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We are working to use the secretarial assistance that we do receive to the very best advantage.

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could effect the entire county. There will be as usual, the exchange of materials and literature on hand that may assist the other in certain projects. Professional services will be called upon for special meetings when necessary.

XII. PROBLEMS IN CARRYING OUT EXTENSION PROGRAM IN COUNTY -

Finding sufficient leaders to work with the 4-H members, and to go with the 4-H delegates to State Short Course and Wild Life Conference has been quite a problem. It is our plans to prepare junior leaders to assume this responsible when absolute necessary.

Scheduling leader training meetings on a day or hour that will be some what convenient to persons involved is still another problem. The fact that about 3/4 of the leaders work out side of the home in an attempt to supplement the family income accounts for this. We are hoping to help the situation by arranging for smaller group training meetings. This I realize will require more time from the agent to do leader training, but it will also help me in a number of the cases in which the leaders must depend on me for transportation to and from the leader training meeting.

Insufficient secretarial assistance is still another problem. This has prevented a number of letters or reports from getting out of the office on time. This along with no telephone service has added many miles to the transportation chart each month.

and clubs to use in reporting work. Check for results which were made while making home visits. Use leaders and members report to evaluate results of 4-H work.

I. PLANS FOR PROFESSIONAL IMPROVEMENT

A. Organized study

1. School -- Yes
2. Short Course --- attend agents conference, group and training meetings. Also attend State 4-H Short Course.

B. Reading professional books and other publications. - To use three professional publications for personal improvement and for information for our program.

1. What's New In Home Economics
2. Good House Keeping
3. Farm and Home Journal

C. Membership in professional organizations (none)

D. Participation in programs and work shops planned by others -

It is my plan to work with all organizations that request or that I feel my services will be accepted or helpful.

E. Planned educational trips - (none)

II. PLANS FOR COOPERATING WITH OTHER EXTENSION AGENTS TOWARDS UNIFIED PROGRAM -

Full cooperation will be given in working out programs that

received will be sent club members. Use health leaders to interest public in what ever drive is on such as: Red Cross, Tuberculosis, March of Dimes, ect.

VIII. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS

A. Co - Workers. Attend conferences and discuss our general programs. Include them in the mailing list. Give assistance when requested and ask them for assistance.

B. General Public. Publish all county wide and special meetings. Write more news articles and at least one feature story of accomplishments.

C. Elected representatives - Include them in special mailing list. Send summary of accomplishments and participation in program.

D. Commercial Interest. (No Work)

E. Other professional Workers - attend monthly meetings. Enlist their assistance as program speakers, seek information from them on subjects in their special fields. Cooperate with them as much as possible with their efforts.

IX. PLANS FOR RECORDING PROGRAM AND EVALUATING PROGRAM

Check general effect of special programs and other activities the succeeding month at meetings. Make notation of results on work copy of plan of work. Prepare forms for leaders, members

training will include: Reports and report making, the active 4-H project leader and sponsors, group participation and cooperation. Leaders will receive sheets stating agent and leader responsibilities in each project. After all group training meetings are completed leaders will receive additional help individually and through home visits.

E. Young Men and Womens Clubs - (No work)

VII. PLANS FOR WORK WITH OTHER AGENCIES -

1. Farm Home Administration. We shall give special assistance to families cooperating, also send possible clients to the agency. F. H. A. representatives will be invited to County Advisory Board meetings in order to pass out information pertaining to the F. H. A. program, and to make known the service of this organization in the county.
2. Civilian Defense. Club members will be encouraged to offer their services to the program, and to attend all schools or classes that are offered through its efforts. The Civilian Defense Coordinator will be called in when necessary to explain the program to the people.
3. Civic Organizations. As discussed in the County Home Demonstration Planning meeting in August 1957, all local home demonstration club presidents are encouraging members of all clubs to become registered voters.
4. Public Health. Circular letters prepared from information

D. 4-H Club (Continued)

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. adult project leaders	4	6
No. junior project leaders	1	3
No. result demonstrators	-	-
No. meetings at which leaders were trained by specialist	-	-
No. meetings at which leaders were trained by district agent	-	-
No. meetings at which leaders were trained by agent	3	6
No. meetings at which leaders were trained by personnel Dept.	-	-
No. meetings at which leaders were trained by others	-	2
Attendance at leader training meetings	10	15
No. 4-H leaders trained individually	4	6
No. club meetings held by leaders without agent present	44	54
No. club meetings at which leaders assisted	54	60
No. demonstrations given by adult leaders	75	80
No. demonstrations given by junior leaders	10	15

Plans for Training and Using all Types of 4-H Leaders in carrying out 1958 Program.

Training for leaders will be conducted in small groups. This

on in the correct parliamentary manner.

2. Project leaders - will be selected and used that are recognized by the people as leaders in the field to be covered. These people will be trained for each subject. They will give demonstrations, information, and will encourage participation. Further, they will make their checks of results and report to the agent. The training meetings will be held in homes, schools, and in the office of the agent.

3. Program development leaders - working through their clubs and with the county Home Demonstration Committee are the ones who will bring all view points together and set up the county program. It will be their duty to take the county program to their clubs for necessary adjustments and adaption. All through the year she will watch the program under way, and be alert to needed changes or adjustments. At the same time, she is looking ahead to setting up a program for the following year. She will also find out from club members and the others in her community what their needs and interest are and what they want from the home demonstration program.

C. Over-all Youth Leaders	<u>No. in 1957</u>	<u>Goal 1958</u>
(Organization leaders for county youth council)	51	57
D. 4-H Club		
Number 4-H Officers	20	30

VI. PLAN FOR LEADERSHIP		
	<u>No. in 1957</u>	<u>Goal 1958</u>
A. Overall Program Leaders		
(Organization leaders for county extension service board	35	35
B. Home Demonstration Club Leadership		
	<u>No. in 1957</u>	<u>Goal 1958</u>
Number organizational leaders	45	45
Number project leaders	61	65
No. Federation program of work chairman	1	1
No. Program development leaders	9	9
No. result demonstrators	42	45
No. meetings at which leaders were trained by specialist	4	4
No. meetings at which leaders were trained by district agents	0	0
No. meetings at which leaders were trained by agents	4	8
Attendance at training meetings	65	85
No. club meetings held by leaders without agent present	27	35
No. club meetings in which leaders assisted	88	95
Total number demonstrations given by leaders	54	60
No. talks or discussions by leaders	90	100

Plans For Training And Using All Leaders in 1958

1. Organizational leaders - will be responsible for general club activities and in seeing that club meetings are carried

4. National 4-H Week - A special program will be planned for this week when the 4-H Council meet in January. The program will be held at the J. E. J. Moore School. Publicity will be given to the program and to the activities of the week through the local news paper.

D. Young Men and Young Women's Work (No Work)

V. SCOPE OF WORK

A. Organization

Organization	No. in 1957	Goal 1958
Number of home demonstration clubs	9	9
Membership	125	140
Number of 4-H Clubs	4	5
Membership	139	170
Number of young men and women clubs	-	-
Membership	-	-
Number community improvement clubs	1	1
Membership	66	70
Number home economic committees	1	1
Number general interest committees	-	-
Number youth committees	2	2
Number other organizations	2	2
Number farm and Home development families	2	2

Procedures -

Leaders will be trained to assist agent in project work. Special assistance will be requested of a representative of the Virginia Electric Power Company to give demonstrations on repairing service cords and information on fuses. Talks, demonstrations or exhibits will be planned for National 4-H Week, Achievement Day, or the County Wide May Day program.

C. 4-H Activities

1. State Short Course and Wild Life Conference - The Agent will assist clubs in sending a leader and delegates to the conference by providing transportation. Girls will be assisted in making their uniforms. Delegates selected to attend must have their project work up to date.

2. Achievement Day - will be planned with the adult program. Members of the 4-H Council and Project Planning Committee will assist in making the plans. Each club will be responsible for an educational display of some phase of the years work.

3. Rural Life Sunday - Each club will be asked to observe this Sunday in its respective community. Leaders and club members of each community will be asked to take an active part in Church activities that day. The minister and Church officials will be asked to cooperate with this attempt. Four - H members attending services will receive special recognition.

from the four 4-H clubs. This committee will be used to bring all clubs together into one working unit. It will plan the over all project program based on suggestions brought in by the members from the various communities. This group will make suggestions as to the best methods of carrying the projects out. They will also set up the award system of recognition for outstanding work.

B. 4-H Project Work

1. Health (Individual) objectives

- a. To teach the meaning of good health
- b. To learn how to care for themselves
- c. To teach health habits for keeping well and happy

Procedures -

Members will be informed as to project requirements and the importance of the project. It will be carried by the two clubs that meet in the schools. At each meeting the members will be checked on points covered the previous meeting. Demonstrations and exhibits will be made for National 4-H Week, Achievement Day, and the County Wide May Day Program.

2. Electric (Unit I) objectives

- a. To teach more about electricity
- b. To teach its practical uses in the home and on the farm
- c. To improve or study correct lighting in the home

- a. Help families think through several possibilities that are open to them.
- b. Furnish specific information on practices, varieties, yields and out look information.
- c. Point out what is involved in carrying out any plan that is decided upon.
- d. Help families develop skills and abilities which will enable them to carry out their plans.

Recognition of achievement will be made in the Agricultural Extension Service Board Meetings, and on the achievement day program.

#### IV. COUNTY EXTENSION PROGRAM - YOUTH

##### A. Organization

Plans for using the following organizations to strengthen the extension program.

1. County 4-H Council - will hold three meetings during the year. These will include training officers, discussing members responsibilities and for making plans to carry out activities. These plans shall include fund raising activities, selecting delegates and county activities. A member of the 4-H Council shall be selected to serve as the representative to the County Agricultural Extension Service Board. This member shall keep the board informed as to the councils activities.

2. Project Planning Committee - will be composed of members

problems, and through school leagues. This will serve to create interest and to familiarize the people with extension work.

7. Community Improvement will be continued in the Providence Community. Group meetings will be held in March and October. Special committee meetings will be held in January and November and when ever necessary in order to check reports, progress and results.

8. Plans to tell the public about home demonstration work

The general public will be informed of home demonstration work through news paper articles, community projects, National Home Demonstration Week events, achievement programs, tours, work in unorganized communities special meetings, and by observance of result demonstrations.

### III. FARM AND HOME DEVELOPMENT

With the recommendation of the agents, the County Agricultural Extension Service Board approved the selection of the two families with whom we are planning the continue to work with. No other families will be added to this number until noticeable improvements are made, or until the Service Board see fit to add more. The major areas in which we will assist the families will be in record keeping, money management, and in making plans for short and long time improvements. The objectives of the agents working with the families will be to :

2. National Home Demonstration Week will be used as a special time to publicize home demonstration work. We will let the public know some of the objectives and activities of the home demonstration program in the county. It will stimulate interest and provide for participation from members. A county program will be planned and held during that week with all clubs participating.

3. Special Programs (Farm and Home Week Conference)

This conference will be of great value to the people through demonstrations observed, speeches and general contact with other people. A full delegation will be encouraged to attend.

4. Achievement Program will be held in the form of an educational display. This will be planned by a special committee. Clubs will be assigned special parts of the display to work out. These displays will be based on the 1958 calendar of work. Slides of result demonstrations conducted during 1957 and 1958 will also be shown.

5. Tours will be used as a climax to result demonstrations carried throughout the year. They will be used as a method of teaching, stimulating interest and reaching goals.

6. Work in Unorganized Communities will continue to be done through special interest groups, individual and special

Demonstrators for various phases of home economics have been and are being chosen by club members and the home demonstration club committee. The demonstrators will be given information through leaders, home visits and special meetings. Demonstrators will be asked to attend each leader training meeting pertaining to their subject.

C. Federation Program of Work

In as much as the federation work is selected through the County Home Demonstration Club Committee, the program development leaders and county as a whole are very much interested. In each community some phase of the goal "Better Housing" is carried each year. In some communities it will be done through community projects, while others may work on it as a part of their regular monthly subject matter. The results of this work will be given yearly at the District Home Demonstration Club Meeting in May, and at the County Achievement Day program in November.

D. Other Activities -

1. Community Projects were stressed in the county home demonstration club committee meeting, are being further stressed in each club. Each club is asked to select a project that every one can take part in. This will serve to publicize home demonstration work, stimulate interest and to improve the community.

5. Special Interest (objectives)

- a. To teach correct methods of mixing and baking fruit cake
- b. To teach glass etching
- c. To teach etching metal
- d. To teach and improve methods of freezing fruits, vegetables and meats.

Procedures -

Special interest meetings will be held in March for etching glass, April for etching metal, May for freezing foods and November for making fruit cakes. These meetings will be open to both club and non-club members. It is hoping that new club membership will be encouraged through these meetings.

6. Result Demonstrations -

Objectives

- a. To improve yards
- b. To encourage complete water system
- c. To improve floors and floor finishes

Procedures -

These demonstrations will be used as a method of teaching, developmenting leadership and stimulating community and county interest. It will also enable us to work more closely with individuals, to better/towards goals set up to produce better results. This will encourage more people to do better work.

- a. To learn to assemble out door cooking equipment
- b. To learn the art of out door cooking
- c. To provide more family fun
- d. To learn new methods of preparing foods.

Procedures -

Leader training meeting will be held in May. The demonstrations will be given in June and July.

3. Art (objectives) Flower arrangements dried and cut.

- a. To teach what to gather
- b. To teach the preparation of materials
- c. To teach types of containers and live arrangements.

Procedures -

Leader training meetings will be held in March. Materials are being gathered for the training meeting. Leaflet will be made available to all members.

4. Housing (Furniture Arrangement & Selection)

Objectives

- a. To make the best use of existing furniture
- b. To teach points to look for in selection
- c. To teach choosing and using accessories

Procedures -

Leader training meeting will be held in September. Minature furniture demonstrations will be set up. The monthly meetings in September and October will be held in homes where special request are made for furniture arrangement.

situation regarding this particular phase of home economics, (2) determine the needs and problems, (3) establish goals, and (4) set up methods for solution of the particular problem and for the attainment of goals. The meeting will be called on January 30.

5. County Home Demonstration Club Committee -- is composed of the president and program development leaders of each club. They plan and implement the various activities which are of primary concern to the organized home demonstration clubs. The group meets twice a year in order to make suggestions and to set up the awards system of recognition for outstanding work. Result demonstrations are selected according to committee recommendations. The project program of work is also selected by this committee.

B. Project Work --

1. Clothing - (Dress for various occasions & Selection of Accessories)
  - a. To teach importance of accessories
  - b. To teach the selection of basic accessories
  - c. To teach the proper attire for various occasions

Procedure -

Leader training meeting will be held in January. Leaders will be trained for demonstrations for two months. Individual assistance will be given when requested. Illustrative materials will be used.

2. Foods (Objectives)

II. COUNTY EXTENSION PROGRAM - ADULT

A. Organization

1. County Agricultural Extension Service Board --- The object of the board is to cooperate with the State Extension Service through the State Advisory Board in improving Agriculture and the standard of living among the farmers of the county. The membership shall consist of three members from each community club, one of whom shall be a woman.

The Board will be used to bring together plans developed by the various committees, and to create a better understanding of the program throughout the county. It shall be used further to determine projects that should be given major emphasis during the year. It will use its standing committee to develop neighborhood leader activity. It will select and send delegates to the State Advisory Board meeting, and encourage people to attend the Farm and Home Week Program. A special committee will make plans when necessary to raise funds to aid in conducting all activities.

2. Home Economics Council -- (Not Organized)
3. General Interest Committees -- (Not Organized)
4. County Home Economics Committee ---

The County home demonstration agent shall call in the committee that was appointed in February 1957. This committee will represent the five magisterial districts. Work will begin on Foods and Nutrition. The objectives are to (1) Analyze the

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the economic condition in the county has been much the same for the past few years. We have found that the families that have been able to utilize their time to the extent of supplementing their farm income, have been the ones to make the fastest improvements.

Fort Lee a large military installation just outside Petersburg, lies wholly in Prince George, and there are several other federal and state properties that offers employment.

Hopewell is primarily a manufacturing city, and for the county manufacturing provides as much employment as does farming. Therefore, with labor opportunities in Petersburg, Hopewell, and Fort Lee, the men and women are gradually leaving their homes and farms, some of them the year round in order to supplement the family income.

The social conditions are improving within the family circle. Recreational activities are for the most part promoted by schools, churches, 4-H and H D Clubs, and other social and civic groups.

Thus, with a number of the ladies working away during the day, it is compelling the agent to meet five of the nine home demonstration, and two of the four 4-H clubs meetings at night. In planning the 1958 calendar, special consideration was given while scheduling leader training, special interest, and other meetings because many of these will be held at night. All council, advisory board and county wide meetings are held at night.

*negro*

1958 PLAN OF WORK

*Addie J. Burton*  
HOME DEMONSTRATION AGENT

ASSISTANT HOME DEMONSTRATION AGENT

*Prince George*  
COUNTY

I. County Situation -

The 1958 Program of work is the result of surveys, discussions, and basic needs as brought in to the County Home Demonstration Club Committee meeting in August 1957.

According to the 1950 census, Prince George County is 280 square miles. It has a population of 19,679 persons, with 5,959 of these being non - white. It is largely rural non-farm and urban county, having 59.6 percent rural non-farm, 21 percent rural farm. There were 745 families on farms in 1950, but that figure has dropped considerably in the past five years. Of the 745 families, the census indicates that there were 286 Negro farm families.

Tobacco, cotton, peanuts, and general farm crops are profitably raised here. Brick clay, sand and gravel are the only mineral resources of commercial importance. Therefore,