

1959

NARRATIVE ANNUAL REPORT

G. H. Clark

Northern Virginia District

Virginia Agricultural Extension Service

TABLE OF CONTENTS

	<u>Pages</u>
I. Cover Page	
II. Table of Contents	
III. County Appropriations	1
IV. Personnel	2
V. Youth Program	3
VI. Adult Program	4 - 5
VII. Offices	5 - 7
A. Office Space and Conditions	5 - 7
B. Filing System	7
VIII. Evaluation of--	8 - 9
A. County Workers	8
B. Supervisory Accomplishments	8 - 9

COUNTY APPROPRIATIONS

<u>County</u>	<u>1958-59</u> <u>County Agent</u>	<u>1959-60</u> <u>County Agent</u>	<u>1958-59</u> <u>Asst. County Art.</u>	<u>1959-60</u> <u>Asst. County Art.</u>
Augusta	\$2200	\$2200	\$3630	\$3630
Clarke	1500	1500		
Culpeper	1800	2000	1200	1400
Fairfax	4942	6165	3459 1730	3643 1730
Fauquier	2000	2000	1500	1500
Frederick	1700	1800	1300	1500
Greene	1000	1100		
Loudoun	2200	2200	3300	3300
Madison	1782	1800	600	900
Orange	1800	1800	1100	1100
Page	1980	2000	660	800
Rappahannock	1600	1600	500	500
Rockingham	2020	2020	1500	1600
Shenandoah	1980	1980	1540	1540
Spotsylvania	1000	1250		
Stafford	1450	1500		
Warren	1800	2000	600	800
Prince William	<u>2200</u>	<u>2200</u>	<u>1650</u>	<u>1700</u>
Total	\$34954	\$37115 -34954 \$ 2161	\$24269	\$25643 -24269 \$ 1374 2161 \$ 3535

\$3535.00 = increase in county appropriations for county agents and assistant county agents 1959-60 over 1958-59.

IV. PERSONNEL

Most of the recruitment program has been carried on at the college. However, we have been able to uncover a few desirable people who were out of school.

In this job of selecting personnel, the district agent's troubles either end or begin. I am forever grateful for the opportunity, which we enjoy, to select or approve the personnel for our district.

As time goes on, I believe I am gradually developing in my own mind a picture of the man we would like to hire. Among the things which are desirable are successful experiences in things which he has undertaken, a personality which will make him acceptable to people with whom he is to work and a desire to get things done.

By following this score card, I do believe that we have been able to assemble a good team of capable willing people.

After a person is recruited, it is necessary that he be trained by someone. In addition to training schools, young workers should be taught by the county agents with whom they are expected to work and the district agents in matters of Extension methods and Extension philosophy.

This we have attempted to do during the past. I believe that the agents of this district do have a good understanding of the methods and philosophy of Extension.

V. YOUTH PROGRAM

I believe that there are certain basic things that successful county workers must do. In the youth program, these things to me are basic:

1. A relatively high percentage of 4-H club members completing their projects.
2. Each county to train at least one judging team in poultry, livestock or dairy.
3. Each county is asked to participate in state-wide 4-H programs; each county is asked to submit at least two records in state competition.
4. Each county should hold a public achievement program at the end of the club year.

The counties of the district have willingly participated in this club effort. As a result of their efforts, the district led the state in percentages of 4-H completions in 1959. Every county trained at least one judging team. As a result of this effort, Northern Virginia had at least two members on each judging team representing Virginia in National 4-H contests.

Each county has held its achievement program at which county medals were presented and state and national winners recognized.

We do not have the largest enrollment in the state, but we do believe that we do have a good sound club program which is producing year after year a crop of outstanding young men and women. The effectiveness of this program can be measured by the fact that out of 30 Virginia 4-H club members attending the National Club Congress, 13 were from this district. Overall, I believe we had a successful 4-H club year.

VI. ADULT PROGRAM

In the field of adult Extension work, I believe that here too, are some basic things which must be done if we are to have a reasonably successful program.

A program well planned is half done. It has been decided that the "Virginia Plan" for the development of county Extension programs is the procedure to be used. All counties have cooperated and are in various stages of development. All, however, have some special interest committees with which they are working. These committees have been most helpful in analyzing situations and in developing solutions to problems. Without this group, Extension work would be no more than 50% as effective as it now is in the district.

All new employees are taught that the "Virginia Plan" is the pattern to be followed. No other plan of program development is considered to be satisfactory.

In order that the Extension program be given continuity, the director requested that each county prepare a long-time county Extension program. This program is to cover a period of approximately 5 years.

All county workers have cooperated in this project and all counties have submitted long-time programs of work. Most of these long-time programs show a great deal of thought and careful consideration had gone into

their preparation. If these long-time programs and their stated goals are used as guides, our overall Extension program will have direction and continuity. It is relatively impossible to develop a one-year Extension program. Most things undertaken by Extension require more than one year to accomplish.

Long-time programs are not the entire answer. Situations must be evaluated as they develop and programs adjusted to these new situations.

I have worked with county groups on several occasions during the year in setting up new committees and in revitalizing others.

Agents have been encouraged to add committees where needed and drop committees which have finished their work.

VII. OFFICES

A. Office Space and Conditions

I believe that clean, well lighted, adequate in size office space lends dignity to the Extension program. I believe it helps the people on both sides of the counter. Our employees are stimulated when office space is satisfactory and the public, in general, has greater respect for organizations which are well housed.

There are several situations in the district which are not entirely satisfactory, but there is one that is definitely poor. The Winchester

office is unsatisfactory. This is no fault of the agents, but of the Board of Supervisors who refuse to remodel and paint.

The following is a report on conditions in various offices of the district:

<u>County</u>		<u>Condition</u>
Augusta	Excellent	New
Rockingham	Good	Agents not Together
Shenandoah	Fair	Too small--needs painting
Frederick	Poor	Dirty--poor arrangement
Page	Very Good	Agents together
Warren	Very Good	Agents together
Clarke	Very Good	Agents together
Loudoun	Good	Old Building
Fairfax	Good	Not good arrangement
Prince William	Very Good	Agents together--room adequate
Fauquier	Very Good	Moved--upstairs
Culpeper	Excellent	New
Rappahannock	Good	Small
Greene	Good	Small
Madison	Good	Small
Orange	Fair	Small
Spotsylvania	Good	Agents together
Stafford	Very Good	New

There is a very definite need for improvement in the office space situation in the following counties: Frederick, Shenandoah, Orange, Greene and Rappahannock.

The home demonstration agent and county agents are not in same building in the following counties: Rockingham, Shenandoah, Orange and Fauquier.

All offices are well equipped both with office furniture and office machines needed to do a satisfactory job. In no case is lack of equipment seriously handicapping our workers.

B. Filing System

A most effective three days were spent in installing the new filing system in the Front Royal Extension office. We had the complete cooperation of the entire Warren County staff. The work of the Extension secretary was outstanding. Warren Slusser of the state office gave us some excellent guidance. Plans have been made for expanding the filing system to other counties as rapidly as time permits. It is planned that three county groups will meet in the Front Royal Extension office on two successive days in an effort to expand the filing system.

A number of agents have requested that the new filing system be installed in their counties at an early date.

VIII. EVALUATION

A. County Workers

Evaluation forms have been discussed with about one half of our personnel. This form has been helpful in locating the strong and weak points of each worker. The best have some weaknesses and the weakest workers have some strengths.

In addition, I believe, this evaluation form provides us with our best written description of a successful Extension worker.

We would like to go over this form with all other agents as early as possible.

Individual evaluations have been done on about 50% of the district's personnel.

B. Supervisory Accomplishments

While 1959 was not a year of maximum effort in securing increased county appropriations, we were successful in securing increase in the greatest increase in appropriations for men agents of any district.

The major supervisory accomplishment had been the excellent Extension job performed by the thirty-seven men under my supervision.

The glory of a supervisor must of necessity be a reflected one, for it is his job to use all available tools to secure from those under his supervision an outstanding performance.

Probably the least satisfying job being attempted is that of Farm and Home Development. This program is falling short not because of personnel, but because the program itself, in my judgement, needs some revision and the people who are assigned to it need more and specific training.

I believe that my major weakness as a supervisor lay in the fact that I attempted to do too many things and none of them as well as I should have done them.