

PLAN OF WORK

SUSSEX COUNTY

Esther G. Hawks
Home Demonstration Agent

1960

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1960 PLAN OF WORK

Esther G. Hawks
Home Demonstration Agent

Sussex
County

I. County Situation

Sussex County, named for Sussex County in England, was formed in 1754 from Surry County. The land area is 496 square miles - 317,440 acres. The average rainfall is 48 inches and is well distributed. The climate is warm temperate. Winters are mild and 0° temperature seldomly occurs. The frost-free growing season is about 190 days, extending from around April 15 to October 22.

Sussex County lies in the Southeastern Coastal Plain area except the extreme Western corner which is in the Piedmont Plateau area.

The total population of the county is 12,785, of this total 67% are negro. Of this total 22.1% are rural farm, 30.9% rural non-farm and 47.0% are urban. There are four small towns in the county with a range in population from 482 in Stony Creek to 1502 in Waverly. The other two towns are Jarratt and Wakefield.

The surface relief varies from flat to undulating, to rolling. Altitudes vary from 50 - 250 feet above sea level.

In 1954 the land in farms totaled 182,210 acres, about 57.4% of the county's area. Of this, 66.9% is in woodland, 23.3% cropland, 3.4% pasture, 3.4% idle land, and other 3%.

The land is well adapted to general farming which is the principal industry of the county. Sussex ranks among the top four counties in Virginia in peanut production. Many acres are planted in corn, soybeans, tobacco, grains and cotton. Hog raising is an important industry and the raising of beef cattle is becoming more prominent. This is due partially to controlled acreage on other crops.

Manufacturing is closely related to the forest resources. Lumber, key staves, pulp and paper board are the leading products. The largest business enterprise is the pulp mill in Jarratt; although in Greensville County by location, it gives employment to many Sussex residents. A new plant for the manufacture of hardwood is in process of construction in Waverly.

The rural areas have only fair coverage for telephone service while electric service is available in just about any place it is wanted. Both the Prince George Electric Cooperative and the Virginia Electric and Power Company serve the county.

There are three main railroads, two U. S. highways and two bus lines in the county. These furnish adequate transportation facilities.

Tourist travel brings additional revenue to the county.

There is no shopping center of any size; therefore, the people shop in Petersburg, Richmond, Suffolk, Norfolk and Emporia. In one district there is no farm supply store.

There are good markets for soybeans, peanuts and corn. One swine buying station is located in the extreme tip of the county.

Recreational activities are generally planned and supervised by schools, churches, civic and social organizations.

There are four high schools with elementary for the white and one high school with elementary and twenty-three elementary schools for the colored. There is a new consolidated high school for the colored.

II. County Extension Program - Adult

A. Organization

1. County Agricultural Extension Service Board

We do not have an organized Agricultural Service Board. However, a representative group from the different areas of the county has met and selected several problems to work on. This group felt that the need for more work with the youth and work on improving home lighting was prominent.

2. Home Economics Council

The same applies to the council as to the service board -- no council has been set up.

3. General Interest Committees

Tentative plans have been made with the district agent to begin work with a general interest committee. This committee will begin with work with youth. It is the hope of the agents to secure 4-H club leaders through this committee.

4. Home Economics Committees

The agent will start to work with a small committee of three or four from one home demonstration club on home lighting. This small committee will work with the other members in the club by making surveys on present lighting conditions in each home and giving information on proper lighting. An evaluation of work done will be made at the end of the year by using a questionnaire which will be made up by the small committee members.

The agent feels that this method of working with special committees within the home demonstration clubs will be an effective way of getting work started and later extending the work to others outside the club in the community.

5. County Home Demonstration Club Committee

The county has a well organized Home Demonstration Club Committee with definite objectives. They are as follows:

- a. To hold at least three meetings during the year — two for general business and planning and one for setting up the program for the following year.

- b. To sponsor an Achievement Program.

One club serves as a committee to plan this program. Suggestions are made by members for type of program desired. A small committee within the club is appointed by the club president to make the final decisions.

- c. To sponsor at least one tour.

The same plan is followed for planning tours as described in b. There will probably be one tour within the county and one outside the county.

- d. To hold joint picnics with the Farm Bureau and Farmers Union.

The members of the farm organization furnish stew and the home demonstration club members furnish home made dessert.

- e. To encourage all club members to fulfill the requirements for recognition.

A pin is given for the first year, a guard for the second and a certificate for the third. Each year following a seal will be added to certificate as requirements are met.

- f. To provide more information on the books available and to encourage more reading.

A reading chairman will be appointed to carry out this work. Reading certificates will be awarded.

- g. To sponsor a year book.

These will be financed by an increase in the county dues.

- h. To assist the 4-H clubs with their work by furnishing leadership and financial help on some activity.

Notes on 1960 Program and Suggestions for 1961 Program

ADULT WORK

Subject Matter or Special Emphasis Area Management -- Simplified House Cleaning

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Due to demand on homemakers' time for outside activities and with many having jobs outside the home, a definite need was expressed for information on how to save time in house cleaning.	<ol style="list-style-type: none"> 1. Developing good attitudes toward house work. 2. Use of and advantages of having a schedule. 3. Practices which save time and energy in housecleaning; e.g., the proper tools, a place for everything and everything in its place, etc. 	11 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
<p>To have the homemaker develop a sane and sensible attitude toward the job of house cleaning.</p> <p>To have each homemaker analyze her present methods of getting work done and make changes where needed--even one or two.</p>	<ol style="list-style-type: none"> 1. Part of the so-called drudgery of house cleaning is due to our attitudes toward the job. 2. Making and following a schedule for getting jobs done is a good practice. 3. There are definite practices which if followed, the job will be done more efficiently, easier and in less time. 	<p>Have leaders training meeting conducted by Miss Amelia Fuller, Home Management Specialist, V.P.I.</p> <p>Devote one month's program to this topic.</p> <p>Supply printed materials.</p> <p>By means of a check sheet have members report on practices which have been improved during year.</p>	

ADULT WORK

Subject Matter or Special Emphasis Area Management -- Labor Saving Devices in the Kitchen

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Practically the same as for other program on management. All homemakers are faced with the problem of how to get work done efficiently yet use less time. What devices can be used in the kitchen which will help solve this problem?	Step-saving arrangement of equipment, supplies and work centers. Gadgets that speed up work. Selection and use of equipment which would be time saving.	11 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To give the homemakers such information that each one will be able to apply it and save time in getting various jobs done.	Good arrangement in the kitchen equipment and supplies. Arrangement of different work centers. New and old time-saving gadgets and how to use them. To select equipment which will enable her to do her work in less time.	Mrs. Ocie O'Brien will train leaders for this program. One month's program will be devoted to this topic. Printed material will be given to each member. Filmstrip, slides and other visual aids will be used in presenting information. Each member will report on the improvements she makes.	1 1

ADULT WORK

Subject Matter or Special Emphasis Area House Furnishings -- Gathering and Preparing Materials for Dried Arrangements -- Making Dried Arrangements

<u>Problem</u>	<u>Topics to be Included</u>	<u>Number of Clubs, Groups or Committees Inv.</u>
Recognizing the types of flowers and plants suitable for dried arrangements; knowing when to gather such materials and how to care for them.	Plant materials and flowers suitable for drying. Time to gather materials Treatment of materials. Suitable containers for arrangements. How to make arrangements.	11 Clubs

<u>GOALS</u>	<u>WHAT PEOPLE ARE TO LEARN</u>	<u>PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS</u>	<u>NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS</u>
To give the homemaker information which will enable her to make attractive and "worth while" dried arrangements.	The importance of gathering materials at the correct time. The types of plants and flowers which lend themselves to this type of arrangement. The different methods of preserving these materials. The principles of flower arranging.	Have Mrs. Archer Mayes, local Garden Club member train leaders for two meetings. One will be held in March and the other in October. Leaders will have members bring their materials to the November meetings. Each member will make an arrangement. The other monthly meeting will be held in April when members will be given instructions on how to gather and prepare materials.	

ADULT WORK

Subject Matter or Special Emphasis Area Child Development -- Understanding Children of Different Ages

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Many members of Home Demonstration Clubs have children. They have requested help on how to deal with problems in discipline and training.	Characteristics of children of different ages. Common misunderstandings between parents and children. How to deal with these problems.	11 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To help mothers and fathers to better understand their children. To give them information on sources of good advice for help in solving problems.	Each child is different and the importance of this in dealing with children. Some characteristics of children of different ages. The importance of trying to understand your child's problems. That discipline differs with individuals.	A member of the Southside Area Mental Hygiene Clinic will be asked to give the leaders their training. The agent will suggest topics to them but will ask them to conduct training in the way they think is best. Printed material will be provided for members.	

ADULT WORK

Subject Matter or Special Emphasis Area Clothing -- Better Use of the Sewing Machine

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Many women do not use their sewing machines to the best advantage. The problem is how can the homemaker make better use of her sewing machine?	Use of attachments. Short cuts such as making continuous bias strips, tubular cording and mending on machine.	11 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To get more homemakers to use the attachments on their machines more often and to teach them how to use them efficiently.	The use of the attachments which would be of greatest help. How to make small tubular cording which is turned on a string. How to darn on machine. How to use button hole attachment and attachments for decorative stitches.	Miss Betty McClaskey will train leaders. Our month's program will be devoted to this topic. Ladies will be shown how to do the various things and will be given the opportunity to practice doing some of them.	

ADULT WORK

Subject Matter or Special Emphasis Area Housing -- Simple Household Repairs

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Every homemaker should be able to make simple household repairs. What information and supplies are needed to do this?	Repair of electric cords. Care of steamirons. Repair of leaking faucets and water closet in bath room. "First-aid" materials to have on hand for repairs. Remedies for sticking dresser drawers and doors and remedies for loose knobs.	Special Interest Meeting 11 Leaders

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To give the information which will enable the homemaker to make needed simple household repairs.	To repair cords. To care for steam iron. To repair leaking faucets and water closets. To learn what materials to keep on hand for making repairs. To learn to remedy sticking doors, dresser drawers and to tighten loose knobs.	Have Mr. Cecil Wheary, VPI Specialist conduct a special interest meeting on this topic. A leader from each club will attend to take information to members who could not attend the special interest meeting.	

ADULT WORK

Subject Matter or Special Emphasis Area Family Economics -- Income Tax Deductions

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
What records and information are needed in collecting figures for income tax report? Many wives help to keep the records for their husbands and even though some have C.P.A.'s prepare their reports, they need to know what information they should have ready.	Forms for reporting income. Deductions. Keeping records. Comparison of State and Federal Income Tax reporting.	10 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PRO- GRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To give the homemaker assistance in preparing income tax reports. To help her understand the various deductions.	Which form to use. The advantage in figuring both ways; namely, using standard deductions or itemizing them. How to figure deductions for drugs, medicines, medical and dental care. How to figure deductions for expense of car and telephone used for business. The difference between the State and Federal rules for reporting income. The advantage in keeping good records of income and expenses.	Have one month's program devoted to this topic. Secure assistance from the Internal Revenue Service for training leaders. Leaders' Training Meeting to be held in Petersburg.	

ADULT WORK

Subject Matter or Special Emphasis Area Consumer Education -- Buying Textile Floor Coverings

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
With the new fibers and blends in fibers used in rugs today, it is difficult for the average person to know what type is best to purchase. The problem is the need for information on what to look for and consider in making selection of textile floor coverings.	Types of floor coverings on the market. (Textile) Points to consider when buying a rug. Comparison of costs of rugs made of the different materials.	11 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To teach the homemakers what to consider and to give definite information to use in making selections of textile floor coverings.	To determine their needs and the use to be made of the floor coverings to be purchased. To read and interpret information on labels. To recognize quality in construction of rugs. To learn when to shop for floor coverings--during the "good" sales.	Miss Ruth Jamison, House Furnishings Specialist, VPI, will give training to leaders. The meeting will be held in Petersburg so a tour of some stores can be made to look at floor coverings. Printed materials will be given to members. Visual aids such as exhibit from Sears and filmstrip or slides if available will be used. Members will be given the opportunity to report as to whether or not information was used.	

ADULT WORK

Subject Matter or Special Emphasis Area Foods -- Christmas Foods and Decorations

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Each year homemakers ask for new ideas for Christmas cooking and decorating. This program will help to meet their needs for new information.	Special Foods for Christmas. Foods which can be frozen. Serving foods attractively.	11 Clubs

GOAL	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To supply homemakers with new and usable ideas for foods and decorations during Christmas Season.	The advantages of early planning. What foods can be prepared early and frozen. Decorations for table and foods served during holiday season. New ways to use left over ham and turkey.	Mrs. Mary Thompson, Food Specialist, V.P.I., will train leaders in September. The October program will be devoted to this topic. Having it early will enable members to have information to do early planning for Christmas. Printed information will be supplied.	

ADULT WORK

Subject Matter or Special Emphasis Area Federation Program of Work -- Health

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
The need for more information in this area was expressed when members had their choice of Federation Programs. There is a great need for individuals to understand the importance of keeping healthy.	The complete physical examination. The Blood Bank. Family Health Cards. The health groups and clinics in the county.	10 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To give each member a better understanding of the need for a sound mind in a healthy body.	The importance of a complete yearly physical check-up. What it means for a county to belong to the Blood Bank. The importance of the work of the various health groups in the county. The importance of each family member having a health card with him or her at all times.	Have a county chairman who will outline program for the year. Secure the help of the County Health nurses in planning the program and in training leaders. Provide printed information for each member. Cooperate with Nuritans in having Sussex County a member of the Blood Bank.	

ADULT WORK

Subject Matter or Special Emphasis Area Federation Program of Work -- Home and Community Beautification
 Number of Clubs, Groups
 or Committees Involved

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Many mail boxes are very unattractive and interest has been expressed in improving boxes, entrances and yards in general. Four clubs chose this topic for the Federation Program.	Over-all and long-time planning for landscaping home grounds. Improving mail boxes. Improving entrances. Erection of home or farm name signs. Proper training of shrubs. Shade trees for lawn.	4 Clubs

GOALS	WHAT PEOPLE ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To have at least ten members make definite improvements in their yards. To provide information to all members interested in making improvements.	Principles involved in making plans for a new yard or improving an established lawn. Types of improvements that can be made to mail boxes, entrances, name signs. How and when to prune the different varieties of shrubs. The native trees and shrubs which can be used in yards. Proper way of transplanting trees and shrubs.	Have a leaders' training meeting conducted by Mr. A.G. Smith, Jr., Horticulturist, V.P.I. Invite individuals other than leaders to attend. Visit homes to give specific help on problems. Conduct a contest on improvement of entrances to homes. Open contest to anyone in county interested in entering.	

Other minor projects to be carried out will include showing slides on the Peace Garden to each club group.

Have a special interest meeting on care of sewing machines. Members will bring machines and work on them at meeting.

Other special interest meetings will be planned for as requests are made. They will be held mainly for individual clubs.

One month will be devoted to program planning. The agent will give the leaders training after receiving training from district agent.

C. Other Activities

The agent feels that the following activities help to unite the thinking and efforts of the people and thereby strengthen the overall program. They provide members with opportunities to participate and much personal satisfaction is gained through participation. This helps to create and to hold interest.

1. Home Demonstration Club Community Projects

The Patrick Henry Hospital for elderly people is supported by the citizens of five or six counties and several cities. Sussex county has a chairman who keeps the citizens informed of the needs of the hospital and patients. All of the home demonstration clubs will participate in some way to furnish assistance. Among the activities will be saving stamps, furnishing flowers and cup cakes for patients on "Sussex County Sunday," contributing articles for annual bazaar, or any other requests that might be made.

2. County Home Demonstration Club Objectives

- a. Each club member have physical examination, chest x-ray and carry hospitalization insurance. Special emphasis will be placed on this in Federation program on health,
- b. Each club be represented at all county training and committee meetings.

- c. Each club pay County and Federation dues by February 1.
- d. Sponsor one activity for 4-H club members. Home and Community Beautification is also a Federation program. The 4-H club members will sell litter bags for use in cars. The home demonstration club members will be urged to purchase these from 4-H members. This will not only be supporting the 4-H program but will be reaching one of their Federation objectives; namely, to conserve the beauty of our highways and surroundings.
- e. Each club provide at least one 4-H leader.
- f. Each club study and carry out suggestions made by chairmen of the Federation Program of Work.
- g. Send a delegate to the State Federation of Home Demonstration Clubs meeting.
- h. Each club learn the National Home Demonstration Club song.
- i. Each club participate in special activities such as county picnics, achievement day program, tours, etc.
- j. Members will be encouraged to do more reading from the approved reading list. A county chairman on reading will provide lists to members and give book reviews from time to time.

3. National Home Demonstration Club Week

The agent will prepare a list of suggestions for observing this week. A list of things that individual club members can do in observance will be given to each member. She will be asked to check the things she does and to turn the sheet in to her president.

Each club will be asked to observe the week in some special way, e.g., invite neighbors to attend club meeting, attend church in a body and ask minister to recognize the group and perhaps center his sermon on the home, prepare exhibit for store window or some appropriate place.

A tour will be planned -- county wide. It will be planned by a committee appointed by county chairman.

The county publicity chairman will prepare special news article on some phase of the work. This will be published in one daily and two weekly papers.

4. Achievement Program

The type of Achievement Program to be held is determined by the county committee. One club will be responsible for making final decisions and detailed plans. Each club will participate in some way.

The agent will meet with this committee and give suggestions when they are needed.

5. Community Improvement Clubs

We have no community improvement clubs. Many members assist with various drives such as T.B., Cancer, Folio, Children's Home Society, and others. Many members are active church workers, members of P.T.A.'s, garden and women's clubs.

6. Fairs

A booth will be prepared for the Fair of Southside Virginia, Petersburg, Virginia. This will be done by a group of volunteer members.

7. Special Tours

One overnight tour will probably be made, perhaps to Washington to the National Flower Show. Another one within the county will include visits to interesting homes.

8. Judging by Local Leaders

4-H club county contests will be judged by leaders who will be trained by the agent.

D. Program with Urban Families

There are no urban areas in Sussex County.

E. Farm and Home Management

Eight families were worked with in 1959, and the agent expects to add at least four families in 1960.

The agent plans to locate additional families by answering requests which will be received after sending the letter described in IV. B. 5.

Objectives for the year are as follows:

- a. To assist the families in making definite plans for the things they wish to accomplish.
- b. Record books and other printed material will be provided and the needs will be supplied as they arise.
- c. Homemakers will be encouraged to have questions ready when agent visits her.
- d. Contacts will be made, visits or phone calls, as the agent feels her assistance is needed.

A record will be kept for each family. Each visit will be recorded -- date, information given, progress made, and any notes which the agent will need for reference.

Notes on 1960 Program and Suggestions for 1961 Program

III. County Extension Program -- Youth

A. Organization

1. County 4-H Council

The council is composed of all the 4-H club officers from the 14 clubs. Two meetings will be held; one in February to plan the year's activities, and one later in the year to plan for next year's work.

2. Youth Committee -- Refer to Section II. A. 3., page 4 of report.

3. All Stars

Will recommend members for All Star membership.

Will provide leadership for 4-H clubs.

B. Refer to attached charts.

C. Other Activities

1. Camps -- Junior and Senior

Members will attend camp at Virginia Beach -- Camp Farrar for one week for each group. The 4-H Council sets up requirements for camp attendance. Letters with detailed information concerning camp will be sent to parents in March. A deposit of one dollar will be required for those wanting to attend.

The agent will attend at least one of these camps and serve as a leader.

4-H PROJECT WORK

Subject Matter or Special Emphasis Area Electricity

Project	Topics to be Included	Number of Clubs Involved
Electric I	<p>Importance of Electricity on the farm and in the home.</p> <p>Care of electrical equipment.</p> <p>Use of fuses.</p> <p>Making extension cords.</p>	4 - 7th grade clubs

GOALS	WHAT MEMBERS ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To give the members a better understanding of the value of electricity in the home; teach them how to care for electrical equipment.	<p>The various uses of electricity in the home and on the farm.</p> <p>Method for caring for small electrical equipment.</p> <p>How to make and repair an extension cord.</p> <p>The importance of fuses and how to replace them.</p>	<p>Give demonstrations on the different topics.</p> <p>Have members give demonstrations in each club meeting.</p> <p>Provide printed material</p>	

4-H PROJECT WORK

Subject Matter or Special Emphasis Area Foods

Project	Topics to be Included	Number of Clubs Involved
Meal Preparation	A well-balanced diet.	4 - 6th grade clubs
	How to use a recipe.	2 - 7th grade clubs
	How to select fresh fruits and vegetables.	
	Table setting and service.	

GOALS	WHAT MEMBERS ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To have members develop skill in preparing meals and to develop good habits in food selection.	A well-balanced diet is necessary to good health.	Provide printed material.	
	To use the basic four groups of food in planning meals.	Use demonstrations at monthly meetings.	
	How to measure ingredients correctly.	Have members report on progress being made on meeting requirements at each meeting.	
	How to use recipes correctly.		
	How to set the table and serve a meal correctly and attractively.		
	How to make good selections of foods -- fresh and canned.		

4-H PROJECT WORK

Subject Matter or Special Emphasis Area Safety

Project	Topics to be Included	Number of Clubs Involved
Safety	Safety in the Home.	4 - 5th grade clubs
	Safety on the Farm.	
	Safety in Transportation.	
	Safety with Firearms.	

GOALS	WHAT MEMBERS ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To make the members conscious of safety hazards and help them to do something to correct them.	What safety hazards are found in the home and surroundings.	Have demonstration given on various phases of safety.	
	What they can do to correct these hazards.	Have members check their homes and surroundings for hazards and do what they can to remove them.	
	Rules for bicycle riders and pedestrians to observe.	Use films and other visual aids when possible.	
	Rules to observe in handling firearms.	Provide printed material.	

4-H PROJECT WORK

Subject Matter or Special Emphasis Area Personal Improvement

Project	Topics to be Included	Number of Clubs, Groups or Committees Involved
Being My Best Self	Table manners. Introductions. Being a good host or hostess. Being a good guest. Dating etiquette. Dance etiquette.	2 High School Groups

GOALS	WHAT MEMBERS ARE TO LEARN	PLANS FOR CARRYING OUT PROGRAM AND MEASURING RESULTS	NOTES ON RESULTS, ADJUSTMENTS, AND ACCOMPLISHMENTS
To encourage members to take inventory of their "actions" and see where they can improve themselves.	Rules for table etiquette. How to make proper introductions. What makes a good host or hostess. How to be a good guest. Rules for dating and dancing etiquette.	Have discussions and demonstrations at meetings. Use check sheets. Provide printed material.	

2. Rural Life Sunday

A county-wide vesper service will be held on the Courthouse green in late May or early June. Club members from each community will be asked to share in the preparation and carrying out of the program. A committee will be appointed by the County Council President to make definite plans for the service.

4-H club members will sit in a body at their churches on Rural Life Sunday. The minister will be asked to recognize them.

3. Achievement Day

An Achievement Day will be held in November or December. The type of program will be determined by the 4-H Council. Share the Fun Contest will be held at this program. This will provide part of the entertainment.

4. County Contests

Club contests will be held in individuals if needed. The county contests will be held in March. Local leaders will be asked to judge and also agents from neighboring counties.

The leaders will receive training in the judging demonstration contests. Assistance will be requested from V.P.I. 4-H Club Department for the training.

5. Fairs

A booth will be prepared for the Fair of Southside Virginia in Petersburg. The agents and members will plan and prepare the booth on some topic which has been in the year's program.

6. National 4-H Club Week

News articles, displays in store windows and school bulletin boards will be used to tell the 4-H story and publicize the various activities.

Notes on 1960 Program and Suggestions for 1961 Program

IV. Scope of Work

A.

	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. H. D. Clubs	11	11
Membership	260	270
No. H. D. Groups (unorganized)	1	1
Membership	5	10
No. 4-H Clubs	14	15
Membership	233	240
No. YMW Clubs	0	0
Membership	0	0
No. Community Clubs	0	0
Membership	0	0
No. Home Ec. Committees	0	1
Membership	0	15
No. General Interest Committees	0	0
Membership	0	0
No. Youth Committees	0	1
Membership	0	10
No. Other Organizations	1	1
No. Farm & Home Dev. Families	8	12
No. Other families reached	200	220
No. Different families reached	725	800

Youth and Home Lighting are two areas which need greatest emphasis during the year.

Special work will be done on both by the method described in Section II. A. 4. in this report.

The goal indicates only one committee in each area. The agent hopes to have more than one committee in Home Lighting, but would prefer one strong, active committee to several weak ones. If this plan is effective, it will be used in different areas.

The agent will work with the County Agent in organizing and carrying out the work of the youth committee. This work will be done mainly in connection with 4-H club leadership. Miss Ann Wills, District Agent, will also assist with the organization.

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

1. News articles in local paper with information on activities of the committees — Home Demonstration and Home Economics. They will also contain hints and items of interest to homemakers. Information on new publications and offers to supply them from the Extension Service office will be included in the articles.

Approximately two articles will be prepared each month.

2. Home demonstration club members are encouraged to pass information on to others and this is being done rather consistently.

3. Individuals not participating in organized clubs are invited to attend special events such as special interest meetings, achievement day programs, tours, etc.
4. The agent expects to increase the mailing list for special bulletins such as Landscape Notes and Garden Suggestions by having home demonstration club members give names of individuals who they know will be interested in receiving them.
5. At the suggestion of Mrs. Ocie O'Brien, Extension Home Management Specialist, the agent will write a letter giving information on type of information and help available from office. Agent will get approval of letter from District Agent.

A bulletin will be enclosed as a sample and space will be provided at bottom of page to request help or information on any problem the homemaker might have.

6. Plans for working with unorganized clubs and communities

Two members of the unorganized group with which the agent has worked have moved from the community. The agent will work with remaining three as help is requested. As requests are received from letter mentioned above, they will be grouped according to communities and the agent hopes to be able to work with groups formed in this way.

V. Leadership

A. Plan for Leadership

	<u>No. in 1959</u>	<u>Goal for 1960</u>
1. County program Leaders		
a. County Agricultural Extension Service Board	0	1
b. Youth Council	0	1
c. Home Economics Council	0	1

2. Home Demonstration Leadership

	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. organizational leaders	44	44
No. project leaders (subject matter)	100	125
No. Federation program of work chairmen	12	12
No. program development leaders	11	11
No. result demonstrators	3	5
No. training meetings by specialists	5	7
No. training meetings by dist. agents	0	0
No. training meetings by agents	2	0
No. training meetings by others	2	5
Attendance at all training meetings	113	120
No. meetings held without an agent	22	25
No. meetings leaders assisted	10	5
Demonstrations by leaders	76	80
Talks and discussions by leaders	15	30

3. 4-H Club Leadership

	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. Club officers	56	56
No. adult project leaders	6	12
No. Junior project leaders	2	4
No. result demonstrators	0	0
No. training meetings by specialists	0	2
No. training meetings by dist. agents	0	0
No. training meetings by agents	0	0
No. training meetings by members club dept.	0	1
No. training meetings by others	0	1
Total attendance at 1 dr. tr. meetings	0	20
No. 4-H leaders trained individually	1	4
No. club meetings held by 1 dr. without agent	0	4
No. additional club meetings at which leaders assisted	1	4
No. demonstrations given by adult leaders	0	4
No. demonstrations given by junior leaders	0	2

B. Strengthening Leadership

As stated before in this report, one of the greatest needs is for more and better trained 4-H club leaders. The County Agent will cooperate in making and carrying out plans for securing leaders and training them. Club members will be asked to elect a leader in the clubs taking the Meal Preparation project. Other leaders will be chosen by agent to help with judging the county demonstration contests. All these leaders will be given special training by someone from the State Club Department or by the agents.

Home Demonstration Club organizational leaders need training in carrying out their various duties. The agent has not decided who will give the training, but it will be someone well informed on parliamentary procedure.

VI. For Special Consideration

A. Plans for strengthening good public relations in the county with:

1. Relations within the State Extension Organization Itself

Try to carry out instructions received from superiors and cooperate in supplying information, such as reports and other requests from time to time.

Cooperate with other agents in camp group in planning for and conducting camp for Junior and Senior groups.

2. Relations within the Parent Institution

Whenever there is an opportunity, give information to prospective students about V.P.I. and the opportunities it has to offer.

At all times attempt to uphold the dignity and honor of the Institution. Reflect pride in the profession and organization the agent represents.

3. Relationships with Elected and Appointed Officials

Keep informed of the services available through our elected representatives and when feasible use these services.

Make personal contacts with county officials and always cooperate with them in giving information and offer services when needed. An oral report will be given to the board of supervisors annually..

4. Relationships with Organizations

Become more familiar with the work of other organizations.

Give assistance if help is needed by the personnel in carrying out their programs. These will include Women's Clubs, P.T.A.'s, F.H.A.'s, Buritan and Optimist Clubs, and Farmers' Organizations (see page 5).

5. Relationships with Businesses

Inform businesses of our programs. Ask for their services when they are needed -- using windows for displays, using merchandize for demonstrations, and their facilities for meetings.

6. Relationships with Mass Media Personnel

Furnish articles for the local newspaper. These will contain news of 4-H and Home Demonstration Club activities and information for homemakers on timely topics.

There is little opportunity for work with T. V. and radio personnel. If this type of mass media is used, the agent will contact the stations to get all needed information for preparation and putting on of programs.

7. Relationships with Other Agencies

County Health Department

Assist with the x-ray clinic.

Secure services of the two nurses in planning the Federation Program on Health in outlining program and training leaders.

Virginia Electric and Power Company and Petersburg-Hopewell Gas Company

Personnel will be used in training leaders and giving demonstrations to 4-H club members and home demonstration club groups.

Supplies, equipment and facilities are loaned when requested by agents.

Schools

Principals will be contacted early in session to plan 4-H club schedule.

Assistance will be given to teachers when they need help, such as information on various subjects.

8. Individuals and Families

All requests will be answered as promptly as possible.

Home visits will be made when feasible.

B. Plans for Professional Improvement

The agent has no definite plans for attending school.

The agent will attend training meetings, a tailoring school, agents conference, and Institute of Rural Affairs.

The agent will read the Journal of Home Economics, Extension News, and other professional publications.

C. The phase of the county program which, in my opinion, will make the most significant contribution to family living will be the Federation Program on Health.

This program has already been described, but in addition to plans given before it will include:

Close work with the local Health Department personnel.

Include the health of all the members of the family.

Emphasis will be placed on the personal health card.

Members of clubs will be asked to cooperate with Ruritan

Clubs in securing Blood Mobile in county.