

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

(1960)

U. S. Department of Agriculture
and State Agricultural College,
Cooperating

Extension Service
Cooperative Extension
Work

FORTY-EIGHT ANNUAL
NARRATIVE REPORT
NEGRO HOME DEMONSTRATION WORK

PROJECT 6

Date November 30, 1960

Delma F. Hewlett
District Agent

Date November 30, 1960

Heidi E. Ford
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Date _____

Extension Director

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I. PROGRAM SITUATION

Virginia is one of the states of the South Atlantic group of the United States. It is bordered on the north east by Maryland, on the east by the Atlantic Ocean, on the south by North Carolina and Tennessee, and on the west by Kentucky and West Virginia.

The total population of Virginia is increasing at a slightly faster rate than the nation as a whole, and by residence, the 1960 Census should show most Virginia classified as urban dwellers. Sociologists at V.P.I. say, however, that Virginia will still be more rural than the nation in 1960.

While there have been some yearly fluctuations, the Virginia rural population has shown a downward trend since 1935 - from 1,066,000 that year to now less than 670,000. The sociologists say the migration trend from the farm to rural non-farm and urban area is expected to continue.

The Negro population is following the same trend of decreased farm population and increased percentage of non-farm and urban people in the state. According to the census the Negro farm population went down from 261,619 in 1940 to 179,359 in 1950. The non-farm population in 1940 was 159,191 while in 1950 census showed 220,624.

The 1950 Agricultural census showed 28,527 Negro farm operators of which 18,957 were owners and 9,554 were tenants of all classes. These numbers showed decrease in the 1955 census as has been the trend in previous years. In the recent census there were reported 23,624 Negro

farm operators in the state of which 15,957 were owners and 7,649 tenants.

Virginia is a widely diversified agricultural state. Poultry, livestock, and its by products, crops, tobacco and forestry products are the chief sources of income from the farm. Additional income comes from industries often connected with farm products, fisheries, and oystering.

More farm people are becoming part-time farmers. The number of farms is decreasing, the size increasing, and specialization in production increasing.

According to the 1950 census, there were 82,472 rural homes in Virginia occupied by Negroes. There were 34,293 farm homes and 48,239 rural non-farm homes.

II. FAMILY LIVING

A. Trends Affecting Family Living

1. Increased number of homemakers employed outside the home.
2. Increased number of early marriages.
3. Shifting population - decreased rural population, increased urban.
4. Increased life expectancy - changes in age group, more older people, over 30.
5. More family income, but higher living cost. Most rural incomes lower than the state level.
6. Farm families are becoming more consumer than producer units.
7. Educational level increasing, but still low.
8. Increased purchasing of goods and services.
9. Increased interest in community development and public affairs
10. Changing role of family members.

- B. Based on Trends, Needs and Interests of the People, Program Emphasis was directed toward:

1. Management - Farm and home, family and economic resources
2. Homemaking skills
3. Consumer Education
4. Leadership Development
5. Program development
6. Community Development and Public Affairs
7. Family relations
8. Youth Development

Information and assistance were given in food and nutrition, clothing, home management, house furnishings, housing, health, safety and recreation. Specialists assisted with training of agents and leaders in these phases of work in 32 counties and 2 cities. Leaders played a major role in assisting the agents to carry information to raise the standards of living of all the people.

To meet this challenge of change and improved family living educational programs and activities were planned by the people with the assistance of Extension Personnel, to help the people to help themselves and others in their communities to become more efficient and effective citizens.

In Virginia there are 65 workers, 34 of whom are Home Demonstration Agents working with Negro families. These workers take to the people pertinent research information available, interpret and demonstrate its use in solving situations and encourage its applications quickly for improved family living.

In 1960 as a result of the Extension work, Negro home agents estimated that 8,937 different farm families, 11,138 non-farm families and 4,287 urban families were assisted to make some change in home making practices.

III. DESCRIPTION OF RESPONSIBILITIES

A. Assigned Administrative Responsibilities

This report relates the activities of the supervisory agents located at Virginia State College, Petersburg, Virginia. Thelma T. Hewlett, District Home Agent, and Heidi E. Ford, Assistant District Home Agent, have 34 counties and two cities in their district which is divided into two sections.

Counties Supervised by Thelma T. Hewlett, District Agent

Amherst	Chesterfield	King William
Bedford	Hanover	Westmoreland
Fluvanna	Henrico	Lancaster
Louisa	King & Queen	Northumberland
Nelson	Peninsula Area*	

*The Peninsula Area includes York County and the cities of Hampton and Newport News.

Counties Supervised by Heidi E. Ford, Assistant District Agent

Brunswick	Greensville	Mecklenburg	Pittsylvania
Campbell	Halifax	Nansemond	Prince George
Charlotte	Henry	Norfolk	Prince Anne
Dinwiddie	Isle of Wight	Nottoway	Southampton
Franklin	Lunenburg	Prince Edward	Sussex

(Map in back of report indicates location of counties in the state)

The district agent, who was delegated administration responsibilities and supervised 14 counties and 2 cities is responsible to R. W. Newsome, State Agent, Virginia State College, Petersburg and Miss Lucy P. Blake, Assistant Director in charge of Home Demonstration work, for the supervision of the home demonstration work among Negro families in the state.

It was the job of the supervisory agents to direct the Extension program of the Home Economics educational program, to guide the agents in order to accomplish the objectives of the director, to help workers to become more competent individuals and leaders, to get results of research of agriculture and home economics to families in a form which they could easily understand, apply and to encourage and stimulate people to action.

The assigned administrative responsibilities as summarized were to:

1. Maintain friendly relations with county officials for support of the county program, contact county authorities for employment of agents.
2. Secure agents for replacement and trainee positions.
3. Plan and direct State events and activities.
4. Serve as public relations representatives of the Extension Service.
5. Develop understanding and acceptance of the Extension program among all groups and agencies.

B. Supervisory Responsibilities

1. Assist local home demonstration workers to develop and carry out efficiently a program which will meet the needs of the people.
2. Secure, train, and maintain well qualified agents for all county positions.
3. Help rural leaders plan and carry out a program which will raise the standard of living of all people.
4. Assist agents to improve their working conditions.
5. Assist with developing of adequate leadership for adult, 4-H and Community life activities.
6. Assist agents to determine progress and accomplishments.

7. Arrange for Specialist assistance leader and agent training.
8. Stimulate agents to make professional improvement.

C. Other Responsibilities

Negro State Agricultural Advisory Board:

Served as members of the evaluating committee for special awards, program planning, and secretary of the organization

State Family and Community Improvement Conference:

Served on program planning committee and presided during the conference

4-H Regional Camp - Washington, D.C.

Served as member of Program Committee
Served as leader for Virginia 4-H delegation (4 girls)
Served as chairman of discussion program committee
Served as member of the Awards Committee

IV. MAJOR SUPERVISORY ACCOMPLISHMENTS

A. Budgets

The responsibility of getting increased financial support from counties was assumed by V.P.I. Extension Staff. We assisted by maintaining friendly relations with county officials for the support of county programs. The supervisors contacted by letter or visit five County Board of Supervisors to inform of personnel changes and employment. Reports were given and information requested and received from county officials whenever situations so warranted. Henrico County made appropriation through the Board for a full-time secretary in the local home agent's office.

B. Personnel

Selection and Employment:

Selection and employment of County Extension Home Agents for all 34 available positions continued to be a problem. The year started with all positions filled. However, two resignations were effective, one, April 30 and the other, August 15. One vacancy was due to the retirement of an agent, effective June 30. These three counties, Louisa, Pittsylvania and Prince George were vacant from 2 to 5½ months.

Selecting qualified personnel received serious consideration and required much time due to time vacancies occurred. Four years of college training with a B.S. Degree in Home Economics was one of the first requirements for all prospective agents. Women of high moral standards, a rural background, a genuine liking for people, and good health are desired.

As planned contacts were made in state colleges with Home Economics training, professional workers, county Extension workers and parents for recommendations for young women who might be considered as prospective agents for home demonstration work. Conferences and letters were used in making these contacts.

Applications were studied, references sought and studied. After a follow-up of recommendations with references and interviews, the District Agent made recommendations to State Agent and Assistant Director. Two persons were secured for training positions. One former Extension worker was employed to fill a position requiring a person with previous experience. One person had previous experience as a teacher, one was a June graduate.

The vacancy caused by the resignation of the agent in Louisa County, April 30, was filled October 17, by Gloria F. Spencer with about three months experience as a trainee agent in Westmoreland County. The vacancy caused by the resignation of an agent in Prince George County, August 15, is now vacant. A former Extension worker, Willette Merritt, filled the position in Pittsylvania County, September 1, due to the retirement June 30, of the home agent.

The year ended with 33 agents and one trainee in the 34 county positions. Transfers were made October 16 in Henrico and King and Queen counties. The supervisors worked with 37 different agents during the year.

Induction Training and Apprenticeship:

All new Extension workers required training at the time of his employment. Such workers needed to acquire further knowledge, to develop new skills and new attitudes to become

an effective worker. A period of three to six months was the shortest time desired for this training period. Trainee agents have an induction training period in counties with experience agents followed by in-service training by supervisors when placed in counties.

Two trainee agents were placed in counties with experienced agents who in conference with supervisors reviewed, and studied their responsibilities. Also discussed was the training method to be used for giving information and teaching experience, training and use of leaders, program planning, report making, policies and regulations. Also privileges of Extension Workers as well as the philosophy of Extension Education were other things the trainers were asked to emphasize.

An outline was followed carefully by agents in planning work experiences and study for trainee agents. Reports were sent weekly to the supervisors who made visits to the counties for observation and evaluation. This evaluation served as a means for gaining insight of the agent's growth in skill, knowledge and attitudes. Results of training given have been gratifying and a good foundation laid for further training with a supervisor. County Programs have moved forward when agents are placed.

When agents were placed in counties for work, supervisors consumed much time with in-service training. They tried to

give close supervision to these workers. They assisted them in learning the county, its people, officials, club members, understanding of the county Extension program, methods of completing work started, visiting and securing leaders, keeping daily records, making reports and developing a "feeling of belonging" to a big organization.

This assistance and training were given through conferences, visits, correspondence, meetings, bulletins, and other Extension literature.

In-Service Training of Agents:

The fast tempo of change requires the acquiring of more skills, knowledge and attitudes to become effective workers and for maintaining a place of leadership in our counties. Since training is a continuous process in Extension work, opportunities were provided for both formal and informal training of county personnel based on their needs. An effort was made to provide many training situations. Surveys, study of reports, and observation of workers and their programs gave evidence of their needs.

Worksh ops, clinics, conferences, demonstration, leader training and general meetings, educational tours, assistance to other agents, attendance of summer school, and study of professional literature were methods used to provide this

training.

Training was given in technical subject matter, policies and procedures, philosophy of Extension education, teaching methods, program development, report making and Extension education. Training in communication was not given as planned.

Four local home agents studied for three weeks at Cornell University, Ithaca, New York. Courses taken included; 4-H Organization, Extension Program Development, and Leadership Development

The Annual Extension Conference:

This conference was held at Virginia State College, Petersburg. A program planned by a committee of local agents and the supervisory staff, provided opportunity for training of all Extension personnel in knowledge, skills, and attitudes. Agents participating on the panels had additional learning experiences. Both supervisors presided, contacted, and selected some speakers and assisted with supervision of the conference.

Subjects discussed on the program were: "Our Job As Extension Agents in 1961" by W. H. Daughtrey, Associate Director; "The Penalty Mailing Privilege" by G. C. Herring, Assistant Director; "The 4-H Club Situation" by Dr. W. E. Skelton, State 4-H Club Agent; "Improving 4-H Projects and New Projects" by J. M. Tyree, Associate State 4-H Club Agent; "Activities which Can Strengthen Our 4-H Program", a panel

by local agents; "The Coordination of 4-H and Adult Program" by Miss E. C. Barker, Associate State 4-H Club Agent; "Group Dynamics" by Dr. D. F. Fessler, Extension Sociologist; "Our Experiences with County 4-H Leaders' Associations in Promoting 4-H Club Work," by local agents; "Putting Our Extension Objectives and Goals into Action," by Miss Lucy Blake, Assistant Director; "New Trends In House Furnishings," by Miss R. A. Jamison, Extension House Furnishings Specialist; "Human Relations" by Dr. K. E. Whitehurst, Professor of Psychology, Virginia State College; "Virginia State College and Plans for the Future," by Dr. R. P. Daniel, president of Virginia State College; "Service Available from the Virginia Bakery Council," by H. K. Wilder, Executive Director; "The Rural Civil Defense Program in Virginia" by W. M. Marsden, Assistant Coordinator; and a discussion, "1961 Program for Family and Community Institute" by Dr. J. L. Lockett, Director, School of Agriculture and Dr. M. N. Jordan, Director, School of Home Economics at Virginia State College.

Mrs. S. E. Fleming, Local Home Agent and seven Local Farm Agents were presented U.S.D.A. certificates and pins for completion of 10 and 20 years of service by Miss H. E. Ford, District Agent.

Tailoring Workshop:

Ten agents attended a Tailoring Workshop at Virginia State College, October 2 through 7, to develop skill and knowledge

relative to new trends in tailoring. The agents arrived ready for cutting of the garment since needed instructions to this point had been given in preliminary meetings for training in getting ready for such a workshop. Nearly completed during the week were three suits and seven coats. The agents attending the workshop were: Mrs. Willette Merritt, Pittsylvania County; Miss Lois Witherspoon, Henry County; Mrs. Mattie Moody, Franklin County; Miss Mary Moody, Prince Edward County; Miss Cloria F. Spencer, Louisa County; Mrs. Gladys B. Holland, Greensville County; Miss Ann Smith, Southampton County; and Miss Carolyn T. Albritton, Nelson County. Miss ^{Bollie} Bettye McClaskey, Associate Extension Clothing Specialist, was the instructor. Arrangements were made with Dr. Mildred N. Jordan, Director, School of Home Economics, Virginia State College, who willingly cooperated for holding the workshop in the Clothing Department. The supervisory agents made plans for the training and gave guidance and supervision to the workshop.

Workshop - "Getting the Most Out of the Sewing Machine:"

Agents and leaders were trained in four groups in Lynchburg, Petersburg, Suffolk, and Richmond. Singer Sewing Machine Centers in these cities cooperated with Extension and gave the training.

Fish Cookery Demonstrations:

Fish Cookery Demonstrations were held for the 34 local home

agents and about 150 leaders in 4 group meetings. The demonstrations were designed to teach not only skill in preparation of fish dishes, but to develop an appreciation of their value in the diet and the value of making attractive dishes. Bob Finley, Fish Marketing Specialist, and Miss Arleen Havsgaard, Home Economist of the U. S. Department of Interior, conducted the demonstrations.

Management Group Meetings:

Management Group Meetings were held at Virginia State College and in Rustburg as planned for the 34 home agents to receive help on Consumer Education. Emphasis was given to purchasing of small household equipment. Miss Ocie J. O'Brien and Miss Amelia H. Fuller conducted these training meetings.

Office Management:

Training was given for the new filing system for County workers which is being set up in Virginia. Mr. G. W. Slusser, who is in charge of this work, set up demonstrations in Nansemond and Campbell counties. Agents and secretaries from 22 additional counties visited each county in two groups to review the plan and see the demonstration. It is our opinion that when this system is put into operation, the efficiency of the workers will be greatly improved.

Other Methods Used For Training:

Four district meetings were held for all 34 agents to study program development procedures. Newer agents need much more time to study principles involved, but it was evident that the older agents were very much aware of the principles and are trying to use them.

Opportunities were arranged and provided for agents to work with committees on district and state basis as a method of learning and gaining new insights. Home agents assisted other agents with various phases of their programs, such as, leader training meetings, conducting workshops, participating and judging at Fairs and Achievement Day Programs. Arrangements were made by supervisors for such meetings and exchange of visits.

Arrangements as planned were carried out for specialist to train agents in conferences, meetings, workshops, bulletins and visual aids, According to the 1960 Plan of Work, each of the Home Economics Specialists gave assistance where requested by the agents. There was no county which did not receive some help, even though it often meant travel to district meetings.

Agricultural Specialists gave assistance in vegetables, gardening, yard improvement and housing as requested by the district agents. Virginia State College gave assistance when requested. Personnel from other organizations, the various

electric companies, health, doctors and lawyers were used.

The supervisors gave assistance through visits, conferences, letters and in state and district meetings to improve other needs of the agents.

Evaluation of Agent Performance:

If Extension workers are to improve in the efficiency of doing their job, they should know their strengths and weaknesses. Greater accomplishments and happier personnel were the results we desired as end-products of the evaluation of the agent's performance.

The supervisors worked with the agents to increase the understanding of their jobs, to determine their strengths and weaknesses, and to improve the performance of all county Extension workers.

The supervisors gave guidance and encouragement to all home agents in office and community visits, group meetings, conferences, and letters to help them determine objectives, methods of procedures to use in attaining accomplishments and techniques of evaluation. Annual reports, (annual and statistical) plan of work, monthly reports, surveys, and observation while attending tours, special events, club and general meetings were methods used to determine how effective the Extension program has been in a county.

Discussed with the home agents was the Service Rating of State Employees under the Virginia Personnel Act, to clarify

the rating system, to help in showing their weaknesses.

This year a Form For Evaluation of County Extension Staff Members was used for evaluating the workers performance. This is a device which was used by the supervisors and agents as an educational tool to promote better understanding of their job, to improve the performance and to increase the satisfaction of the Extension workers. The agent rated themselves prior to the conference with the supervisor. When both ratings were discussed, there were a few agents who were hesitant about scoring themselves, but in most cases the two ratings were close.

In group meetings agents reported on what had been done that month and what was planned for the next month. This gave agents an opportunity to evaluate their accomplishments and to give and receive suggestions for improving a piece of work. Plans of Work and activities were checked with agents at intervals.

Not all outcomes expected were achieved, but all agents made some progress through improved performance and greater ^{personnel} personnel satisfaction. It is felt that they gained better understanding and appreciation for the cooperation needed by everyone to insure a strong Extension program.

Role of Supervisors in State and District Conferences:

In state and district conferences, the supervisors assisted with determining the program content, secured re-

quired personnel assistance, arranged meeting places; often arranged for and gave publicity, served often as teachers, speakers, and consultants, directed and supervised conferences.

This required much work with committees, group meetings, conferences, and correspondence. Advanced planning and then follow-up were necessary for effective work achieved in this role.

C. Working Conditions In Counties

1. Offices and Equipment

Improvement made by painting, refinishing floors, heating installed, telephones, storage and equipment over a period of years made the 34 county offices more comfortable and conducive to better work. This year better lighting continued to be a great need for further improvement. Through a survey of the county workers it was determined the number of offices in which the lighting rated as poor, fair, good, or very good.

The state provided highly satisfactory desk type lamps, which can be used for teaching purpose in 12 offices.

2. Clerical Help

Sufficient clerical help has been one of the major problems over the years. Each year some progress has been made with the greatest gains having been made in the past four years. We have now 6 full-time and 13 half-time secretaries. The part-time secretaries served workers in

two counties. Henrico provided the service of a full-time secretary, making a total of 15 such secretaries.

All agents without secretaries had more than one hundred hours per year of secretarial assistance at the rate of 80-\$1.00 cents per hour, paid by the State.

3. County Staff Relationship

If the work in the county is to be effective, the agents must understand and appreciate the importance of working with people and of working for a unified county program. The agents were encouraged to work in harmony with families, committees, organized Extension groups, other county organizations and county officials. People were kept informed of activities in Extension. County officials sent reports and invited them to activities.

In 19 of the 46 counties, farm and home agents are employed, and worked mostly from the same office.

Secretaries are now employed in many of these offices so the need is great for understanding and cooperation among them.

The supervisory agents in staff meetings and other conferences studied Extension policies, programs on state, district and county levels, and problems for clarification. Out of this grew the plans and schedules for helping the agents. A calendar of state activities was made and studied for clarification with all agents.

Farm agents were invited at times to attend some of the group meetings with the home agents. Conferences were held with farm and home agents on program determination, progress of program analysis and coordination of 4-H program.

Agents were assisted by district agents in setting up schedule of responsibilities, setting up cooperative activities and programs, both local and county-wide; arranging regular schedule for conferences; arranging for specialist assistance.

In seventeen counties regular conferences were reported held to study and clarify objectives of the county program, plan county goals and methods of reaching them, and to reach a clearer understanding of the responsibilities of each worker. It is felt that relationships between local agents in all nineteen counties with both workers are good. There was an increase in number of joint meetings held, a better division of the secretaries time, and increased understanding and appreciation of the activities of each worker.

4. Salaries

Salaries for local home agents improved noticeably over a five-year period. There has been, however, during this same period a continuous rise in the cost of goods and service for all consumers. In 1955 the home agents had a salary range of \$3,600.00 (for new agents without experience)

to \$4,700.00

Because of the new appropriations made available by the Governor of Virginia effective October 1, 1958 for salary adjustment, all local home agents now have a salary range from \$4,320.00 (for new agents in training) to \$5,640.00. At the present time due to the above scale, the average salary is about \$4,979.00. The highest salary paid this year was \$5,400.00 and the lowest was \$4,320.00 for new agents (trainees) without previous experience.

There were 17 agents with salaries above the state average, and 20 agents below. Two agents had salaries of \$5,400.00. No home agent had the maximum salary of \$5,640.00

YEAR	HIGH	LOW	AVERAGE	ABOVE AVERAGE	BELOW AVERAGE
1960	: \$5,400	: \$4,320	: \$4,979	: 17	: 20
1959	: \$5,400	: \$4,320	: \$4,826	: 19	: 18
1955	: \$4,704	: \$3,600	: \$3,900	: 14	: 16

Chart shows agents' salary range in 1955, as well as current and previous year.

During the year all local agents received merit increases when due. County workers are reimbursed for expenses to attend special committee meetings. Four-H Short Course, 4-H Wildlife Conference, Annual Extension Conference and In-Service Training Courses when authorized by the

Director.

The rate, seven cents per mile for travel remained the same with limited mileage designated for all home agents. The largest allowance is \$756.00 to the agent with the largest county, the lowest is \$504.00. No home agent is reimbursed for all miles traveled while performing her duties.

Retirement:

Miss E. Alice Hobday, local home agent in Pittsylvania County, was eligible for retirement on disability June 30, after working for more than 20 years in the same county.

Leave Privileges:

Leave was granted 4 local home agents to study for three weeks at Cornell University, Ithaca, New York. Sick leave was granted the Pittsylvania Local Home agent for two months.

D. Program Development

To develop a well-defined and flexible program to meet the needs of the county people; to improve program planning procedures, and to encourage the involvement of many people in the planning, were the objectives stressed by the supervisors during 1960 in Program Development.

Program development leaders, extension workers and other

representatives gathered information which was used to help determine problems and interest of people in their communities and to determine programs to assist in solving these problems. Outlook material was secured from various sources for study and background information.

Part played by committeemen, local leaders and Extension-related groups and organizations:

In each of the 34 counties where Extension work was conducted by home agents, the County Agricultural Advisory Board promotes and coordinates the total county Extension program. The Home Economics, Agricultural and 4-H groups have their own direct planning groups as, County Home Demonstration Planning Committee, 4-H Junior Council, 4-H Planning Group and Agricultural Committees. Each of these groups held at least two meetings to determine needs, interests and solutions to problems presented by the county people

The County Home Demonstration Club Committee:

The county home demonstration club committee is the program planning group. This committee is composed of the presidents, program development leaders and secretaries from each home demonstration club. At least two meetings are held each year for the purpose of program planning, execution and evaluation of the county home economics

program.

The club presidents, program development leaders and representatives of the home economics committee carried the main responsibility for the county program planning.

Prior to the county-wide planning meeting, a discussion was held in each home demonstration club concerning their needs and interests for consideration in the county program. Leaders presented this information at the county planning meeting.

All persons attending the meeting presented valuable information relating to county needs and problems. The county situation was further revealed by Extension personnel.

Following the study of the situation and the identification of problems and needs, objectives and goals were determined.

In the planning meetings, activities were planned for the year, a month by month county program calendarized, county and club objectives set for the year, and types and number of leaders determined. The county program was then prepared for presentation to each local club for additions, if needed, and adoption. This planning procedure is followed with all home demonstration groups in the counties.

A typical planning meeting was one held in Amherst County.

"The annual program planning meeting for home demonstration members was held on Monday, July 11, at the Health

Center in Amherst for the purpose of analyzing the County situation, presenting problems of the homemakers, and planning a program to meet the needs and interest of the homemakers, and planning a program to meet the needs and interest of the homemaker group. Nineteen homemakers were present representing seven of the eight clubs in the county and the County Nurse. As a result of the problems and discussion presented by leaders and the County Nurse, the Home Demonstration program of activities were planned and objectives formulated.

The 1960-61 program will include the following: clothing construction, planning a wardrobe, selecting becoming clothes; foods and nutrition, with emphasis on one-dish meals, a salad a day, and how good are your diets? Easy ways to check by the new four-group check; home improvement, with emphasis on glass etching and care, use and repair of electrical appliances; home management with emphasis on home, and liability-auto insurance. Special interest activities include; tufted bedspreads, cake and pastry making, slip covers, and driver's education. The county goals selected were "Better Health and Reaching More People." National Home Demonstration Week Observance will include serving as hostess to the District Home Demonstration Committee, and a local county-wide program with refreshments. The recreation activities will include a picnic and tour to Beltsville Maryland to the Experiment Station.

The committee pledged to cooperate with the County Health Department and Welfare Council by making draperies for the Dental Office and Staff Room. The committee also pledged to continue its cooperation with the T. B. Association in preparing and wrapping Christmas packages for Tubercular Patients, and to contribute to charitable and other community organizations when possible. These include Red Cross, March of Dimes, Cancer, Heart Fund and County-Wide P.T. A. Projects.

The 4-H Junior Council and Planning Committee:

These organizations are responsible for training of officers and leaders in organization, subject matter, parliamentary procedures, planning county activities, and selection of project work for club members. They held at least two

meetings during the year, Nansemond reports a typical 4-H Program Planning meeting in 1960 and Greenville a Junior Council meeting.

Nansemond 4-H Planning Meeting: "On August 5, twenty-five older 4-H'ers and leaders met for the purpose of analyzing the county situation and to plan the 1961 4-H Homemaking Projects, based on their needs and interests. Factors considered before planning the program were size of club, age of members, meeting place, time allotted for instruction, number of adults willing to work with members, parent cooperation in providing necessary supplies and materials, and facilities with which to work. After a lengthy discussion the following projects were selected: Your Room, Pep It Up; Meal Preparation, Food Preservation, and Junior Leadership.

There were 13 Four-H clubs with an enrollment of 502 girls. It was decided to break these clubs down into project groups and locate additional adult leaders in order to do a more effective job in project instruction and supervision."

Greenville 4-H County Council Meeting: "The first 4-H County Council Meeting got off to a good start Saturday, January 30 at the Wyatt High School with the President, Nathaniel Jefferson, presiding.

To elect 1960 Four-H County Officers; to make 1960 Council Program; to plan special National 4-H Club Week Activities; to announce County and State Winners; to present 4-H county medals were the objectives of the meeting. A definite program for 4-H Club Week was formulated by the Program Committee."

The County Advisory Board:

The County Advisory Board is composed of at least three representatives, men and women, from each organized community in the county, 4-H representatives, other lay

leaders and representatives from other organizations.

In the first meeting of the County Advisory Board, after program planning has been held by the H. D. Clubs and 4-H Planning Committees, the program is received and adopted, county projects, county and out-of-county participation in activities are decided on. In other meetings, plans and accomplishments are appraised and procedures are determined for strengthening the organization and the county extension program.

Coordination of the Agriculture Home Economics and Youth Program is the over-all objective of the The County Advisory Board. Other projects sponsored by the Advisory Board in 1960 were:

1. The Live-at-Home Community Contest in each county in cooperation with the State Advisory Board.
2. Community Improvement projects.
3. Special Activities as, County Farmers' Conferences, Fairs, Tours and Achievement Days.
4. Provided scholarships and recognition for 4-H club members, 4-H leaders and other adult leaders.
5. Sponsored other educational programs and activities to assist with meeting the needs of county people.

Brunswick gives an example of a County Advisory Board meeting held to coordinate the county program and to assist in planning a program to meet the changing conditions in

in the county.

The County Agricultural Advisory Board held its annual fall meeting, October 15 in the Extension office, Lawrenceville. The delegates attending the Negro State Agricultural Advisory Board meeting in Franklin County on September 7-8, made reports.

The agenda for the day was centered around the changing trends on the farm and in the home. The basic materials used in the discussion involved a report published in the Extension News by Associate Director, W. H. Daughtrey, V.P.I., Blacksburg.

After discussing the many phases outlined in Mr. Daughtrey's report, the members of the Advisory Board set up some objectives for the year namely:

1. To get more farm families to understand the value of keeping records on each farm enterprise - to determine profit or loss of same, and make greater use of records in making decisions.
2. To get farm families to realize their available resources in providing for family income and how this will affect family living.
3. To provide more people with first hand information on the changes in trends that are taking place on the farm and in the home.
4. To get more people to realize the value of well-balanced meals for the family and to use greater care in the selection and preparation of food so that it will provide the most nutritive value at the least cost.
5. To get more people to realize the need of studying material, moral and spiritual values and to place emphasis on the things that will be of most benefit to all members of the family.

C. R. Vaughan, president of the advisory board, requested another meeting to be held in December, using a consultant to further discuss the matter based on the county situation. He felt that more people should know

about the changes that are taking place on the farm and in the home; and they should be invited to attend this meeting. Each member pledged support of Mr. Vaughan's idea and would be responsible for bringing, at least, two people to the meeting.

It was generally observed that this type of meeting would provide more information to the people for planning better Extension Programs. This is in line with the trends and could provide for more leaders to develop and execute a better Extension Program.

Program Projection Committees:

The over-all objective of the program projection committees is to expand the total Extension program. These committees were formed for the purpose of long-range program planning and execution of major county problems. The committee is composed of key leaders in the counties who may or may not be Extension connected people.

Supervisors assisted agents and leaders with selection of committee members, securing needed state and county information and formulating plans to carry out objectives through meetings, correspondence and literature.

Isle of Wight county reports how supervisor assisted with organization of a General Interest Committee.

"Supervisor attended a meeting and discussed with the group the composition, importance, purposes, and duties of the Home Economics Committees. The group decided that Health was the most urgent problem in the county. Persons names from the three magisterial districts in the county were suggested by the committee to work on this committee. This committee made plans to meet again in November when goal and objectives and plans for action will be made."

Role of Specialists, County Extension Workers,

Supervisors and State Leaders In Planning County

Extension Programs:

Specialist sent out outlook material, bulletins and newsletters with trends and up-to-date information on National, State and County situations. Program planning aids were prepared and sent by each Home Economics Specialist. Analysis of census data was received from sociologists to agents and supervisors for use in program planning. Specialist reviewed county program calendars, held conferences with district agents for evaluation of county programs and made plans for leader-training meetings.

County Extension Workers trained leaders in program planning procedures. In each community pre-planning meetings were held before the county meeting to give families an opportunity to discuss local or community problems in relation to the county problems. The local problems were then presented at a county-wide or district planning meeting after which a program was determined for the county.

The county workers studied and analyzed the county, its people, its homes and farms for background information necessary to assist in developing good programs. Agents made up program of work following the planning meeting.

Supervisors held group and individual meetings for

training agents in program planning procedures, gave assistance in obtaining and analyzing local data, and assisted with program planning meetings. Agents were assisted in analyzing their findings and changing trends before presenting them to leaders at the planning meeting. Agents were encouraged to provide a folder to file such data and revise periodically. Reviewed county reports and Plans of Work with agent.

Program development leaders were also assisted by supervisors in reviewing with them their duties and responsibilities in their communities and their relationship to the families in the community and Extension staff. Typical of a meeting held to train Program Development Leaders was the one held in Dinwiddie.

"Ten program development leaders met recently for the purpose of being trained in program planning procedures. Heidi E. Ford, District Agent, assisted with the meeting by conducting a flannel-graph discussion on duties and responsibilities of program development leaders, other types of leaders and their responsibilities, the relationship of program development leaders to the Extension staff and how these leaders best function in their communities. The leaders were also given information on collecting data pertaining to their community, recognizing problems, and securing desired information for family use. It was stressed to leaders that they were one of the most important connecting links between the families in the community and the county Extension staff. As a result of such meetings, it is felt that program development leaders will be more capable of conducting their pre-planning meetings in their communities; therefore, assisting with conducting a more effective county planning meeting."

The Assistant Director in charge of Home Demonstration worked, arranged for supervisors to attend conference for program planning with the home economics, 4-H and agriculture specialists to review program calendars and clear requests from the counties. Also presented information pertinent to program planning at annual Extension Conference.

Special emphasis to suburban and urban groups, employed homemakers etc.:

Even though suburban and urban families are increasing in the state, we had just a few areas in which program planning was distinct from the over-all. In the Peninsula Area consisting of York County, and the Cities of Hampton and Newport News, one program was planned as their problems were similar.

In South Boston a Yard Improvement campaign was planned for the urban families. Participating in the planning was the Rose Garden Club, Extension workers and other civic leaders.

Employed homemakers and young homemakers and families were found to be most desirous of information on consumer education management, food health and education.

Integration of Agriculture, home demonstration, young adult and 4-H Club work into one Extension program:

A unified program working for the good of all families and the community is a worthy objective of a county program.

How to best integrate the agriculture, Home demonstration and youth work was a problem of concern to the supervisors.

Assistance given in Mecklenburg County at their County Planning Meeting shows the attempts made to accomplish this goal.

The 4-H, H. D. Council and representatives from County Advisory Board and Agricultural committees held a joint planning meeting to set up goals and program for the next year. The agents presented county data and other background information that would effect the program after which the group held an open discussion. Needs and wants were discussed. The groups were divided into buzz sessions to list some ways that the Extension program could be broaden in the county. Some of the things that the groups reported and accepted by the group to include in the program for the year are: weekly radio programs by 4-H'ers, H.D. and Advisory Board members, individual contacts by agents and leaders.

Objective set up by the group: Long-time - To improve ourselves and communities through more active participation with the Extension Program.

Goal - To arouse the interest of people and show benefits derived from participation in the Extension Program.

1. Select demonstrators, conduct result demonstration.
2. Plan tours to demonstrators.

In the afternoon session, the 4-H'ers and H.D. Agricultural members and leaders were assembled into their respectively groups to plan their month by month project work. Miss Heidi Ford, District Agent, served as consultant for the groups in planning their programs.

E. Program Execution and Evaluation

Choice and Use of Methods:

To assist agents in careful selection and use of desirable methods for executing county programs and to select the best

methods suitable to the people's abilities and jobs to be accomplished were objectives of primary concern to the supervisors.

A study was made of the county plan of work and activities planned as a background for the supervisors to give help with execution of the programs. Agents met in groups with supervisors to review program calendars and discuss methods to be used. Supervisors arranged for agents to help each other in choice and use of various methods of teachings. Agents were encouraged to use all available resources in their counties, to improve old methods used, and to include a variety of methods old or new to stimulate people to want to make changes.

In an effort to reach more people than those in groups, mass media was used with educational material.

In Mecklenburg and Lunenburg counties, as in other counties, home and farm agents have a daily five-minute broadcast. Lunenburg County presented its first T.V. program in celebration of National Home Demonstration Week in 1960.

Thirty home agents have a weekly or bi-weekly news article published in their county papers.

Selection, training and use of local leaders:

Increased efforts are always directed toward finding,

training and using leaders effectively for expansion of the Extension program.

Some leaders volunteer their services, some are selected by their people in their community and some are encouraged by agents to assume the responsibility. It is felt that those who volunteer serve longer and assume more responsibility when properly trained.

Good training should follow careful selection. Supervisors arranged for specialist assistance, based on the County Program, the needs of the people and the agent. Local home agents trained many of the leaders themselves after they had received training from the Specialist and other sources.

Supervisors requested and arranged for personnel from Virginia State College, also representatives from other services in the County and State to train agents and leaders in subject-matter areas. This training was given through conferences, workshops, clinics, home visits and correspondence. Supervisors assisted with training program development and organizational leaders in each of the 34 counties.

Peninsula Area Four-H meeting is an example of the desired type of training expected.

Adult and 4-H leaders participated in a 4-H Leadership Conference at James Weldon Johnson School on August 16 from 10:00 a.m. to 4:00 p.m. Leaders from eight local community

clubs took part in this program which had the following objectives:

1. To develop among junior leaders understanding and knowledge of the duties of 4-H club officers.
2. To provide opportunities for further development of skills in leadership activities.
3. To develop among adult leaders a further understanding of the aims and objectives of 4-H club work.
4. To promote an understanding of the duties and responsibilities of adult leaders.
5. To further the development of positive attitudes about 4-H club work.

Eighty local persons participated in this conference which was concluded with a luncheon and installation of the newly-elected officers of the Junior Council and the Peninsula Adult 4-H Leadership Association. S. E. Marshall and Mrs. T. T. Hewlett, District Agents, Freedom Goode and Miss Alma E. Elliott, Local Farm and Home Agents, Miss Phyllis Bolden and Fred Carter of Gloucester County and officers of State 4-H Short Course, participated in this meeting.

Leaders served on Local and State levels. They held or conducted meetings, gave demonstrations, arranged for meetings, recruited members and assisted with planning programs.

Coordinating and integrating the work of specialists and supervisors and carrying out work with suburban, urban and special needs groups:

Assistant Director in charge of Home Demonstration work arranged for supervisors to attend conference with

home economics and agricultural specialists to review program calendars and make plans for methods of execution of county subject-matter work.

Each home economics specialist spent at least two weeks in our district training agents and leaders in presenting subject matter to families in the counties. Specialist also held special training meetings for agents in Consumer Education and Home Filing Systems. Agricultural specialists met all their requests.

Assistance from the 4-H Specialists is still in need in our district, no 4-H assistance, other than literature on the county level, was received in 1960.

Methods of evaluating and checking results:

To determine the effectiveness of an Extension program in a county, agents and supervisors had to evaluate the work and the worker.

Visits to program planning meetings and other special activities afforded an opportunity to observe agents and leaders in action.

The number of activities and effectiveness of these activities, along with the effectiveness of the subject matter, knowledge of agents initiative and interest, showed definite strengths or weakness.

Participation of agents on state, county and district programs and activities afforded opportunity to observe agents and their understanding of their assignments.

Individual office visits, and visits to local club meetings helped supervisors to determine strengths and weaknesses of agents, leaders and the program toward meeting the needs as set forth in the county plans.

Comments from county people with whom agents work, board members and officials, specialists and other professional people in a county provided an opportunity for evaluation of the Extension program and the agents.

Monthly, daily and annual reports were studied carefully by supervisors to see if agents were conducting and reporting progress and weakness of other activities and programs that supervisors were unable to visit.

New agents received priority on supervisory visits. These agents were visited at least once every two months or as often as supervisor and agent felt the need.

The supervisor recorded remarks on her visit record after each visit to a county. These were used for in-service training, as well as merit rating or further assistance for an agent.

Agents were encouraged to continue the use of handbooks for adults and youth so that they too would have an opportunity

to record progress and accomplishments to be turned in to the Extension office at the end of the year.

Group meetings afforded agents an opportunity to offer suggestions and criticisms to each other as they discussed what had been planned and carried out and what was to be done in future months.

All supervisors, men and women together, discussed strengths and weaknesses of agents for the purpose of planning in-service training programs and merit increases for a job well done.

F. Program Relationships

Agents and supervisors realize that Extension alone cannot give all assistance needed by rural families. Supervisors assisted agents and leaders in securing and becoming familiar with other agricultural aids in their county and in the state. Extension made available to other agencies bulletins and research information.

Special meetings were conducted by representative of various agricultural agencies to further explain their services as well as to give definite training.

The following excerpts from county reports show how these agricultural aids assisted agents and families with desired information.

Prince George - Social Security

A special meeting was held on Thursday, January

28, at the Mason Elementary School. The purpose of the meeting was to provide an opportunity for the people of this County to become better acquainted with the purpose, reporting procedures and benefits of the Social Security Program. Two representatives from the local Social Security office conducted the meeting. During the discussion period the persons in attendance had an opportunity to ask questions and have them discussed by the representatives. Fifty-six men and women attended the meeting.

Sussex - Farmers' Home Administration

The County Advisory Board presented a combination educational and financial program on Friday, March 25.

The main feature of this program was a talk on the "Farmers Home Administration and How It Operates." This was given by Milton K. Brown, who works with the F.H.A. out of Petersburg. Mr. Brown discussed all features of the F.H.A. program and showed slides showing some improvements that could be made through loans from the F.H.A. He explained exactly what F.H.A. made loans for and the terms of their loans. After his talk he answered various questions that farmers asked.

G. Public Relations

To inform the people of the objectives and accomplishments of the Virginia Agricultural Extension Service was the aim of the supervisors in 1960. Good public relations result from an informed public.

Efforts were made to improve the agents' awareness of the need for good public relations through study and clarification of their role. Agents were encouraged to include other people and organizations in their planning of activities and to conduct many activities whereby the public would have the opportunity to observe participate and receive information.

The District Home Demonstration meetings were held in

Dinwiddie, Halifax, and Westmoreland counties. About 750 club members, agents, and visitors attended these three meetings.

National Home Demonstration Week was observed with many activities in all counties with home demonstration work. Approximately 6,000 persons attended county-wide and community meetings, tours, and other events during the week. According to reports, more than 3,600 non-club members were reached.

Achievement Days, 4-H Observance, Rural Life Sundays, 4-H State Short Course, State Family and Community Conference and Tours were activities used in the counties to a good advantage in creating good public relations.

The National 4-H Awards Program, Regional 4-H Conference, County and State awards played a great part in publicizing 4-H work.

Friendly relations existed in the counties between the agents and the federal, state and county government organizations in the counties.

Agents submitted monthly and annual reports to county officials. County officials attended many of the County and State activities.

Four-H adult year books were prepared by agents and leaders. These were given officials, other non-interested

persons to help publicize the work being conducted.

The radio, newspaper, circular, workshops and special interest meetings served greatly to inform the public or Extension work.

The monthly extract helped to inform people through-out the seventeen southern states and others, Washington, D. C. and some foreign countries, of Extension work in Virginia.

These extracts are sent not only to agricultural workers, but to representatives in other fields. Each year an annual report is sent to the President of Virginia State College and the Director of Relations office at the college.

H. Supervisory Information

There are four supervisors responsible for Extension work in Virginia for Negro families. These supervisors consist of the State Agent, District Agricultural Agent and two District Home Demonstration Agents with headquarters at Virginia State College, Petersburg, Virginia.

At the beginning of each year's work, the program and activities of the past year are evaluated by the supervisors. Further discussion is held and analysis made to determine the weak and strong points. Suggestions from each supervisor are given and studied by the team. The over-all activities are then planned cooperatively by this supervisory staff for the 47 counties in the state.

Conferences were held by the supervisory agents to plan

state activities; to plan agent and leader training; to discuss county programs, problems and achievements; to clarify policies and to keep up to date on personnel problems and changes.

Two district home agents are responsible for home demonstration and 4-H phase of Extension program in 34 counties where home agents are employed.

Division of work for special activities and problems, such as the Community Improvement work, in-service training of agents, or phases of 4-H work were either assumed by decision or assigned by the State Agent.

Attendance and participation in the Regional 4-H Camp provided opportunity for exchange of ideas with Extension workers from 16 states. The program was stimulating to the supervisors. Reading and studying of Extension information from the Federal and State offices was a method used intensively for professional improvement. Books, radio, newspapers and professional periodicals were used to assist with keeping abreast of the time.

The Assistant District Agent attended school at Wisconsin University for three weeks. She took a course in supervision.

These state activities are among those planned and executed by the supervisors with the assistance of lay leaders

and agents.

STATE ORGANIZATIONS

The Negro State Agricultural Advisory Board:

Through the leadership of the Advisory Board an opportunity was provided for many families to make improvements in rural living in the state. The recent report of accomplishments showed 1,375 families in 30 communities (30 counties) participated in the Community Improvement Work. These families consisted of 1,653 adults and 2,503 young men and women under 18 working for the betterment of themselves, community and state.

The Board is composed of representatives from the various county Advisory Boards, representatives of the district home demonstration club organizations, the farm, home and district agents. Annual meetings are held for two days in various counties in the state. During this time study is made of current problems, progress reports of accomplishments are related, further course of action is determined, visits are made to result demonstrations showing adoption of practices in homes and on the farm, and outstanding speakers bring information and inspiration.

The Advisory Board invites every county where Extension workers are employed to enter the Community Improvement Program. Trained leadership, improved housing and surroundings, better fed families and stock, better farms, and more useful citizens are

developed as the result of this organization. Improved people and a wealth of better living as family groups are some of the intangibles resulting from the program.

Two 4-H scholarships of \$400.00 each and \$500.00 for the 4-H club members selected as the International Farm Youth Exchange delegate are sponsored by the Negro State Agricultural Advisory Board.

One award, a plaque, was presented to the A. D. Curley family of Sussex County for accomplishments in farm and home management.

The District Home Demonstration Committee:

This Board is composed of home demonstration club members and home agents, all working together to strengthen the Extension Program and to influence more people throughout the state to achieve a higher standard of living. The presidents of the organization are executive board members of the State Advisory Board. Since its organization, the program included work on Housing, Health, Recreation, Safety, Food, Nutrition and Mental Health.

District meetings are held annually. Established goals are evaluated through reports of activities; needs and interest of people studied; and plans for continued work formulated. Each year \$150.00 is donated to the delegates who attend the Regional 4-H Camp.

Three district meetings were held during National Home Demonstration Week. Our district theme "Preparing To Meet The Challenge of the Future" was the keynote for the program. In each meeting, Mrs. V. B. Duesberry, market reporter Virginia Department of Agriculture, discussed "Food Shopping Skills." An address, "Homemaking A Challenging Profession," by a speaker highlighted the participation of other organizations.

County leaders gave demonstration or skits which revealed how club members used their skills to meet the challenge of family living. More than 700 women and visitors attended these meetings. Participation of the leaders was very good and much information and inspiration resulted. Program planning for this organization is done by a planning committee with assistance of the supervisors.

The 4-H State Short Course:

This meeting held annually at Virginia State College aids in developing leadership for more effective county, state and national participation. This group has its own officers who conducted their meetings.

In March, the planning committee of 24 persons; 4-H members, adult leaders, and Extension staff members met and planned the program for the State 4-H Short Course. The 4-H members brought many suggestions which indicated that much thought had been given

to the type of program desired.

The program based on the theme "Learn, Live and Serve Through 4-H" was emphasized through speeches, discussions and classes. Classes were conducted in Social Courtesies, Good Grooming, Careers for the Future, Child Care, Public Speaking, Junior Leadership, Rural Arts, and Maintenance and Care of Farm Machinery.

Other participation for the club members was provided through the demonstrations and the tractor maintenance contests.

Local leaders played an important part in this meeting. Each year they attend to supervise their delegates, attend classes, and hold discussions on their problems. A state 4-H Leaders' Association was organized this year as the results of their interests and desire to improve the 4-H club work in the state.

The program attended by some 300 members and 33 leaders ended with a talent program and presentation of State 4-H Awards.

V. FOR SPECIAL CONSIDERATION

1. Farm and Home Development

The individual family approach has been beneficial to some families in our district. We observe, as the result of the Farm and Home Development Work, some families are more

capable of making decisions, homes that are remodeled through careful planning and family labor homes that are built and painted and better furnished. Families have increased income and are now fed better, clothed and housed.

Local agents worked with 1-8 families in 1960 to a good advantage in helping them to reach their goals. The agents received assistance from specialists through meetings, office and home visits to help them better aid the families.

Supervisors assisted agents through family visits, individual conferences, arranged for specialist help, to help families make plans to improve their present conditions.

Agents were encouraged to assist families in re-evaluating their present source of income and to plan for supplementary income where feasible. Home agents gave more assistance in food and nutrition clothing and housing, and record keeping than any other areas.

2. Program Projection

Program planning is basically the same as program projection in Virginia, therefore efforts have been made to improve it. More counties need to work for a long-time program. In each county joint planning is accomplished through the County Advisory Board. (See pages 22-30 for Program Planning)

More clearly defined work need to be done on long-time program planning in all the counties.

B. Significant Achievement:

Long-time goals of Chesterfield county families to improve their home grounds are being accomplished, Mrs. Elsie C. Lively local home agent, reported following an October checkup.

Two years ago, the county's homemakers selected this a long-time goal. Each February and October since, progress checks have been made. So far, Mrs. Lively reported: nine homes have added concrete or bricks walks, 53 made flower beds, 26 reseeded lawns, four removed nine outbuildings, 59 pruned shrubbery and limbs off trees.

Also, 61 have fixed driveways, three built new garages, one a new chicken house; 38 have set out new shrubbery or rose bushes, nine erected or repaired fences, three leveled yards, six filled low places, five put asbestos siding on their houses, three painted roofs, two dug new wells, two added new underpinning for the homes.

Also, six have added storm windows and doors, six cleared entrances of shrubbery, two cleared weeds along fences, five removed stumps from yard areas, four added gutter pipes and four built barbecue pits.

VI. BRIEF EVALUATION OF SUPERVISORY ACCOMPLISHMENTS:

In evaluating the 1960 program of home demonstration work as part of the over-all Agricultural Extension program, it seems that improvements have been made in leadership development, program

development, working conditions of personnel, in-service training of agents, and acceptance of the Extension program by the people.

Rural women like urban women, through improved leadership, are becoming more active on local, district and state levels. As these women accepted the responsibility of acting as project leaders, officers of clubs, and as representative to county, district and state meetings they developed leadership abilities and gained new satisfactions.

As they developed, program planning in the counties improved. The women are expressing themselves, their needs and interests in their planning groups. More People, (leaders, lay people, professional people) participated in program planning with better understanding of their county needs and their responsibilities. The women not only make decisions about what will go into the home demonstration program, but assist with making decisions for the total county program. This is done through participation in the County Agricultural Advisory Board. The women help to plan the District Home Demonstration activities and the program. Through 4-H club work leaders functioned as in the adult program.

Even though progress has been noted in leadership development and program planning, it is recognized that there is a need for much more study and emphasis to be given in both of these areas. Our joint long-time program needs much improvement.

We know that leaders are better trained and that they have rendered leadership of a higher quality than in the past. But we recognize the need to secure more leaders to train them better

and then give them an opportunity to serve.

The salary scale of home demonstration workers has improved. The average salary for home agents was \$4,979.00 at the end of this year. The average total salary in 1959 was \$4,826.00.

Some improvement was made in clerical assistance. All counties with both farm and home agents have now either full or part time secretaries. It is hoped that soon all home agents working in counties without a farm agent will have at least the service of a part-time secretary.

The major improvement in the county offices were the additions of lamps in 12 offices provided by the state. Equipment and office arrangement continued to show improvement.

Fewer changes were made in personnel. Vacancies occurred in three counties due to the resignations of three home agents. No vacancy was filled promptly, because no trained personnel was available. Two counties were vacant three months, another 5½ months. Two new agents were inducted and trained and one former agent was employed. In-service training of agents showed improvement.

The district tailoring school and fish cookery schools provided new training opportunities this year. More training was received from the specialists for agents and leader training to keep them up-to-date. More assistance is needed from the 4-H department. Four agents attended three weeks summer sessions at a Regional School for Extension workers. The assistant district agent

attended school at Wisconsin University for three weeks.

More attention needs to be directed to all agents, but especially to the new agents. An in-service training school for the new agents would be beneficial. All agents need more training in all areas to meet these changing times.

Improvements were noted in the acceptance of the Extension program by local people. Through the organized home demonstration clubs, community adult clubs and the 4-H clubs, the number of families reached increased. The efforts of the leaders played a major role in this accomplishment.

More assistance was received from and given other county organizations. More local business concerns supported Extension sponsored project. Even with this increase in number of families and people reached with the educational program, there is a great need for continued expansion in this respect.

It is evident that we need to strengthen our abilities to know the work effectively with all the people, to increase the number of families we are now reaching, to develop stronger adult and 4-H organizations, and to improve program planning and leadership.

It is desirable to have farm agents to work in counties with home agents who work alone. It would be very helpful, it appears, if a 4-H club worker on state level could be employed to give closer supervision to 4-H club work.

Much more needs to be done in 1961, to help the families of

Virginia adjust to the many changes and to solve the many problems resulting there - from. This then is our goal for the coming year.