

in this area as yet, however if the agent finds it possible to attend such activities, she will do so.

- E. Planned Educational Trips - Plans are being made to sponsor an educational tour to Jamestown, Virginia in August with all of the H.D. Club Members and non-club members attending.

XI. The agent plans to work cooperatively with other extension agents in the county toward a unified program.

XII. Difficult Problems in Carrying Out Extension Program in County. -

- A. Time for conducting 4-H meetings is limited. Business part of the meetings in a few instances, is omitted to allow more time for project work.
- B. Office work and reports are often rushed when the agent has to spend more time in field. All available allocation for clerical assistance will be used.
- C. More Leaders - Leadership program will be sponsored.
- D. Lack of attendance when meetings are held during the day. Many of the club meetings are being held at night. Train leaders to held some of these night meetings.
- E. Lack of time for office, meetings, home visiting, and other meetings. Better organization of time will be made. A secretary would help solve the problem.

- C. Elected Representatives -- Monthly and annual reports will be sent to the county board of supervisors. Board members will be invited to county-wide activities. Occasionally, agent will attend some of the board meetings.
- D. Commercial Interests -- Information and equipment will be used from commercial sources when available. Agent will pass along any to club members worthwhile offers that they might have available to club groups, etc.
- E. Other Professional Workers - Discussions and exchanging ideas with other professional workers help to promote good public relations. The agent will do those things whenever possible. Public meetings with these groups will be attended occasionally. Agent will also offer her services to professional workers.

IX. Plans for Recording Progress and Evaluating Programs As Planned For 1958 -

This will be done through record keeping, home visits, frequent check on plan of work and objectives, and follow-ups of programs. Progress will also be checked by taking samplings, passing out evaluation sheets for members to fill in and through actual observation.

X. Plans For Professional Improvement -

A. Organized Study:

- 1. Short Course - The agent hopes to attend one of the regional summer schools for three weeks.

B. Reading Professional Books and Other Publications - The agent plans to subscribe to and read professional books and magazines. Some of these books or magazines will include: "Good Housekeeping", "The American Home Journal", and "Better Homes and Gardens."

C. Membership in Professional Organizations - The agent plans to join the National Home Economics Association.

D. Participating in Programs and Workshops planned by other organizations - No definite plans have been made

	No. In 1957	Goal 1958
No. club meetings at which leaders assisted	32	40
No. demonstrartions given by adult leaders	14	,10
No. demonstrations given by junior leaders	17	12

E. Young Men and Young Women's Clubs .-

Number club officers	0	8
Number adult leaders or sponsors	0	3

VII. Plans For Work With Other Agencies -

- A. Public Welfare Dept. - Plans have been made with this department to reach some of the needy families in the county that are not affiliated with extension work. Plans have also been made to have each H.D. Club give a Christmas basket to one needy family in each of the communities where there are clubs.
- B. The agent has been scheduled to make several speeches at various P.T.A. meetings in the schools in the county.
- C. The agent has made herself available to the various churches if help is desired and also to the county board of supervisors.

VIII. Plans for Developing Good Relations:

- A. Co-workers - Agent will work cooperatively with co-workers; share information and experiences; have occasional conferences; and have discussions on various matters of extension nature.
- B. General Public - Participate in and attend county wide activities and the various churches and pass along extension activities through local newspaper, circular letters and activities.

3. Program development leaders will help to discover the needs and desires of people in the different communities. Their job is a year round one. They will also assist in planning the program of work.

All of the leaders will receive some form of training during the year either from specialists, district agent, agent or other help.

	No. In <u>1957</u>	Goal <u>1958</u>
C. Overall Youth Leaders -	0	5
D. 4-H Club -	<u>No. In</u>	<u>Goal</u>
	<u>1957</u>	<u>1958</u>
No. 4-H Club Officers	55	55
No. Adult project leaders	7	8
No. junior project leaders	4	4
No. result demonstrators	0	5
No. meetings at which leaders were trained ... by specialist	2	2
No. meetings at which leaders were trained by district agent	0	0
No. meetings at which leaders were trained by agent	8	8
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	0
No. meetings at which leaders were trained by others	0	1
Attendance at leader training meetings	96	115
No. 4-H leaders trained individually	14	14
No. club meetings held by leaders without agent present	10	8

VI. Plan For Leadership -

	<u>No. In</u> <u>1957</u>	<u>Goal</u> <u>1958</u>
A. Overall Program Leaders	18	22
B. Home Demonstration Club Leadership -		
	<u>No. In</u> <u>1957</u>	<u>Goal</u> <u>1958</u>
Number organization leaders	9	11
Number project leaders	20	22
No. Federation Program of Work Chairmen	1	11
No. program development leaders	9	11
No. result demonstrators	5	11
No. meetings at which leaders were trained by specialist	2	6
No. meetings at which leaders were trained by agent (District Agent)	0	1
No. meetings at which leaders were trained by agent	5	7
Attendance at training meetings	116	200
No. club meetings held by leaders without agent present	43	20
No. club meetings in which leaders assisted	32	32
Total number demonstrations given by leaders ...	72	30
No. talks or discussions by leaders	164	175

Plans for training and using all types of leaders in 1957 program.

1. Organizational leaders are selected by each club for the purpose of conducting regular club meetings.
2. Subject matter leaders will attend training meetings conducted by specialist from V.P.I. district agent or agent; give demonstrations, and assist the agent with subject matter in the field for which they are trained. Some leaders will be trained individually when necessary.

2. 4-H Shortcourse - The required number of girls will attend this event at Virginia State College during the month of June.
3. 4-H Council - This council will meet twice this year to assist with 4-H activities.
4. 4-H Wildlife Conference - The required number of girls will attend this conference at Virginia state College during the month of August.
5. Rural Life Sunday - All clubs will observe this day through churches, and other organizations.
6. National 4-H Club Week - This event will be observed with exhibits, bulletin board displays, talks, and other discussions. Each member will wear the 4-H emblem during the week.

D. Young Men and Young Women's Work Plans will be made to organize such a group during the year.

V. Scope of Work -

A. Organization:

	No. In <u>1957</u>	Goal <u>1958</u>
Number of home demonstration clubs	9	11
Membership	180	210
Number of 4-H Clubs	7	7
Membership	185	210
Number of young men's and women's clubs ...	0	1
Membership	0	20
Number community improvement clubs	0	0
Membership	0	0
Number home economics committees	1	1
Number general interest committees	1	1
Number youth committees	0	0
Number other organization	1	1
Number farm & home development families ...	3	3

during the year to plan the 1959 program calendar.

B. 4-H Project Work -

I. Clothing

Objectives:

- a. To learn to select good designs for the figure; to buy patterns and fabrics and to make or remake a garment.
- b. To make suitable garments to fit the need.
- c. To learn how to use clothing money wisely.
- d. To learn how to make simple articles without depending on a pattern.
- e. To gain experience in making simple things that will be of a great help when learning to sew larger things.

Procedure:

- a. Demonstrations will be given by the agent and leaders in the individual clubs.
- b. Instructions for carrying out the project will be provided by the agent.
- c. For the younger members enrolled in the project, "So you'd Like to Sew," the agent will make each article to show members how the finished article should look, in addition to providing project instruction.
- d. Agent will give leader training meetings for the adult and junior 4-H leaders.
- e. Junior and adult leaders will assist agent and will conduct meetings without agent's presence.

C. 4-H Activities -

1. Achievement Day - This activity will be observed jointly with adult clubs. The members will exhibit work that they have done during the year.

Objectives for promoting the work in farm and home development are:

1. To visit families more often, thus having a chance to work more closely with them.
2. To encourage greater participation from other family members besides husband and wife.
3. To help families become more aware of their problems and ways of solving them.

In carrying out the program in the subject matter fields, the agent plans to obtain specialist help, supply mimeographed material and other pamphlets to the farm families, and to discuss with each family the various subject matter fields that's of interest to them.

To recognize achievements and results, the agent plans (1) to have mimeographed evaluation sheets for the families to fill out; (2) through observations and home visitations, (3) and discussions with other interested persons in the communities as to improvements that they may observe.

IV. County Extension Program - Youth

A. Organization

1. County 4-H Council will meet twice this year to make plans for 4-H Week, train officers and to assist with 4-H activities. It is composed of 55 members with representatives and officers from all of the clubs in the county.
2. Project Planning Committee is composed of club leaders and officers and they will meet once

During the month of July, two groups will be held to help those interested in renovating garments. These persons will be trained by local clothing leaders and the agent. These groups are expected to help satisfy the desires of those persons interested in special activities. The agent will have leader training meetings to train the leaders so that they might conduct the special interest groups with her supervision.

8. Result Demonstration -

The result demonstration this year is yard improvement. There will be nine demonstrators, one representing each club, and four demonstrations will be given during the year. Assistance will be secured from Dr. Watson, Horticulture Department, Virginia State College, to help with these demonstrations, in addition to showing the groups related filmstrips.

The agent plans to tell the public about home demonstration work through the following channels:

1. Mass media (newspapers, public speeches)
2. Participation with non-club groups
3. Discussions with other professional workers in the county
4. Have county-wide activities in which non-club members may participate.
5. Distribution of H.D. handbooks.

III. Farm and Home Development -

A. Background Information:

There are at present three farm and home development families. They are as follows: Mr. A. S. Allmond, Isle of Wight; Mr. Winston Evans, Zuni; and Mr. George Smith, Rushmere. At present, it is not the agent's intentions of working with any more families during 1958, but instead, to try to work more closely with those families that have already been selected and to try to get them to reach more of their goals.

The Advisory Board is the only committee working with this program. Its only assistance so far has been to select the families and to try to help them realize some of their problems.

3. Farm and Home Week -
Delegates will attend this meeting at Virginia State College during the month of July. The conference offers a great deal of valuable information to farmers and homemakers and it is hoped that the delegates will bring back such information to report to county meetings. The agent plans to attend this affair and carry all or some of the delegates with her, and instill in the members and leaders the importance of attending.
4. National Home Demonstration Week -
A county-wide program of some nature will be held to observe this event. The purpose of the activity will be to inform the people of the home demonstration program and to create interest. The agent plans to have the H.D. Planning Committee meet and draw up plans for the observance of this event.
5. Educational Tour -
Jointly, all of the H.D. Clubs in the county are planning an educational trip to Jamestown, Virginia, Peanut Plant in Suffolk and one of the meat packing houses in Smithfield. This tour will take place during the month of August. Non-club members will be invited to take a part and this will serve as a means of informing the general public about extension work. The agent with the help of leaders will supervise the tour and make the necessary arrangements.
6. Achievement Day -
A joint exhibit of the adults and 4-H Clubs in the county and the home economics and agricultural departments of the two high schools will be held in the cafeterium of G.D. Tyler High School the Saturday prior to the Tidewater Fair. It is hoped that the money for prizes and other expenses will be supplied by the various business concerns in the county. This affair will serve as a means of letting non-club people know about the work of the extension service during the year and it will serve as a means of stimulating others to become affiliated with the extension program. A short program will constitute part of the day.
7. Special Interest Activities -
During the month of May, two groups will be held to help those interested in making slip covers. Those such persons will be trained by the agent and local leaders.

- e. Leaders that attend the training meetings will make reports to the club members and will assist the agent with the demonstration.
- f. A fully equipped paint kit will be secured from one of the paint stores to use.
- g. Members will receive instructions in mixing paints to get certain effects.

C. Federation Program of Work -

1. The agent will help members carry out the federation program of work, "Health and Recreation" by supervising the educational tour that has been planned.
2. By teaching club leaders some suitable games and other recreational activities that are suitable for family recreation.
3. By securing any available help from the county health department.
4. By helping club members to plan adequate meals for their families.
5. By working very closely with the Federation Program of Work Chairman in each of the clubs so that the chairman might better help the people in her club or community.

D. Other Activities -Adult

1. Tidewater Fair. Clubs will participate in the annual fair with exhibits of work done during the year. The agent is planning to start early with the clubs in getting ideas for suitable exhibits at the fair.
2. District Home Demonstration Meeting -
The required number of delegates will represent the county at this meeting. Reports will be made on the county goal as to progress or each of progress. It is the agent's hope that these delegates will gain something from the meeting that will be of value to report to the county committee. It is hoped that as many delegates as possible will attend this meeting. The agent plans to have the H.D. Committee select the delegates in ample time so that they will be able to make all necessary preparations for the meeting.

- c. An agent-leader training meeting will be by one of the specialists from V.P.I. on freezing foods.
- d. Filmstrips on canning and freezing foods will be shown to the members.
- e. Food and nutrition leaders will present a detailed report to club members on the agent-leader training meeting for freezing foods.

4. House Improvement -

Objectives:

- a. To learn how to provide adequate bedroom and clothing space in the home.
- b. To learn where and how to make storage space and to discuss ways of providing this space.

Procedure:

- a. Charts on where and how to make storage space will be shown to the club members by the house improvement leader.
- b. Agent will hold a leader-training meeting to prepare leaders for the demonstration.
- c. Agent will also discuss ways of providing storage in the home.

5. House Furnishings -

Objectives:

- a. To learn how to arrange flowers beautifully.
- b. To learn how to arrange furniture in the home correctly.
- c. To learn how to select the correct paint for certain desired affects in the home.
- d. To learn the various types of paint that may be used in the home.

Procedure:

- a. Help with Dr. Watson, Horticulture Department, Va. State College will be secured in a training meeting to learn how to arrange flowers.
- b. Pamphlets on flower arrangements will be given to club members.
- c. Specialist help from V.P.I. will be secured for a leader training meeting on furniture arrangement.
- d. Filmstrips on related subjects will be shown.

Procedure:

- a. Swatches of various fabrics with a description of each fabric will be used. Pattern books will also be provided so that the members can select their patterns.
- b. Pamphlets on points to consider in pattern and fabric selection will be presented to each member.
- c. The agent will have half-scale patterns on the various pattern types to show the members.
- d. The agent will discuss ways of making pattern adjustments.
- e. The agent will have a leader-training meeting to discuss with them some of the finer points in clothing construction that she gathered from the agent training meeting by the clothing specialist from V.P.I. in November, 1957.
- f. The agent will give a demonstration on how to lay-out a pattern using a half-scale pattern.
- g. Filmstrips on clothing construction will be shown to the club members.
- h. Agent will show members samples of zippers that have been put in the different ways on different fabrics, and also samples of the various ways to put in hems.
- i. Pamphlets on how to make buttonholes, put in zippers, etc. will be presented to members.
- j. After agent-training meeting, clothing leaders will assist agent with each demonstration and each clothing leader will give at least one demonstration without the agent's assistance.

3. Food and Nutrition -

Objectives:

- a. To learn how to plan adequate meals for family members.
- b. To learn how to can and freeze fruits, vegetables and other foodstuffs.

Procedure:

- a. Mimeographed material on how to plan adequate meals will be given to each member.
- b. Agent will discuss ways of planning adequate meals.

4. County Home Demonstration Club Committee - Composed of members meeting four times during the year. It will plan the program and other activities for the organized home demonstration clubs. This committee will also send delegates to the district meeting during National Home Demonstration Week; Make plans for the Tidewater Fair, Achievement Day, and draw up plans for the observance of National Home Demonstration Week.

B. Project Work - Adult

1. Personal Grooming. "Dressing For Different Occasions."

Objectives:

- a. To teach the proper attire for the various occasions.
- b. To instill in the members the importance of dressing correctly.
- c. To discuss the do's and don'ts in dressing.

Procedure:

- a. The flannel board will be used in this project. The agent will have pictures of correctly dressed people for church, traveling, dances, etc. to put on the flannel board.
- b. The agent will provide mimeographed material on "Do's and Don'ts in Dressing" to give each member.
- c. Mimeographed material on "Beauty Facts" which includes care of hair, hands, skin, etc. will be presented to each club member.
- d. A question and answer period will follow the demonstration at which time the agent and members will participate.

2. Clothing Construction

Objectives:

- a. To study the proper selection of patterns and fabrics to best suit the figure.
- b. To learn how to make pattern adjustments and how to lay out and cut a pattern.
- c. To teach some of the finer points in clothing construction which will include inserting zippers, taking hems and making belts.

have modern appliances in their homes. A considerable number of club members may be reached by phone through the services rendered by the telephone company.

Consequently, the home demonstration and 4-H committees, along with other persons interested in the promotion of extension work in the county, with the guidance and assistance of the home agent planned a program for 1958 with the main objectives being to help solve some of the family problems of both groups to improve the pattern of living of farm and non-farm people.

II. County Extension Program - Adult

A. Organization

1. County Agricultural Extension Service Board - Composed of 52 members will meet quarterly to bring together plans developed by the various committees. It also acts as a guide in helping to solve problems and offers suggestions when problems arrive. This board will also suggest changes, additions or deletions to plans and integrate plans when there is a need for such. It will also suggest those problems that should be given major interest.
2. Special Interest Committees - One committee will act in this capacity with a membership of ten persons. This committee will study the major interests of the communities and will determine means of guiding those worthwhile interests in the proper channels.
3. County Home Economic Committees - Will be three in number with nine members serving on each committee. These committees will be used to :
 - a. analyze the situation in clothing, foods, nutrition, and house furnishings
 - b. determine the needs and problems; establish goals and set up methods for the solutions to the problems and for the attainment of the set-up goals.

boys in the county. Most of the present 4-H members travel quite a distance to school by bus. Therefore, the time allocated for meetings is very limited. The relationship of the schools to extension work is very good, and most of the schools lend themselves very readily to extension activities. Due to the large enrollment of club members in the windsor School, the agents are given two days a month for 4-H meetings.

The home demonstration clubs are situated with at least two clubs in each of the three majesterial districts. Many of the homemakers are employed in the dry cleaners, oyster houses during oyster season, and the meat packing plants that produce the Smithfield hams known to many throughout the states. This situation has necessiated holding many club meetings at night in order for a large number of homemakers to benefit from the home demonstration program.

There are a number of facilities available to the county - health department, public welfare department in addition to a telephone company, and available electricity to the rural areas. In the 1954 census, a total of 393 farms reported telephones, and of the 1,003 farms all totaled in the county, 965 reported having electricity. It appears as though there are only 38 farms throughout the county without electricity. This fortunate situation has made it convenient for many of the farm families to

and means as to how these will be carried out. It is believed that these are some of the many things that will help to promote growth and expansion in the county extension program.

According to the 1954 census of agriculture, there are 1,003 farm families in the county. 282 of these families are Negroes and there are 1,453 non-farm Negro homes in the county. The main source of income is general farming. This includes the production of corn, cotton, peanuts, hogs, sweet potatoes, and truck crops for the farm use. Corn, Peanuts, cotton and hogs are the principal crops sold for cash. The industrial plants located in and around Smithfield produces another source of income. These include laundries, and dry cleaners, oyster houses, and meat packing plants. This situation has necessitated holding many club meetings at night in order for a large number of homemakers to receive the benefit of the program.

Isle of Wight is located in the southeastern part of Virginia. It is a flat tidewater county and has a total area of 314 square miles. Its total population is 14,906 of which 13,275 is rural population.

There are seven schools in the county with 4-H Clubs in six of these. Two of these schools are consolidated. There are now two senior high schools, one in Smithfield and the new one in Windsor. It believed that this situation will provide for more older 4-H Club members both girls and

7/28/58

1958 PLAN OF WORK

Mary L. Williams
Home Demonstration Agent

Isle Of Wight
County

I. County Situation Considered in Working Out the 1958 Program:

The plan of work is considered a written guide for the total program to be carried out in the county during the year. It outlines what is to be done, and the procedures and methods that will be used in carrying out the program.

So that such a program might be effective in Isle of Wight County, it is planned around the needs, problems, and interests of those farm and non-farm people for whom the program is intended. Once each year a program of work is developed at the program planning meeting by the people and with the guidance and assistance of the agent. By having the people plan the program, it is then planned to their level, thus making it clear and understandable to them. To be a good program of work, it must have some definite aims, objectives, and goals and some concrete ways