

PLAN OF WORK  
ALBEMARLE COUNTY

1961

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1961 Plan Of Work

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Albemarle  
County

I. COUNTY SITUATION

Albemarle County covers 735 square miles including some small villages and many residential areas. Some of the residential developments are located on the outskirts of the City of Charlottesville, others in the more rural areas.

This county is in the northern Piedmont section of Virginia. It is a county of rolling hills adjoining the Blue Ridge Mountain range. The historical background of Albemarle County and the City of Charlottesville makes this area an attraction for tourists. Charlottesville is the home of the University of Virginia. "Monticello" and "Ash Lawn" are located nearby.

Albemarle County has an "executive" form of government. The County Executive offices are located in Charlottesville as are the other county offices.

This historical county and it's lovely countryside attracts many well-to-do land owners and retired persons.

The population of the county is 26,662 composed of 11,409 farm and 14,953 non-farm persons. The City of Charlottesville includes a population of 26,000 persons.

The farms include many large farms and estates as well as the small farm. Farm sources of income are predominately livestock, dairy and fruit crops. Many residents of the county work in business and industries located in Charlottesville. There are several industries located in the county which provide employment for Albemarle residents as well as those of adjoining counties. Each year more women are employed outside of the home.

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There is one large consolidated high school, one small high school, and ten elementary schools. Five communities have community centers. In many areas church and home demonstration activities are the major sources of drawing people together. Telephone service is available in all areas. There are two county areas that are reached by long distance calls from Charlottesville. There is also power service in all areas through VEPCO and Rural Electrification.

The University Hospital is located in Charlottesville and is outstanding in its service. There is one other hospital, the Martha Jefferson, also located in Charlottesville. These hospitals serve many parts of the state and out-of-state. There are four communities in the county that have local general practitioners; the majority of doctors have offices in Charlottesville. The University of Virginia provides employment for many residents of the city and county. It provides cultural opportunities for the local folk and much leadership and assistance not available in a non-university city.

The United States Department of Health, Education and Welfare has part of the department located in Charlottesville.

The Chamber of Commerce is the "Chamber of Commerce of Charlottesville and Albemarle County".

The city of Charlottesville operates a recreation center which is available for use by county residents. Charlottesville public parks furnish recreational opportunities, as well as privately owned swimming areas in the city and county.

The close proximity of the Shenandoah National Park, and it's facilities is an attraction to local folk.

Albemarle County is composed of a heterogeneous social and economic population. The county as a whole is a wealthy one.

## II. COUNTY EXTENSION PROGRAM - ADULT

### A. Organization

Extension personnel changes and the county situation have made the development of phases of the Virginia Plan slow.

#### 1. County Agricultural Extension Service Board

A County Agricultural Extension Service Board did not materialize in 1960. It does not seem that a County Agricultural Extension Service Board would develop in 1961.

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## 2. Home Economics Council

A Home Economics Council has not developed. The development and strengthening of present Home Economics areas will be necessary before the logical evolvement of a Home Economics Council could take place. Progress has been made in the development of a general Home Economics Committee, general interest committees and home economics committees. There is a probability that a Home Economics council would develop using the general Home Economics committee as a nucleus.

## 3. General Interest Committee

One general interest committee developed in 1960. Development of additional general interest committees are not planned in 1961.

### a. Landscaping

No organizational officers have been selected. The first meeting of this committee was held March, 1960 when landscaping problems and needs were discussed. Members of the landscaping committee are representatives of garden clubs or the Home Demonstration Club Committee.

A second meeting of the landscaping committee was held in November, 1960 when plans were made for a landscaping school to take place in the winter of 1961.

As a result of these two committee meetings the landscaping school will be conducted in February and March with four programs. These to be held, one a week, on a Monday night. The programs will be conducted by members of the Horticultural and Agronomy Department. Topics to include: "Design of the Home Grounds"; "Plant Materials for the Home Grounds"; "Lawns and Soils"; "Maintenance of Plant Materials." The latter will be followed by a pruning demonstration the following morning. Publicity will be given the school through radio, newspapers, flyers and personal contact.

Through this school, the committee hopes to reach persons interested and also those connected with landscaping in their job or profession; to secure interest of others in working with the landscaping committee in coordination of Albemarle County and City of Charlottesville landscaping focus and needs.

A meeting of the committee will take place January, 1961 to make final plans and division of responsibility for carrying through the school.

Additional long time plans of the committee should be discussed. Officers should be determined.

The home agents will work closely with the committee in 1961 hoping that it will be well established by 1962 and operate without much Extension supervision.

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4. Home Economics Committee

No new home economics committee would be established in 1961.

a. General Home Economics Committee

In late 1959 contacts were made with key women and some professional workers to form a General Home Economics Committee to start development of the Virginia Plan. This committee reviewed the county situation and facts and determined the logical phases of home economics that should be developed by committees in the 1960 program and made suggestions of those for future plans. Food and nutrition, landscaping and handicrafts were the home economics phases to be developed first. To homemakers, a representative of the County Welfare Department, a representative of the County Health Department and the two Extension Agents worked together on this general home economics development.

Contacts were made with members of this committee and advice secured on key persons to contact as committee members of home economics committees and general interest committees.

One meeting of the General Home Economics Committee will be needed in 1961 if a Home Economics Council does not materialize.

b. Nutrition

The committee has a chairman and a secretary selected the latter part of 1961. The organization will be kept simple.

Membership comprises a small representative group of homemakers. Members of the Health Department have served as resource persons.

Plans of the committee for 1961 include: stress the use of more milk through better breakfast and snacks, give the compiled results of survey conducted in 1960 to the groups who participated in order that they may use them in programing. Additional committee members may be added in 1961.

Two flyers would be prepared and distributed - one in January on milk data taken from the survey; one in April on breakfast

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and snack data plus milk recipes.

Publicity will be given milk and survey data through radio, news, Home Demonstration Clubs, 4-H Clubs, P.T.A.'s, Home Economics girls, women's clubs and other organizations.

Demonstrations on the use of milk may be given before interested groups.

Two meetings of the committee are planned - one in March; the other October. At the March meeting plans would be developed for the flyer and further emphasis on milk snacks and breakfast to be distributed in April. The October meeting would be a planning meeting for 1962 activities. Much work of the Nutrition Committee could be carried through without the entire committee getting together.

c. Rural Arts

A craft camp planning committee was the outgrowth of the 1960 Adult Craft Camp. This committee is composed of a chairman and two committee members.

The purpose of this committee to review the evaluation of the two adult craft camps (1959 and 1960), made by the 1960 camp participants; to make recommendations and future plans.

A meeting of the Craft Camp Committee will be held in January.

A 1961 Craft Camp will be held in September.

5. County Home Demonstration Club Committee

The County Home Demonstration Club Committee plans and implements the program and activities of primary concern of the organized Home Demonstration Clubs. This committee is composed of the presidents of the 18 organized Home Demonstration Clubs, and the County Home Demonstration Executive Committee. The latter is composed of the County Home Demonstration Committee Chairman, 1st. Vice-Chairman, 2nd Vice-Chairman, Secretary, Treasurer, Federation Program of Work Chairman and Publicity Chairman. The individual club Federation Program of Work Chairmen and Program Development leaders work closely with the County Home Demonstration Club Committee. The County Home Demonstration Club Committee is affiliated with the Virginia Federation of Home Demonstration Clubs. The county organization works closely with the District and State organizations.

The County Home Demonstration Club Committee will hold at least two meetings during the year. One will be held in March (if needed) to evaluate progress to date, discuss the Federation Program of Work special events, and prepare for the District Federation meeting. The other will be held in June in the form of the annual County Home Demonstration Club Program Planning meeting. The 1962 Home Demonstration program calendar, county objectives and county Federation Program of Work will be developed.

Two executive committee meetings of the County Home Demonstration Club Committee will be held. As there is a new slate of officers, it would seem advisable to hold one executive committee meeting the first part of January at which time 1961 plans and special committees would be discussed. The second Executive Committee meeting will be held in May prior to the June County Home Demonstration Club Program Planning meeting.

Special committees of the County Home Demonstration Club committee would be: Federation Program of Work, Program Development Leaders, Budget, Yearbook and others as necessary.

A monthly Presidents' Reminder will be sent all club presidents and County Home Demonstration Club Committee officers. This letter will include items of business, dates of special meetings and events, and reminders from the Home Demonstration Club Committee officers as well as agents.

The major purpose of the County Home Demonstration Club Committee is to have the members assume more leadership responsibility and development of the program and activities of the organized Home Demonstration Clubs.

Adult Work

B. Subject Matter or Special Emphasis Area

1. Home Furnishings

Problems	Topics	No. clubs, groups or committees
There are new, young homemakers in H. D. program interested in home furnishing knowledge in order to create liveable, attractive homes. There are many new homes in county and city.	Color Plan Your Home What goes With What Furniture Arrangement Preparation for Furniture Refinishing Furniture Refinishing Clinics Care of the Home (related)	19 clubs and groups 19 clubs and groups 19 clubs and groups 19 clubs and groups 2 groups 19 clubs and groups
Goals	What People are to Learn	Plans For Carrying Out Program and Measuring Results.
To increase knowledge of color principles and how to apply in home furnishings. To create more attractive and liveable homes through pleasing combinations of house furnishings. To understand furniture arrangement principles. To understand techniques in refinishing furniture. To apply knowledge gained in own home.	Color wheel Color terms Color harmony Color linking Use of Accessories Combinations of house furnishings for various period furniture. The whys of furniture arrangement. Preparation of furniture for refinishing. Equipment and supplies needed for furniture refinishing and their use. How to refinish furniture. How to care for furnishings. Evaluate and solve their own problems.	Each H. D. Club have 4 to 6 H. F. leaders Have H. F. ldr. Tr. meeting in Nov. 1960 conducted by agents in preparation for January monthly topic "Color Plan Your Home". In January House Furnishing leaders and program development leaders will find out persons interested in special assistance in improving living rooms and in refinishing furniture. Agents and specialists make home visits to persons enrolled as result demonstrators in improving living rooms. Some visits in February, March and some in June. Specialist conduct two Home Furnishing ldr. training meetings in Feb. on April and May topics "What Goes With What" and "Furniture Arrangement". House Furnishing leaders decide if want to conduct a county living-room improvement contest and make plans accordingly. In June Home Agents give leader training in July topic "Preparation for Furniture Refinishing".

1. Home Furnishings - continued

Plans for Carrying Out Program and Measuring  
Results - continued

Agents see as much of furniture to be refinished  
in Furniture Refinishing clinics as possible  
prior to clinic.

Have furniture refinishing clinic at Camp  
Albemarle for 2 days. Hold two such clinics  
if necessary.

Clinics to be held in August or September.  
Publicity be given house furnishing programs and  
house furnishings timely information through  
weekly radio programs and newspaper.

If a living room improvement contest evolves,  
a tour of homes could be made in the late  
fall or early winter 1962.

The 1961 Home Demonstration Yearbook has an  
accomplishment sheet which includes evaluation  
information.

Notes on Results, Adjustments and  
Accomplishments

## 2. Food and Nutrition

Problems	Topics	No. clubs, groups or committees
Food preparation always creates interest giving wanted new ideas.	Outdoor Cookery Planning nutritious meals Party foods	19 clubs and groups 19 clubs and groups 19 clubs and groups
Nutrition education is a need of Albemarle families as they are not as nutritionally fed as might seem apparent.	Milk Nutritious snacks Breakfast	1 committee 1 committee 1 committee
Goals	What People are to Learn	Plans for Carrying Out Program and Measuring Results
To secure new information on foods and nutrition. To develop new skills and techniques in food preparation. To reach more families particularly low income families with food and nutrition information. To improve the application of nutritional practices by families and individuals.	New outdoor cookery food preparation, methods and equipment. Apply good nutritional practices to their own family food preparation and consumption. Results of nutrition survey conducted in 1960 by Albemarle Nutrition Committee. Inexpensive nutritional snacks easily prepared and served. Ways of getting more milk into diet.	Each club have 2 food leaders. Have 3 food leader training meetings, one in May for June topic "Outdoor Cookery" and two in September for October topic "Planning Nutritious Meals" and the November topic of "Party Foods". The May training to be given by agents and VEPCO Home Economist with possible emphasis on electrical appliances that could be used for patio cookery. The November training to be conducted by Specialist. In January complete development with Albemarle Nutrition Committee by home visits and telephone calls, a flyer on milk consumption facts of 1960 survey. Send information of survey results to groups and organizations who participated. If necessary have a meeting of Nutrition Committee in March to develop follow-up flyer on breakfast and snack survey facts and on milk recipes. Flyer to be distributed in April.

2. Food and Nutrition - continued

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Plans for Carrying Out Program and Measuring  
Results - continued

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In October have nutrition committee meeting to re-consider goals and make tentative plans for 1962.

Nutrition Committee and agents work closely with Health Department and home economics instructors.

Agents make some contacts with low income families through 4-H home visits.

Publicize food and nutrition program through newspaper and radio.

An accomplishment sheet in the 1961 Home Demonstration Year Book will be a means of evaluation.

Nutrition Committee evaluation of effectiveness of their program.

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Notes on Results, Adjustments and  
Accomplishments

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3. Landscaping (refer II. 3. a.)

Problems	Topics	No. clubs, groups or committees
Many requests for assistance on landscaping problems are made to the agents by individuals, garden clubs and schools.	Design of Home Grounds.	1 landscaping school
Home Demonstration clubs again selected the Federation goal, "Home and Community Beautification".	Selection of plant material.	1 landscaping school
Many new homes developing in area.	Soils and lawns.	1 landscaping school
	Maintenance of plant materials.	1 landscaping school
	Pruning demonstration.	1 landscaping school
	Flower borders.	19 clubs
	Improvement of driveways and parking areas.	19 clubs
	Improvement of lawns.	19 clubs
	Good planting and pruning.	19 clubs
	Paint mail boxes - name & number.	19 clubs

  

Goals	What People to Learn	Plans for Carrying Out Program and Measuring Results
To increase knowledge of development of attractive, safe and liveable home and community grounds.	What makes attractive, safe and liveable home grounds.	Federation Program of Work (refer II. c.4)
To give assistance in landscaping to other organizations, businesses, general public.	Planning ahead in development of home and community grounds.	Have one landscape leader in each club.
To meet needs in landscaping problems by coordinating efforts through Albemarle Landscaping Committee.	Identification and selection of plant material.	In January have landscape leader training for February topic "Flower Borders". Training to be given by specialist.
	Soil testing.	Agents and Specialist make home visits where needed to individuals and result demonstrators in Jan., Feb. and October.
	Lawn development and maintenance.	Have meeting of Albemarle Landscaping Committee in January to make final plans for Landscaping School. Invite local nurseryman to this meeting.
	Maintenance of plant materials.	Distribute flyer on Landscaping School.
	Varieties of flowers for borders when to plant and how to cultivate.	
	Working together for home and community beautification.	

3. Landscaping (refer II.3.a.) continued.

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Plans for Carrying out Program and  
Measuring Results

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In February and March conduct Landscaping school, one meeting per week for 4 weeks with a different topic presented each week. Conclude with outdoor pruning demonstration. In May have Landscape Committee meeting if necessary to evaluate Landscape School and to make tentative plans for 1962. Give assistance through office calls, telephone calls and conferences. Give timely information and publicity of programs through radio and newspaper. Send Landscape notes (developed by Specialist) to special mailing list. The 1961 Home Demonstration Yearbook accomplishment sheet will be a means of evaluation.

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Notes on Results, Adjustments and Accomplishments

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II.

C. Other Activities

1. Home Demonstration Club Community Projects.

The community projects of Home Demonstration Clubs in the past have been many and varied. We expect clubs to continue community projects on a local basis and a county basis. Agents will continue to encourage each club's participating in community projects, county and civic drives assistance to the Cancer Society, etc.

2. Home Demonstration Club Assistance to 4-H

Continue to create awareness and interest among Home Demonstration Clubs in giving assistance to the 4-H and Youth programs.

Encourage clubs to: furnish 4-H leaders; give financial assistance for demonstration supplies; assist with local county 4-H recreational activities; assist in provision of scholarships to special 4-H events such as county camp; encourage citizens interest in assisting with improvements at Camp Albemarle, either financially or through labor.

Encourage Home Demonstration Club members attendance at some 4-H events.

3. County Home Demonstration Objectives

The objectives set up by the County Home Demonstration Club Committee were:

1. Support 4-H Clubs- with leadership and financial aid when necessary.
2. Each club learn National H. D. Song and make it a part of our every day life.
3. All members have annual health check-up.
4. Each leader assume more responsibility in attending leader training meetings.
5. Each woman accept her responsibility as a member to attend all meetings and be on time.
6. Each club member strive to read a minimum of five good books during the year.
7. Be more thoughtful of your neighbors.

Each club will make plans for attaining objectives.

Agents will work closely with each club president or executive committee.

County Home Demonstration Club objectives are included in the 1961 Home Demonstration Club Yearbook. The material in the yearbook should be used as a constant reminder and challenge of club objectives.

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#### 4. Home Demonstration Federation Program of Work

The Federation Program of work was developed by the County Home Demonstration Club Committee as follows:

Major-Home and Community Beautification  
Minor- Health (Long Range Program)

##### Home and Community Beautification

Aim: To improve our own and help others to improve their homes and community.

Improve driveways and parking areas.  
Improve lawns.  
Stress good planting and pruning.  
Paint mail boxes- put name and number on.

##### Health

To have physical check-up.  
Help make bandages and shirts for cancer patients.

Each club will have a Federation Program of Work Chairman. The County Home Demonstration Club Committee has a County Federation Program of Work Chairman and a Co-chairman.

One county meeting of club Federation Program of Work Chairmen to be held in January to determine methods of carrying through goals and various phases of Federation Program of Work and evaluation of same.

The County Federation Program of Work Chairman and Co-chairman will divide the responsibility of the work.

County Federation Program of Work Chairmen and Co-chairmen are members of the Albemarle Landscaping Committee.

#### 5. National Home Demonstration Week

Encourage the County Home Demonstration Club Committee to have a National Home Demonstration Week Committee. This committee would encourage club observance of National Home Demonstration Week. It would also develop plans for publicizing National Home Demonstration Week on a county basis - by radio, newspapers and/or exhibit. Have this committee function far enough in advance that their activities would not conflict with Garden Week nor the annual Dogwood Festival.

#### 6. Achievement Programs

At the January County Home Demonstration Club Executive Committee meeting encourage an annual Home Demonstration Achievement Day observance. Results of this meeting would determine preliminary

plans.

#### 7. Fairs

There are no fairs which are worked with by the Home Demonstration Clubs or Extension personnel.

#### 8. Special Tours

No tours are definitely planned at the writing of this plan of work.

#### 9. Judging by Leaders

Have Home Demonstration Club members, who have received judging training, to assist with judging of 4-H special events, such as: County Girl's Contest, Achievement Day exhibits, etc.  
Have leaders assist with judging in nearby counties if requested.

#### D. Urban Families

There are two organized home demonstration clubs within the City of Charlottesville. These clubs operate as do the other home demonstrations clubs of the county.  
The Nine Mile Circle Home Demonstration Club and the Buckingham Circle Home Demonstration Clubs are composed of members in the close vicinity of Charlottesville.  
Assistance and information will be given urban families through radio, news, telephone and office calls and home visits.  
Many non-home demonstration and urban families will be reached through special interest activities and efforts of home demonstration club members.  
Through the Albemarle Home Economics and General Interest Committee programs and activities many urban families will be reached.  
Timely subject matter is given through weekly radio programs and special spot announcements over two stations.  
The weekly news column will be continued and reaches many urban families.  
Investigate indications of interest in a home demonstration group in Mexican Hills.

#### E. Farm and Home Development

There is no farm and home development work in Albemarle County to date.  
Individual families have been worked with on special subject matter information, but not on the farm and home development approach.

There are no plans for developing this phase of the program for 1961.

### III. COUNTY EXTENSION PROGRAM - YOUTH

#### A. Organization

##### 1. County 4-H Council

Composition: The County 4-H Council is composed of the officers of all 4-H clubs in the county (23) and the Honor Club.

Organization: The officers of the 4-H County Council function as do officers of other organizations. The officers include: President, First Vice-president, Second Vice-president, Secretary, Treasurer, Song Leader, Reporter and Chaplain.

Two adult leaders serve as advisors. The Extension Agents serve in an advisory capacity.

Plans: County Council to have organizational meeting in December. Officers elected at the organizational meeting and goals determined for 1961.

#### Goals include:

- |   | <u>To be<br/>Completed</u>                        |
|---|---|
| 1. Each club re-enroll 85% or more of the boys and girls who were members last year.  | November 1  |
| 2. Each club to be well represented at each County Council meeting.   | December, February, April, etc.                   |
| 3. Each club know the 4-H Motto, Pledge and the colors.   | February 1  |
| 4. Each club learn new 4-H club songs.  | Emphasize one each month                          |
| 5. Each club observe National 4-H Week and Rural Life Sunday.   | March and May                                     |
| 6. Each club have active and effective committees   | Throughout the year                               |
| 7. County Council sponsor at least one County Council recreational activity.  | March   |
| 8. Each club send delegates to 4-H Camp or 4-H State Short Course.  | June and July                                     |
| 9. 85% of the members in each club complete one or more projects and a year in 4-H satisfactorily. This involves: (a) work required (b) recording information in members project record books (c) seeing that these records are given to your County Extension Agents at the time requested (d) attending and taking part in 4-H activities | May 31-School Clubs.<br>Sept. 30-Community Clubs. |
| 10. Each club be represented at the County Achievement program and improve club attendance over 1960  | November  |

11. Each club secretary turn in to the Extension Agents an accurate, complete 4-H Secretary's Record by

October 1st-Com. Clubs

12. Each club improve parent attendance at 4-county events

May - School Clubs.  
Throughout year

Agents assist Council members in carrying through goals. Until County Council gets well organized all agents attend meetings to become acquainted with Council members, operations, etc.

Leaders and agents keep in background but give guidance as needed. Leaders and agents give assistance to officers and committees.

In January have County Council Executive Committee to complete yearbook plans, committee appointments and program for year. These committees might include National 4-H Club Week, Ways and Means, Yearbook, Recreation and Project completion.

Encourage older council members to give younger members opportunities to participate in activities and events of County Council.

Encourage County Council to participate in community and county activities.

Encourage junior leaders to assist with County Council special events.

Encourage more recreational activities both within clubs and in the County Council itself.

## 2. All Stars

Composition: The County All Star organization is composed of all All Stars in the county. Agents serve in an advisory capacity.

Organization: The county organization is affiliated directly with the state organization. The officers are the same as the State organization: Chief, Lesser-chief, Scriba, Medicine Man.

Agents to encourage All Stars to be more active including:

To hold regular meetings

Better attendance at meetings

Carrying out a special project with Honor

Club members (Refer to Honor Club activities)

## 3. Honor Club

Composition: The Honor Club is composed of boys and girls 14 years of age and over who have had three years of club work, meet qualifications and are actively serving in the 4-H program.

Organization: The officers of this organization include: President, Vice-President, Secretary, Treasurer, Song Leader, Reporter, and Chaplain with duties accordingly. Extension Agents serve in an advisory capacity.

Agents will conduct the meeting as leaders are not experienced in this procedure. Leaders give assistance in leading project discussion.

Plans: Agents and leaders discuss Home Economics projects with each 4-H Club by May, 1961.  
Have girls select a first, second and third choice of a club project. Tally this on a club basis.  
Club representatives to be appointed to come to the County 4-H Girl's Project Planning Committee meeting to be held in June immediately after school closes.  
Discuss requests and group determine a county club project or projects.  
Consider advisability of continuing a choice of two county projects.  
Girls consider project requirements and develop workable project calendar for each project for the 1962 project year.

5. 4-H Women Leader's Council

Composition: The Council is composed of all 4-H women leaders in the county, at present 18.  
The purpose of this Council is to assist with 4-H county and club events, activities and projects; to receive leader training; to interest others in serving as 4-H leaders.

Organization: The officers include a Chairman, Vice-chairman and Secretary-Treasurer. Much of the work of this group can be handled through appropriate committees.

Agents to serve in advisory capacity.

Plans: Council held organization meeting in September to make plans for 1960-61 Club year.  
Plans made for Achievement Day including decision to have ribbon awards only rather than both ribbons and monetary awards as in the past.  
A finance committee was set up to raise money to cover expenses for Achievement Day and other 4-H county events through the year.  
1960 Calendar of 4-H events was reviewed and revised for 1961.

Decision made to place more emphasis on the Awards Program especially Achievement Awards. Memory Book and Achievement records to be judged in March.

Copy of minutes of meeting, a 1961 Calendar of 4-H events and a 4-H Leader Interest Check Sheet sent to each leader. Leaders were to check events or programs with which they would be interested in working during the year. Those included were: County Council, County Contest, National 4-H Club Week, Share the Fun Contest, Rural Life Sunday, Camp Planning Committee, Camp Craft Leaders, Judging Achievement Records, Baby Beef Food Sale, Short Course, Girls Project Planning Meeting, Albemarle 4-H Camp, Achievement Day.

Leaders to have opportunities for training in project work and other phases of leadership.

Leader Training Meetings 1960 - 61

- October - Your Room, Pep It Up
- November - Housekeeping
- January - Awards Program 4-H Camp Craft

Leaders invited to attend other Extension meetings related to their service as leaders:

- October 4-H Training in Food Demonstration Techniques
- November-4-H Training Demonstration Techniques for Home Management Projects.
- November 4-H Training in Memory Books-Achievement Records

All Home Demonstration meetings related to project work.

Leaders to be encouraged to attend State 4-H Leader's Conference.

B. 4-H Project Work

Project	Topics to be Included	No. of club, groups involved	Goals
Your Room, Pep it Up	<p>Projects requirements                      Make inventory                      Collect pictures                      Plan what to do in project                      Make 'before' floor plan                      Christmas decorations for room                      Storage                      Furniture arrangements                      How to choose and hang pictures                      Use of growing plants and arranging and use of fresh flowers</p>	<p>12 clubs                      203 girls enrolled</p>	<p>To help members learn to make the best use of the furnishings they have.                      To help members realize any room is more attractive well-kept and uncluttered.                      To help member learn to care for their rooms                      To help members begin to develop better taste in selecting accessories and furnishings.</p>

What Members are to Learn	Plans for Carrying Out Projects	Notes on Results (etc.)
<p>How to recognize some of their needs through making an inventory.                      How to get ideas for improvements through collecting pictures.                      How to plan improvements they can carry through.                      How to make Christmas decorations for their rooms.                      How to improve storage areas.                      How to arrange furniture so that it is orderly and convenient.                      How to choose and hang pictures.                      How to use growing plants; how to arrange and use fresh flowers.                      How to give a demonstration.                      How to judge quality of workmanship in articles made.</p>	<p>Letters sent to all parents explaining project work and including program calendar in Oct.                      Adult leaders to be trained;                      Leader training given by Miss Habel in November.                      Leader workshop for making demonstration articles in January.                      Junior leaders to assist younger girls with project work.                      Hold some of project meetings in homes of girls who are result demonstrators.                      Home visits to be made by both leaders and agents.                      Demonstrations on the topics planned to be given at regular monthly meetings.                      Girls to be encouraged to enter County Demonstration Contests.                      Tours to be made to the homes of girls who have done good work on project.                      Some type of contest worked out to recognize girls who have done good work.                      Seek the cooperation of home demonstration house furnishings leaders in helping with local contest.</p>	

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Project	Topics to be Included	No. of clubs	Goals
Housekeeping	Project requirements Cleaning basket Dishwashing Christmas Ideas Cleaning Windows and Mirrors Broom cover Dusting or Making a Bed Cleaning Household Metals	12 clubs 176 girls enrolled	To help members learn easier methods of housecleaning. To help members become aware of improvements they can make in their own homes through better housekeeping methods. To help members enjoy housekeeping tasks.

What Members are to Learn	Plans for Carrying Out Project	Notes
<p>How to make and assemble a cleaning basket or box.</p> <p>How to wash dishes properly.</p> <p>How to make a Christmas decoration for their homes.</p> <p>How to clean windows and mirrors.</p> <p>How to make a broom cover.</p> <p>How to improve methods of dusting.</p> <p>How to make a bed properly.</p> <p>How to clean household metals.</p> <p>How to give a demonstration.</p> <p>How to judge quality of workmanship in articles made (broom cover and cleaning basket.)</p>	<p>Letters sent to all parents explaining project work which included a project calendar.</p> <p>Adult leaders trained by Mrs. O'Brien in November.</p> <p>Junior leaders to assist younger girls with project work.</p> <p>Home visits to be made by both leaders and agents.</p> <p>Demonstrations on the topics planned to be given at regular monthly meetings.</p> <p>Girls to be encouraged to enter County Demonstration Contests.</p> <p>Exhibits on project work to be shown at Achievement Day.</p> <p>Agents trained in areas related to project:</p> <p>Individual conference in November plus leader training meeting.</p> <p>Outlook training meeting in January.</p>	

Project	Topics to be Included	No. of Clubs	Goals
Make or Remake	Clothing inventory Planning clothing needs Taking measurements Selecting a pattern Selecting fabrics Simple adjustments on pattern Interpreting patterns Cutting Fitting Special finishes Staggering Understitching Zippers Sleeves Collars Hems	4 clubs 19 girls enrolled	To help members learn styles and designs suited to individual. To create a desire to follow recommended procedures in measuring, pattern selection and buying fabrics To develop skill in the use of the sewing machine and general sewing techniques. To develop ability in buying clothing wisely. To help members improve techniques in finishing garments.

What Members are to Learn	Plans for Carrying Out Projects	Notes
How to make a clothing inventory. How to plan clothing needs. How to measure for a pattern. How to use sound principles in selecting suitable fabrics and pattern. How to make suitable adjustments on pattern. How to follow recommended procedures in cutting and fitting. How to employ better techniques in finishing garments. How to make better use of the sewing machine.	Demonstrations to be given in some of community clubs according to individual club project calendars. Special classes may be held on a county wide basis if there is sufficient interest. Girls to be given assistance through letters, conferences, home visits.	

Project	Topics to be Included	No. of clubs	Goals
Meal Preparation	No general special emphasis; girls in community to set up project calendars which emphasize special topics. Carried as county project in 1959 which gave basic training to older members.	5 clubs 34 girls enrolled (Older girls who have had training in project)	To continue development of food preparation skills begun in 1959. To develop new food preparation skills. To increase girl's interest in giving food preparation demonstrations. To publicize good nutritional habits for teenagers following through with plans of County Nutrition Committee.

What Members are to Learn	Plans for Carrying Out Projects	Notes
How to improve food preparation skills. How to give better food demonstrations. How to judge food products. How to improve health and appearance through good food habits.	Older girls who have had training in project encourage to re-enroll. Girls encouraged to give more demonstrations before their clubs and other groups. Individual assistance to be given by agents and leaders as needed. Community clubs to plan some meal preparation demonstrations in programs. Agents and leaders to assist girls in planning and carrying through more advanced work. Plans for publicizing better nutritional habits to be carried out according to suggestions of County Nutrition Committee. Girls to be encouraged to enter County Demonstration Contests. Exhibits to be shown at Achievement Day.	

Project	Topics to be Included	No. of clubs	Goals
Looking Your Best	Clubs to plan own program including topics which best meet needs of girls.	3 clubs 23 girls enrolled	To teach girls better methods to care for themselves and their clothing. To meet the needs of older girls who are interested in hair styles, make-up, etc. To help girls develop more self-confidence.

What Members Are to Learn	Plans for Carrying Out Project	Notes
<p>How to improve personal appearance through:</p> <ul style="list-style-type: none"> <li>Care of Hair</li> <li>Care of Skin</li> <li>Care of Clothing</li> <li>Better diets</li> </ul> <p>Older girls to have more emphasis on:</p> <ul style="list-style-type: none"> <li>Hair styles</li> <li>Make-up</li> <li>Clothing styles</li> </ul>	<p>Projects involves all members of two clubs. These clubs to set up own calendar. Individuals taking project to select topics they feel most helpful. Agents and leaders to give demonstrations as needed. Outside speakers to be invited for special topics. All girls to receive additional written information (other than Extension) when it can be applied to their problems. Girls to rate themselves at end for evaluation. Plans for publicizing effect on good nutrition on appearance to be carried out according to suggestions of County Nutrition Committee.</p>	

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## C. Other Activities

### Camps

#### 1. County Camp

**Purpose:** Camps provide a rich opportunity for the development of boys and girls, giving them more self-confidence, meeting recreational needs, training them in group living, teaching them new skills and developing leadership.

**Plans:** Have a county camp at Camp Albemarle in the summer for Albemarle 4-H club members.

Strive to have all 4-H clubs represented, in-school and community, at county camp.

Have over-all camp discussion by Extension Staff in February. County Home Demonstration Agent and County Agricultural Agent are members of Board of Directors of Camp Albemarle, Inc.

Discuss results of thinking of agents with Board of Directors. Investigate the advisability of camp to be used more than one week by Albemarle 4-H members.

Have a Camp Planning Meeting in February composed of representatives of Honor Club, County Council, All Stars, 4-H leaders, Big Chief, and Lesser Chieftains and Extension Agents.

At this meeting discuss camp problems, tentative program, personnel recommendations, etc.

Have a second meeting of Camp Planning Group in June to complete plans.

Have a Camp Craft Training meeting in January for camp craft leaders. Prior to county camp hold a pre-camp week-end with junior and adult counselors, personnel and Extension Agents participating.

The purpose of this week-end: To prepare camp buildings and grounds for camp week; to receive training to assist counselors and staff in understanding campers, their problems, and responsibilities of staff and counselors; to be organized and ready for the campers and camp program; to have fun together and become better acquainted.

#### Albemarle Senior Week-end Camp

Encourage the Honor Club to plan and carry through a senior camp for a week-end or several days. Agents and leaders will give guidance. The program would include recreation, leadership training, camp repair, etc.

The Honor Club should begin plans for this camp the first part of 1961.

Much interest was stimulated by the 1960 senior week-end camp.

2. Out of County Camps and Conferences

Purpose: Give older 4-H members an opportunity to see what other boys and girls through the state are doing, to get better acquainted, to broaden their vision, to receive encouragement and bring back enthusiasms and information to the county.

Conservation Camp

Encourage eligible county 4-H members to participate.

State Leadership Camp

Have a group to attend.

Encourage reports of activities to club or county groups.

Short Course

Send as many delegates as our quota allows.

Encourage an adult leader to attend.

Give special orientation to those attending.

3. Rural Life Sunday

Purpose: Encourages and endorses the development of spiritual values among 4-H members, their families and friends. If plans are carried out as in previous years the observance will be held at 4-H camp. This gives parents and members an opportunity to see the camp and provides greater 4-H use of the camp.

Plans: Encourage a county-wide observance at Camp Albemarle with the community clubs and County Council; and developing plans. Encourage clubs to develop and execute their own plans. Encourage more in-school club participation and attendance. Encourage attendance of parents and friends. Interest H. D. Club members in assisting with transportation to Camp Albemarle if a county-wide observance is held.

4. Awards Program

Purpose: Through participation in the awards program 4-H club members are stimulated to do a better job with project work, to become more rounded club members through participation in such contests as Public Speaking; to strive to reach higher goals and to learn to be good winners or losers. Participation in this program also helps senior club members to maintain keener interest in club work for a longer period.

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With the support of the 4-H Women Leader's Council plans have been set to create more interest and participation on a county-wide level in the Awards Program, particularly Achievement records. A contest interest sheet to be given to each girl in December or January. This should begin to stimulate interest in the girls and give the agents and leaders a basis for planning with them.

#### County Demonstration Contest

Plans: Girl's County Demonstration Contest to be held in February.  
Contests divisions set up for both junior and senior girls. Letters explaining contest and regulations along with registration blanks to be given to each girl and leader in January.  
Club elimination contests to be encouraged as needed. Judges to select girls to represent county in District Contest.  
Ribbons to be awarded all girls on the Danish system.

#### Public Speaking

Plans: Have a public speaking contest in March with Junior and Senior divisions. Develop interest in the contest at 4-H Club meetings in January and February. Encourage members to participate.  
Distribute information on contests in February.  
Have all contestants register ahead of time.  
Interest local organizations in sponsoring awards.

#### Share the Fun

Plans: Have Share the Fun contest in May.  
Arouse interest at club meetings in March and April.  
Distribute information and registration forms in March.  
Have club elimination for clubs which have a number of entries.  
Encourage local organizations to sponsor awards.

#### Junior Memory Book

Have a Junior Memory Book contest in March sponsored by 4-H Women Leader's Council.  
Training for 4-H girls in preparing Memory Books and Achievement records given in November. Memory Books discussed at December meetings.

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More emphasis to be given to Memory Books at January and February meetings.  
Memory Books to be judged by a committee of leaders in March. Agents to assist as needed.  
Ribbons to be awarded on Danish system.  
Have class for Memory Books in Achievement Day exhibits as in previous years.

#### Senior Achievement Record Books

Have county Achievement record book competition in March.  
Training on Achievement Records given in November.  
Individual help and encouragement to be given to girls by agents.  
Achievement records to be judged in March by a committee of leaders with agents assisting.  
Ribbons to be awarded on Danish system.  
The better records to be entered in State competition.

#### District and State Demonstration Contests

Plans: Strive to have a girl representing county in each district contest.  
Agents to work with girls individually prior to contest.  
Take a few older girls to district contest to observe.

#### Achievement Records

Plans: As a result of county competition should have more Achievement Records entered in state competition than last year, (2) should have better preparation of records.

#### 5. Achievement Day

Purpose: Set aside time to stop and review the accomplishments of the past year and give proper recognition and awards to deserving 4-H club members, leaders and sponsors. It provides encouragement for both old and new members.

Plans: Have an Achievement Day in October or November.  
Continue to encourage County Council to take initiative with development and execution of plans.  
Encourage 4-H leaders to assist with development of plans for exhibits and requirements.  
Agents encourage awarding of ribbon awards more than premiums.  
Encourage club members and parents to attend Achievement Day.

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6. Community Activities

Purpose: Through doing worthwhile projects in the community 4-H club members not only repay a debt to the community for ways it serves them, but also develops a wholesome spirit of giving of themselves, their talents and energies, to help build a better community.

Plans: Encourage 4-H clubs, especially the five community 4-H clubs to pre-plan and execute at least one community project. School clubs may carry out project for improvements around school.  
Encourage cooperation with worthy civic and community organizations.

7. National 4-H Club Week

Purpose: To provide a time for 4-H club members to show the public what they are doing, to arouse interest in potential members and to rally public support and confidence in 4-H club work.

Plans: The County Council and Honor Club will appoint committees for working out plans and activities for this week. The agents and leaders will serve as advisors.  
Agents will contact the radio stations and newspapers about publicity.

8. Others

The Honor Club and All Stars to be encouraged to conduct a special program such as a study of World neighbors or citizenship training including field trips, special speakers, films, etc.

Purpose: To create more interest at club meetings, and to give special training in a worthwhile activity. (Refer to III.A., Honor Club).

The County Council to be encouraged to have a recreational activity just for members of County Council.

Purpose: To give members a chance to get better acquainted and to have fun together. Should help to create more interest and better attendance at County Council meetings.

IV. SCOPE OF WORK

A.	No. in 1960	Goal for 1961
No. H. D. Clubs	18	19
Membership	460	460
No. 4-H Groups*(unorganized)	1	1
Membership	20	15
No. 4-H Clubs	23	24
Membership	757	780
No. YMW Clubs	1	1
Membership	33	33
No. Community Clubs	0	0
Membership	0	0
No. Home Ec. Committees	3	3
Membership	12	13
No. Gen. Interest Committees	1	1
Membership	7	7
No. Youth Committees	0	0
Membership	0	0
No. Other Organizations	12	12
No. Farm & Home Dev. Families	0	0
No. Other Families reached	2498	2700
No. Different families reached	3798	3990

\* Report all groups that met three or more times a year.

Greatest Emphasis

Continue to increase the quality of work of the existing organizations. Provide training and guidance for leaders. Work closely with them in planning and developing programs and activities that increase interest of members and potential members. Give publicity to the Extension organizations and accomplishments through press and radio.

Home Demonstration

Maintaining at least 18 organized Home Demonstration Clubs needs emphasis.

Information pertaining to special interest meetings and events will be sent women in areas where no club.

The County Home Demonstration Club objectives indicate methods of securing new members (Refer II. D. 3). The majority of Home Demonstration Clubs need new members and young members.

Home Economics Committee

(Refer II. A.5)

The development and functioning of these committees should result in increase in scope of work by the close of 1961.

Youth Program

Continue the concentration on securing and training adult 4-H club leaders. This will be done through personal contacts

with parents and friends of 4-H club work who might be potential leaders. Training will be conducted by agents both individually and with groups of leaders as needs arise.  
Concentrate on stronger community clubs and development of more community clubs. Devise means of increasing parent interest and cooperation.  
Plan and guide programs to create interest of various age levels.  
Continue concentration on the activity of the 4-H Adult Women Leader's organization.

B. Plans for informing the public about Extension Home Economics Program.

1. Unorganized Clubs and Communities

(Refer II. D.; IV. A)

Investigate interest in several unorganized communities.  
Through news and radio  
Through established Ext. organizations.  
The Piedmont Community 4-H club parents are planning special programs and activities while the 4-H club meets.  
Agents will work closely with this group.

2. Plans to reach others.

We will continue a weekly radio program giving timely information and the daily schedule of events.  
Continue weekly news column in local paper.  
Send timely information to interested persons.  
Through our 4-H club members and home visits to these members, we will contact many adults not contacted by other means. In 1961 we plan to make more 4-H home visits.  
Through Home Demonstration Club members we plan to publicize the Extension Home Economics Program. (Refer II. C.3)  
Exhibits will be used as a means of publicizing H. D. and 4-H work during National 4-H Club Week and National Home Demonstration Week.  
Office calls, telephone calls and home visits to non-participating families and individuals should help publicize the Extension Home Economics Program.

V. LEADERSHIP

A. Plan for Leadership

1. County Program Leaders		
	<u>No. in 1960</u>	<u>Goal for 1961</u>
a. County Agricultural Extension Service Board	0	0
b. Youth Council	0	0
c. Home Economics Council	0	0
2. Home Demonstration Leadership		
	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. organizational leaders	26	24
No. project leaders (Subject matter)	186	164
No. Federation program of work chairmen	21	21
No. program development leaders	20	19
No. result demonstrators	8	25
No. training meetings by specialists	8	11
No. training meetings by Dist. Agts.	0	0
No. training meetings by agents	17	19
No. training meetings by others	3	1
Attendance at all training meetings	296	495
No. meetings held without an agent	171	150
No. meetings leaders assisted	14	25
Demonstrations by leaders	169	144
Talks and discussions by leaders	162	150
3. 4-H Club Leadership		
	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. Club officers	152	159
No. adult project leaders	23	26
No. junior project leaders	21	25
No. result demonstrators	6	12
No. training meetings by specialists	5	5
No. training meetings by dist. agts.	0	0
No. training meetings by agents	37	40
No. training meetings by members club dept.	0	0
No. training meetings by others	1	0
Attendance at leader training meetings	610	630
No. 4-H leaders trained individually	23	26
No. club meetings held by ldr. without agt.	34	45
No. additional club meetings at which leaders assisted	66	75
No. demonstrations given by adult leaders	35	45
No. demonstrations given by junior leaders	30	35

## B. Strengthening Leadership

### 1. Home Demonstration

Subject Matter Leaders  
Federation Program of Work Leaders  
Program Development Leaders  
(Ref II. A. 6, II. B., II. C.3)

Although the following situation has improved, it would be wise to continue emphasis.

There are many leaders who do not carry through demonstrations or activities for which they have been trained. The attendance at leader training meetings is poor. Therefore, when an Agent does not attend a meeting, the members get little useful information. The agents plan to give more individual leader assistance as time permits. Some new blood in the clubs should help strengthen leadership.

#### Result Demonstrators

As the services of the Extension organization are re-emphasized by leaders and agents, we are getting more requests for individual assistance with major problems of result demonstration nature. Thus we should be able to secure the consent of some of these families to serve as result demonstrators in 1961. The County Home Demonstration Club Committee set-up a goal of new result demonstrators for 1961 as follows:

Improving Living Room	10
Landscaping	5
Housing	2

#### Youth Program

Leadership can be strengthened in the Youth Program by:

1. Securing more adult leaders (refer to IV.A.)
2. Training the officers and members in the use of parliamentary procedure. This training was conducted during November.
3. Encouraging members to do better club work and participate more actively in county events.
4. Encouraging more interest within the clubs in conducting community projects.
5. Encouraging more parents to assist with 4-H club activities as they can.
6. Encouraging Honor Club members to follow through with the individual goals they set up as junior leaders.
7. Give suggestions and encouragement as needed to those enrolled in the junior leadership project.
8. Co-ordinate Honor Club and All Star Organization in more activities.

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VI. FOR SPECIAL CONSIDERATION

A. Public Relations

1. State Extension Organization

Keep State Staff informed of activities through the monthly narrative reports.  
Have conference at intervals with the district agent.  
Cooperate with specialist and district agent in making arrangements for special training meetings to be held in Charlottesville.  
Make requests for specialist assistance as far in advance as possible.  
Have regular office conferences with entire office staff.  
The Home Demonstration Agent and Assistant Home Demonstration Agent have regular office conferences.  
County Staff divide responsibilities of certain phases of Extension program.  
Continue to inform secretaries of agents where-about.  
Inform the agricultural agent of special work and events of the Home Economics program.  
Have training meetings, conferences, talk-overs, etc., with adult and youth leaders and committeemen.  
Send leaders timely information and reports.

2. Parent Institution

Cooperate in publicizing information on the land grant college, V.P.I.  
Keep in touch with county students at V.P.I.  
Inform the public of our affiliation with Virginia Polytechnic Institute.

3. Elected and Appointed Representatives

Send monthly reports and copies of annual narrative reports to the County Executive and Supervisors.  
Invite supervisors to some special events.  
Keep in touch with congressmen in requesting bulletins for county use.

4. Organizations

Refer to community projects (II. C. 1)  
Involve representatives of some of these organizations in Home Economics Committees as such develop.  
Cooperate with requests of churches for home economics assistance needed.  
Assist Health Department and Cancer Society with distribution of educational materials.

Cooperate with Cancer Society, Red Cross, etc., in securing assistance with special events.

5. Businesses

Continue to become better acquainted with businesses. Seek their cooperation in carrying through phases of the Home Economics and Youth programs. Assist businesses in understanding that our work is educational. Thank businesses personally and by letter for their cooperation. Encourage 4-H and home demonstration members to do the same. Have some business representatives involved in special Home Economics Committees and Youth Committees.

6. Mass Media Personnel

Continue to seek radio and news cooperation in publicizing Extension activities, subject matter and events. Keep newspapers informed of special coming events as far in advance as possible. Discuss special programs with the WCHV program director. Keep the regular radio recording schedule as much as possible. Invite representatives of radio and newspaper to special events.

7. Other Agencies

Public Schools

Cooperate with school officials in carrying through the 4-H program and comply with their regulations. Give assistance to schools in home economics areas when requested. Send copies of new publications to the home economics teachers in city and county. Invite home economics teachers and agricultural instructors to some Extension events. Give assistance to home economics teachers when requested. Give copies of Extension Career leaflets to school and public libraries.

Health Department

Through the Home Demonstration Clubs assist the Health Department in informing the public of its services. Invite the Health Department to have a representative attend certain Extension meetings and serve as resource persons.

Welfare Department

Assist the Welfare Department in securing home demonstration club assistance with various projects as requested and the need

arises.

Invite a representative to serve as a resource person at certain Extension meetings.

#### University of Virginia

Agents try to become better acquainted with the available services of the University.

Invite qualified persons to serve as resource people on special committees.

Investigate the services of qualified persons available to assist in carrying through the special meetings.

#### Individuals and Families

Through weekly radio programs create good public relations. Invite general public to special events and special interest meetings.

Through office calls, telephone calls and home visits create good public relations.

Agents give individual and family assistance as much as possible.

Strive not to appear too pushed for time in office calls, telephone calls, home visits, conferences, etc.

Continue to inform the public, through mass media and Extension organizations, of the services of the Extension program.

Agents attend some school and community events.

Agents take time to let the general public know you as a person through contacts, mass media and correspondence.

#### B. Plan for Professional Improvement

Participate as a member in professional organizations:

Virginia Home Demonstration Agents Association  
Virginia Home Economics Association  
National Home Economics Association  
Epsilon Sigma Phi

Subscribe to and read professional homemaking and news magazine.

Participate in agent training programs.

Attend University of Virginia programs, talks, discussion groups as much as possible.

Visit with other home demonstration agents and home economists.

- C. The phase of the of the county program that should make the most significant contribution to family living should be our Youth Program. Through the 2 new community clubs begun in 1960 and possibility of development of others as well as strengthening the present organization many families should receive more concentrated assistance in family living.