. Special help will be given in planning and deciding what would be most useful in meeting her needs.

Recording results

Monthly and annual report.

III. County Extension Program - Youth

A. Organization

1. County Youth Committee

This committee will be made up of men and women interested in youth programs. They will study the problem areas to decide where greatest effort will be concentrated. The 4-H chairman in each H. D. club will also be requested to serve on this committee.

2. County 4-H Council

This council is made up of club officers in each of the 4-H clubs. Two meetings or more will be held during the year. One meeting to train officers, the others to plan for county activities to be conducted jointly through the clubs.

E. 4-H Project Work

Project	Topics to be included	No. Groups	Goals
1. Clothing	Looking Your Best	4	Improved personal appearance
	So You'd Like to Sew	3	Have basic sewing equipment
	Make or Remake	2	To save on the clothing dollar by home sewing

What members are to learn	Plans for carrying out project work	Results, adjustments and accomplishments
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To assume responsibility for personal grooming

To encourage girls to care for their clothes

Make simple articles that will be useful

Learn to use the sewing machine.

Select pattern and material. Cut, fit and finish construction of garments.

Each member will be given a worksheet with outline of monthly demonstrations in the phase of clothing project in which enrolled.

These demonstrations will be given by the agent or trained junior or senior leaders.

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<u>Project</u>	<u>Topics to be included</u>	<u>No. Groups</u>	<u>Goals</u>
2. Food	Meal Preparation	5	To learn the "Know how" in planning and preparing well balanced meals
	Bread Making	5	To assist with home responsibility
			To know qualities to look for in good homemade bread and other foods

<u>What members are to learn</u>	<u>Plans for carrying out project work</u>	<u>Results, adjustments and accomplishments</u>
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The basic principles in meal preparation	Each member will be given a worksheet with outline of monthly demonstrations. These will be given by agent or trained leaders.	
Set the table correctly		
Plan, prepare and serve well balanced meals	Members will be encouraged to practice food preparation, and breadmaking demonstrations at home.	
The basic principles of bread-making		

<u>Project</u>	<u>Topics to be included</u>	<u>No. Groups</u>	<u>Goals</u>
3. Home Beautification	Home Beautification	3	To develop an appreciation for plantings and attractive surroundings
	Yard Care & Improvement	3	

<u>What members are to learn</u>	<u>Plans for carrying out project work</u>	<u>Results, adjustments and accomplishments</u>
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Method of planting annuals, bulbs, shrubs

Each member will be given a project record book with requirements for project.

Control insects

The agent, parents and leaders will work with members taking this project.

Use of fertilizer

To assume responsibility for keeping grounds tidy

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C. Other Activities

1. Summer Camp

The agent will assist with plans for the week at Jamestown 4-H Camp. She will also assist with the activities conducted during the week. Circular letters will be mailed to club members in advance of the camp week giving information regarding date; necessary items to bring and the program of activities. A \$2.00 pre-registration fee will be required a few weeks prior to camp. This will give a more accurate estimate of county attendance. The agent will give news releases to the local paper giving information concerning the camping program.

2. Club Contests

During the summer group demonstrations will be held in each project. The agent and leaders will give some of the demonstrations. Others will be given by the 4-H members. This will give the members experience in giving demonstrations.

During the late summer club contests will be held to determine the club winners. In the early spring a county contest will be available for each project carried by 4-H members. County winners, also blue, red and white awards winners will be selected at this time. Following the county contest, girls will be encouraged to participate in the District contest.

3. Rural Life Sunday

Club members will be reminded of Rural Life Sunday at Club meetings and through a circular letter. Plans for this event will be organized by a 4-H County council with the assistance of leaders and the agents.

4. Community Activities

The 4-H members will participate in the William and Mary Homecoming parade this year. Plans for their participation will be made through the County 4-H Council with assistance of 4-H Committee

IV. Scope of Work

A. Goals for 1961

	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. H. D. Clubs	6	7
Membership	180	225
No. H.D. Groups (unorganized)	-	1
Membership	-	5
No. 4-H Clubs	6	6
Membership	85	85
No. YMW Clubs	-	-
No. Community Clubs	-	-
No. Home Ec. Committees	5	3
Membership	15	20
No. General Interest Committees	3	1
Membership	18	15
No. Youth Committees	1	1
Membership	4	10

No. Other Organizations	1	1
No. Farm & Home Dev. Families	3	5
No. Other Families reached	140	145
No. Different families reached	255	255

The area of youth work needs the greatest emphasis during the year. Continued effort will be made to secure interest and additional leaders in the program through the following ways: Home visits, special committees and Home Demonstration clubs.

B. Plans for informing public about Extension Home Economics program.

1. Home visits to key people in new developments with plans for organized clubs.
2. Local news releases
3. Special interest meetings
4. Give special programs to groups as requests are made.

V. Leadership

A. Plan for Leadership

	<u>No. in 1960</u>	<u>No. in 1961</u>
1. County program leaders		
a. County Agri. Ext. Ser. Board		11
b. Youth Council	5	10
c. Home Economics Council	8	17
2. Home Demonstration Leadership	<u>No. in 1960</u>	<u>No. in 1961</u>
No. organizational leaders	60	64
No. project leaders (subject matter)	63	50
No. Federation program of work ch.	7	8
No. program development leaders	7	8

	<u>No. in 1960</u>	<u>No. in 1961</u>
No. result demonstrators	16	20
No. training mtgs. by specialists	2	3
No. training mtgs. by Dist. Agts.	-	-
No. training mtgs. by agents	7	9
No. training mtgs. by others	10	8
Attendance at all training mtgs.	120	130
No. mtgs. held without an agent	89	50
No. mtgs. leaders assisted	15	20
Demonstrations by leaders	78	80
Talks and discussions by leaders	120	120

3. 4-H Club Leadership

	<u>No. in 1960</u>	<u>No. in 1961</u>
No. Club officers	18	24
No. adult project leaders	4	6
No. junior project leaders	2	2
No. result demonstrators	-	-
No. training mtgs. by specialists	-	-
No. training mtgs. by dist. agts.	-	-
No. training mtgs. by agents	4	6
No. training mtgs. by members club dept.	-	-
No. training mtgs. by others	-	4
Attendance at leader training mtgs.	25	35
No. 4-H leaders trained individually	2	4
No. club mtgs. held by ldr. without agt.	8	10
No. add. club mtgs. at which leader asstd.	10	15
No. demon. given by adult leaders	12	15
No. demon. given by junior leaders	10	15

B. Strengthening Leadership

1. Interest and concern among more homemakers in each community concerning needs and actively participating in programs which will contribute towards fulfilling these needs.
2. To take advantage of opportunities offered which will help improve home conditions.

VI. For Special Consideration

- A. Plan for maintaining and strengthening good public relations in the county as follows:
1. Cooperative attitude with State Extension group.
 2. Parent Institution -- Give adequate recognition to the Land-Grant College as a main source of information.
 3. Elected and appointed officials -- Keep officials informed of work by every available means.
 4. Relationship with Organizations -- Comply promptly to requests as made. Be diplomatic in dealing with trying situations. Be cooperative, delegate responsibilities without the attitude of domineering.
 5. Relationship with Businesses -- Give recognition to businesses for their support and sponsorship of programs.
 6. Relationship with Mass Media Personnel -- Newspaper articles, radio bulletins and special meetings.
 7. Relationship with Other Agencies -- Interested cooperative attitude and work jointly on problems when practical.

8. Individuals and Families -- Interested, cooperative attitude, good listener, but not show favoritism.

B. Outline for professional improvement

1. Reading professional books from recommended list prepared by National Home Agents Association.
2. Reading homemaking articles in professional magazines.
3. Attend workshops scheduled by specialists.
4. Membership in professional organizations.
5. Attend District and State Home Economics meetings, Home Agents meetings, also special educational trips when practical.
6. Educational trips or tours planned by clubs in the county.
7. Attend Extension Summer School session at Cornell, if possible.

C. Most significant contribution of County program to family living

1. Phase of program

A strong county committee composed of men and women, concerned and interested in studying problems and needs of the county. Through this committee the major problems would be considered first and definite plans and activities arranged to work toward solving these problems. The family would directly or indirectly benefit. More family responsibility and leadership in the various communities would result

from involvement in problem solving.

2. Specific plans for following through in this area
 - a. Conference with county agent to discuss possible procedure. From this conference the following plan may be used or an alternate one resulting in the combined thinking of both agents.
 - (1) Carefully select a committee
 - (2) Call a meeting to think through the situation and decide on definite problems to be considered prior to others.
 - (3) Consider persons in a community or communities who would be leaders interested in and willing to work toward changes or adjustments to improve conditions. This possibly would not only involve adults, but also boys and girls.