

Notes

1958 PLAN OF WORK

Alma E. Elliott

Local Home Agent

Norfolk

County

1958 PLAN OF WORK

Alma E. Elliott
Local Home Agent

Norfolk
County

- I. Norfolk County is rural and urban with its population scattered over an area divided by bridges and ferries. There is a large increase in the number of available jobs as defense and civil service workers. Therefore, more and better housing is very much needed.

The many factors considered in planning and working out the 1958 program of work were: population of Norfolk County, which is about 85,000; nine of its neighborhood elementary schools were consolidated into two new schools in different communities. Therefore, the consolidations of these schools has discontinued some of the neighborhood 4-H Club meetings after school because of the late hour in returning home. As a result, new plans have to be made in order to reach these boys and girls. Other factors are: the local industrial plants, other county organizations, parents working away from the home, transportation facilities, the highways or roads expansion program and the needs and interests of the people.

Three-fourths of the families or even more are employed by the local industrial plants; such as, the Naval Base, shipyards and seasonal work on other people's truck farms. Less than twenty-five per cent of the population are engaged in full-time farming. Their chief farm income comes from: horticulture, field crops (corn, soybeans, potatoes), dairy products and truck vegetables.

Norfolk County is constantly increasing its recreational facilities, establishing new businesses and building new churches. The churches, like others, have church organizations and they very often sponsor community activities; such as, harvest festivals, carnivals, and sports events. Realizing these existing situations, it is very important that the agent plan her program so that it will blend very well with the other activities.

The educational background of the people is very important and deserves special consideration. Most of the people have less than a high school education. Nine-tenths of the leaders that are competent are employed in the local industries or other types of work that takes them out of the home long hours; therefore, a very little of their time, if any, is given to extension work.

The less competent leaders or less receptive to training are the ones available and more of the agent's time is spent with these leaders, training and having conferences with them. Due to transportation facilities and part-time workers, some of the leaders are trained individually. Even this training is insufficient, as it is impossible for the agent to devote as much time as needed to training, due to working with two groups: 4-H and adults and taking care of the office work, etc.

Two very outstanding needs throughout the state and nation are more emphasis on better nutrition and family living.

With the many problems, there is a continuation of added richness and interest in the local environment due to the variety of experiences and personalities. However, the agent will have to spend a great deal of her time working individually with the members and leaders.

II. County Extension Program - Adult

A. Organization

1. County Advisory Board - This organization is composed of adult club officers and adult leaders in the County. It is the key organization which governs the Adult Extension work in the County and assists with the 4-H work. The board plans and sponsors various activities in the County on a County-wide basis; National H-D Week is an example. It also finances the delegates to the various conferences that are held annually at Virginia State College, Petersburg, Virginia.
 2. General Interest Committees
 - a. Three committees will be organized to assist with three of the main projects that are to be worked with in 1958.
 - b. The phases to be considered are:
 1. Clothing.
 2. Re-styling hats.
 3. Slip covers.
 - c. The objectives of these three committees are:
 1. To give demonstrations.
 2. To determine results.
 3. To make initial reports to the agent.
 3. County Home Demonstration Club Committee - This committee is composed of club presidents and officers. The purpose of this committee is to thoroughly understand and analyze the situation regarding the phase of Home Economics for which it is to be responsible. This committee will also serve in helping to develop the program and other ways when necessary.
- B. Project Work - Home Demonstration Clubs - Subject Matter fields in which work will be covered:

1. Re-styling Hats

Objectives:

- a. To teach the members how to clean, block, and re-style old hats and make them useful.

Procedures:

- a. Emphasize the importance of such project through discussions.
- b. Leader training meeting by specialist.

2. Clothing

Objectives:

- a. To help families recognize their needs and decide whether to buy or make or re-make.
- b. To help families cut clothing expense by making clothing at home.
- c. To teach members how to construct a garment.

Procedures:

- a. Four leader-training meetings
- b. Explain the necessity of checking your wardrobe before deciding on increasing it.
- c. Review members on how to use a pattern and select suitable material for pattern selected.
- d. Discuss renovation and give assistance when necessary.
- e. Teach members finishes for garment; how to make buttonholes, set in zippers and sew on hooks, eyes and other fasteners.

3. Planning and Buying

Objectives:

- a. To help members recognize the importance of good planning and buying of furniture.
- b. To make an analysis of furniture and become more conscious of good planning and buying of furniture.

Procedures:

- a. Expose members to information which will teach them how to select furniture that will be durable and serviceable.
- b. Have a leader-training meeting by specialist.
- c. Give members an opportunity to take inventory of furniture purchased in their homes and discuss weaknesses found according to previous training.
- d. Use illustrative materials.

4. Slip Covers:

Objectives:

- a. To teach the women how to make slip covers.

Procedures:

- a. Give material on making slip covers.
- b. Have a specialist demonstration on selecting, purchasing, and constructing slip covers.
- c. Help members to recognize the economical factor in making slip covers.

5. Christmas Decorations

Objectives:

- a. To teach members how to make beautiful, but economical decorations for the windows, tables, and trees.

Procedures:

- a. Furnish holiday suggestions on decoration for Christmas through the use of literature and demonstrations.
- b. Train leaders to give demonstrations on various holiday suggestions.

C. District Program of Work

1. Better Housing

- a. This goal is to be worked on through a County-wide system. The women will stress the needs of new homes, repairing the home, painting the homes and modernizing the homes. Each club will be asked to make monthly reports on work done or planned.

Procedures:

- a. The Agent will furnish information to persons interested in building, remodeling their homes.
- b. Assist in a county-wide program.

D. Other Activities

1. County Picnic

Objectives:

- a. To give the parents and children a chance to share a day of fun together with other members of other clubs in the County.

Procedures:

- a. Organize a Picnic Committee to plan and conduct the activities.
- b. Inform each family to bring their own lunch.

2. National Home Demonstration Week

Objectives:

- a. To recognize work well done.
- b. To better publicize extension work.
- c. To serve as an inventory for Home Demonstration work done in the County.
- d. To serve as a means of recognition along with other H. D. club members throughout the world.
- e. To give extension workers a chance to sum up their goals and accomplishments in the past years of home demonstration work.

Procedures:

- a. Make use of the press and radio for announcements.
- b. Club programs.
- c. Exhibit of work done in some centrally located section of the county.
- d. Sponsor a Fashion Review in May, with children modeling new and renovated garments made by adult club members.

3. Achievement Program

Objectives:

- a. To give extension workers an opportunity to tell the public what they have been doing, and summarize what has been accomplished.

Procedures:

- a. Organize a Planning Committee.
- b. Each club report on club accomplishments and send articles for exhibit.

- c. Secure judges for exhibit.
- d. Extend invitations to the public.

4. Farm and Home Week

Objectives:

- a. To better understand the objectives of the Virginia Agricultural Extension Service.
- b. To stimulate interest through meeting other Extension members and exchange ideas.
- c. To become better leaders of the County.

Procedures:

- a. See that the County Advisory Board make the necessary preparation for publicity and arrangement for travel and plan to reach each section of the County with leaders.

5. State District Meeting for Home Demonstration Clubs

Objectives:

- a. To help leaders become conscious of the problems and needs of the counties.
- b. To make plans for the improvement of family living throughout the state.

Procedures:

- a. Guide the County Advisory Board in selecting delegates to the meeting.
- b. Assist the delegates to bring the County a well-prepared report.

6. Community Live At Home Work

Objectives:

- a. To stimulate interest among families in the various communities to improve their surroundings and conditions among their home life.

2. To give careful study to the County situation and determine the needs of the members.
3. To have at least two meetings per year.

Procedures:

1. Organize project planning committee.
2. Help evaluate work done and set up goals to be accomplished the following year.
3. Give careful study to the County situation and determine the needs of the members.
4. Conduct at least two meetings per year.

B. 4-II Project Work

1. Safety

Objective: To help boys and girls become more conscious of the many accidents that do not just happen, but are results of carelessness, and to help them improve such danger spots through practicing safety measures.

Procedures:

- a. Discuss requirements of project.
- b. Discuss areas of safety.
- c. Study safety check list.
- d. Make survey in two or more areas discussed.
- e. Make safety improvements.
- f. Demonstrations on traffic safety.
- g. Fill in safety check list on improvements.
- h. Present safety programs in community and in school.
- i. Write articles on safety and publish in local papers.
- j. Illustrative materials, films, radio broadcasts.
- k. Check records.

Procedures:

- a. County Advisory Board will select communities to participate.
- b. Organize committees which will allow each person a job to do something to his special skills and interest.
- c. Hold regular monthly meetings which will develop real community spirit, increase individual participation, and keep improvement program moving along.

III. Farm and Home Development

Objectives:

- A. The purpose of this project is to determine the economic and social status of the families within the community through inventory methods of farm and home unit approach.

Procedures:

- A. Enroll two families in the Farm and Home Development Program.
- B. Assist these two local families to organize themselves, as needed, to facilitate improvements in the farm and home.
- C. Teach skills which will contribute to more satisfactory or more efficient farm or home operations.
- D. Help families with partial plans to complete them.
- E. Visit families at least once per month.

IV. County Extension Program - Youth

- A. County 4-H Council - Organization - It is an organization of all the 4-H Club officers and Adult leaders in the County. At least two meetings are held per year.

Objectives:

1. To make the County Club plan of work for all county-wide activities and assist in carrying it out.
2. To train club officers in conducting club meetings, making club programs, giving demonstrations, and in carrying through all plans.

Project Planning Committee

Objectives:

1. To help evaluate work done and set up goals to be accomplished the following year.

2. Clothing - Make or re-make clothing.

Objective:

- a. To help the members learn how to select good designs for their figures; to buy patterns, fabrics and ready-to-wear.
- b. To make fabrics into garments to fit their needs; and to use clothing more wisely.

Procedures:

- a. Have students to list activities.
- b. Make a list of clothing on hand.
- c. Decide on their clothing needs.
- d. Make plans for getting these clothing needs.
- e. Illustrative materials.
- f. Take body measurements.
- g. Help students with the construction of a new garment or to re-make an old garment.
- h. Give demonstrations when necessary.
- i. Provide members with illustrative information.
- j. Check records.

C. 4-H Activities

1. Achievement Day

Objectives:

- a. To have an Achievement Day and 4-H Week Program jointly in order to give leaders and members a better chance to participate and be present.

Procedures:

- a. Schedule program for Achievement Day Program.
- b. Have each club exhibit its best work.
- c. Give awards to best work exhibited.

2. Rural Life Sunday

Objectives:

- a. To give the public an opportunity to learn more about the 4-H Club and its relationship with religion.

Procedures:

- a. Request all 4-H Club members to attend church and take an active part in the service.
- b. Set up a program committee to plan an evening service for 4-H Club Sunday.
- c. Invite parents, clergymen, and County officials.
- d. Use illustrative materials for advertisement.

3. County Picnic

Objectives:

- a. To give the 4-H Club boys and girls an opportunity to meet other 4-H members and adults in the County and share a day of fun together.

Procedures:

- a. Organize a Picnic Program Committee to be responsible for games and other recreational activities.
- b. Select an adult leader to work with committee.

D. Other Activities

1. State Short Course

Objectives:

- a. To help 4-H members better understand the objectives of club work by participation in State-wide activities.
- b. To give 4-H members an opportunity to exchange ideas throughout the state and share such information with other members when returning to respective counties.

Procedures:

- a. Guide the council in selecting delegates according to certain qualifications.

- b. Conduct a preparatory meeting for delegates attending Short Course and leader.
- c. Encourage leader to help delegates bring a well-prepared report back to the County.

2. Wild Life Conference

Objectives:

- a. To train youth in the practice of wild life conservation.

Procedures:

- a. Encourage attendance to the Wild Life Conference through discussion of interesting topics to be presented, and other activities.
- b. Guide the Council in electing delegates according to qualifications.

<u>V. Scope of Work</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
<u>A. Organization</u>		
Number of home demonstration clubs	6	9
Membership	69	125
Number of 4-H Clubs	7	9
Membership	239	400
Number of young men and women's clubs	0	1
Membership	0	25
Number community improvement clubs	1	1
Membership	47	50
Number home economic committees	0	0
Number general interest committees	0	3
Number farm and home development families	0	2

<u>VI. Plan for Leadership</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
<u>A. Over-all Program Leaders</u> (Organization leaders for county extension service board)		
	0	4
<u>B. Home Demonstration Club Leadership</u>		
Number organizational leaders	6	9
Number project leaders (subject matter)	7	9
No. Federation program of work chairmen	1	9
Number program development leaders	3	3
Number result demonstrators	26	15
Number meetings at which leaders were trained by specialists	1	3
Number meetings at which leaders were trained by distric agents	1	4

	<u>No. in 1957</u>	<u>Goal 1958</u>
Number meetings at which leaders were trained by agent	9	12
Attendance at training meetings	26	50
No. club meetings held by leaders without agent present	39	30
No. club meetings in which leaders assisted	65	30
Total number demonstrations given by leaders	40	72

Plan for Leadership - My plans for training and using all types of leaders in carrying out the 1958 program are as follows:

1. To devote a considerable amount of time to training more efficient leaders.
2. To give leaders materials and ideas on giving demonstrations and supply them with any other information needed.
3. Hold regular meetings (once per month) so that they might exchange ideas and discuss any of their problems.
4. To give special recognition to leaders for work through newspapers, radio, community and county programs, and awards.

C. Over-all Youth Leaders	<u>No. in 1957</u>	<u>Goal 1958</u>
---------------------------	--------------------	------------------

D. 4-H Club	<u>No. in 1957</u>	<u>Goal 1958</u>
-------------	--------------------	------------------

Number 4-H Club officers	30	45
Number adult project leaders	6	9
Number junior project leaders	2	7
Number result demonstrators	6	12
No. Meetings at which leaders were trained by specialist	0	2
No. meetings at which leaders were trained by district agents	0	2
No. meetings at which leaders were trained by agent	9	6

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. meetings at which leaders were trained by others	0	0
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	0
Attendance at leader training meetings	26	30
No. 4-H leaders trained individually	6	3
No. club meetings held by leaders without agent present	6	20
No. club meetings at which leaders assisted	40	10
No. demonstrations given by adult leader	3	12
No. demonstrations given by junior leaders	2	12

Plans for training and using all types of 4-H leaders in carrying out 1958 program:

1. To plan meetings with the 4-H leaders regularly.
2. To explain the duties and responsibilities of a 4-H Club leader.
3. To give the leader work to do in the community and county programs.
4. To give the members and leaders recognition for outstanding work by publishing in the papers or broadcasting on radio.

Leaders will also be asked to report all news of their clubs each month. In the event that there might be news of interest, the leader will report such information to the Agent's office.

Leaders will be given illustrative materials, pamphlets, and assistance and supervision by the Agent.

E. Young Men and Young Women's Clubs	<u>No. in 1957</u>	<u>Goal 1958</u>
Number club officers	0	5
Number adult leaders or sponsors	0	4

Plans for training and using leaders in promoting Young men and Women's Club Program in 1958:

1. To schedule a training meeting twice a year for leaders.
2. To give leaders an opportunity to supervise the young men and women's recreational activities.
3. To recognize all contributions made by leaders through paper, radio, and county programs.

VII. Plans for Work with Other Agencies

A. P. T. A.

Objective:

1. To participate in programs and drives and make contributions to this organization.

Procedures:

1. Conduct special educational programs on the parents' responsibility to the P. T. A.

B. County T. B. Association

Objective:

1. To work closely with the T. B. Association by cooperating and contributing to the health programs and drives.

Procedure:

1. Encourage each member to buy Christmas Seals, and take their periodic chest X-ray.

C. Red Cross, Community Chest, Polic, Cancer Drive and Others.

Objective:

1. To encourage families in various communities to take advantage of these health facilities and also contribute to them.

Procedure:

1. Appoint committees to see that each person contributes to these groups.
2. Help educate the people of these organizations and the contributions to give to persons in need.

D. County Welfare Center

Objective:

1. To furnish information monthly to the workers of this center on garment construction, cleaning and pressing, and other information that is requested.

Procedures:

1. Demonstrations.
2. Illustrative materials.
3. Report on needy families in County.
4. Encourage club members to support the work of the welfare center through contributions of unwanted garments.

VIII. Plans for Developing Good Public Relations in County With:

A. General Public

1. Through individual contact with the key people in the County, county news stories, radio programs and participation in community and church activities.

B. Elected Representatives:

1. To see that they are informed of the extension work in the County and are notified of special programs, etc.

C. Other Professional Workers

1. Invite other professional workers to extension programs, and encourage them to help or participate when necessary. Show interest in their activities and participate when asked if it is possible.

IX. Plans for Recording Progress and Evaluating Program as planned for 1958

- A. Through personal contacts with leaders and members.
- B. Through result demonstrations.
- C. Self-evaluation immediately after completion of project.
- D. Through self-improvement of the people.

X. Plans for Professional Improvement

A. Organized Study

1. Attend summer school, if permitted.

B. Read professional books and other publications. Devote at least one hour daily for reading.

C. Membership in at least two organizations.

XI. There have not been any cooperative plans made by the Extension Program in Norfolk County toward a unified County Extension Program or some phase of Extension Program.

XII. My most difficult problems in carrying out the Extension Program in Norfolk County have been: insufficient office supplies and equipment; too little secretarial assistance; insufficient amount of time in which to work with adults and the 4-H Clubs; having to work individually with leaders because of poor transportation facilities.

I plan to try to meet these needs by asking for more office equipment and more time for secretarial help. I also plan to try more group work in the County, thereby, requiring less work from the Agent and leaders. I plan to contact more people through circular letters, news stories, radio, etc.