



ANNUAL NARRATIVE REPORT  
HOME DEMONSTRATION WORK  
HANSEMOND COUNTY  
VIRGINIA

1954

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Home Demonstration Agent

December 1, 1953 - - - - - November 30, 1954

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IV. COUNTY SITUATION AS IT AFFECTED THE 1954 PROGRAM

Hammond County comprises four hundred twenty seven and seven tenths (427.7) square miles and is located twenty three (23) miles west of Norfolk City on the Virginia-North Carolina border on the edge of the Dismal Swamp.

The county is thickly settled, with a population of twenty five thousand two hundred thirty eight (25,238) and according to the 1950 Census has a white population of only eight thousand seven hundred forty eight (8,748) or twenty eight percent (28%). The population showed an increase of two thousand four hundred seven (2,467) from 1940 to 1950.

The distribution of urban, rural non-farm and rural farm is as follows:

Urban - eighteen and six tenths (18.6)

Rural non-farm - fifty two and six tenths (52.6)

Rural farm - twenty eight and eight tenths (28.8)

The above figures tend to show that Hammond County is becoming more and more a county of rural non-farm and urban workers. Employment offered by the Portsmouth Navy Yard, Newport News Ship Yard, and the cities of Portsmouth, Norfolk and Suffolk, partially account for this. The closeness to military bases is another contributing factor. Each year more people employed in Suffolk establish residences in the county.

This situation enables the agent to extend the county extension program into many urban and rural non-farm homes, with a greater expansion foreseen for the near future.

Of the fourteen hundred and seventy two (1472) farms in the county, nine hundred sixty five (965) are white operated, as compared to five hundred seven (507) negro operated, indicating a high percent of negro rural non-farm and urban population. This section of the population is served by the local negro farm and home agents.

The number of farms has decreased from fifteen hundred forty six (1546) in 1940 to fourteen hundred seventy two (1472) in 1950, with the size increasing for this same period from forty six and eight tenths (46.8) to one hundred one and nine tenths (101.9) acres.

Of the two thousand six hundred fifty (2,650) white women, 21 years of age and over, four hundred six (406) are enrolled in Home Demonstration Clubs. However, the number being influenced and receiving assistance is much larger. This figure indicates a need for more clubs, particularly in the thickly populated areas. The residents of the new rural suburban developments located in the Bethlehem, Kimberly, Burlington Road and Elephant's Fork communities, are young married women who are not members of home demonstration clubs. This group needs the services of the Extension Program and can be organized as time permits. The suburban area, Eastover, just east of Suffolk and north of US Rt. 460 organized this year.

The general pattern of family life is about the same among rural farm and rural non-farm groups. Home Demonstration Club members have a fairly high standard of living, particularly good in

Report to diets and labor saving equipment and clothing.  
 The many rural churches of all denominations, particularly  
 the Congregational Christian, are very active with the majority  
 of home demonstration club members participating in the work.

The Parent-Teacher Associations include many members of home  
 demonstration clubs. Other active organizations in the county  
 include the Women's Clubs, Garden Clubs and Book Clubs, with  
 some home demonstration club women as members.

The Peanut Factories in Suffolk offer part-time employment to  
 a rather large number of women during the fall and winter months,  
 including a number of home demonstration club members from the  
 women clubs.

Employment will be available when construction of the  
 T. C. Company Plant is completed in 1955.

The Tri-County Suffolk Health Center offers excellent services  
 to the people of the county. Three fourths (3/4) of these  
 services are received by negroes, according to the Health  
 Center. The services are available to the white population if  
 they care to use them. This health center, the new and very  
 modern Obici Hospital, located in the county a few miles from  
 Suffolk, plus the resident doctors, dentists, and superintendent  
 of public welfare adequately care for county health needs other  
 than the tubercular patients, whose percentage is high, particu-  
 larly among the negro race. There is a long waiting list to go  
 to the T. B. Sanatorium, extending from 6 months to a year.

-6-

The public health director states there is need for more work on sanitation, particularly on privies and trash disposal.

There are three (3) high schools and three (3) graded schools in the county in which the white agents do 4-H Club work. A steadily increasing enrollment makes a crowded condition in the lower grades.

4-H Club work is being conducted in all six (6) schools but crowded class rooms leave no meeting place except auditoriums which are not very desirable. After school meetings were held in one school lunch room and one Home Economics Department for carrying on girls' project work, both last spring and this fall in addition to work done in regular school meetings, and this has strengthened the 4-H Club Program. The enthusiasm and interest of the 4-H Club members and leaders counteracts in part for the poor facilities.

Henric County has a good road system with a number of U. S. and State highways running through it. All points of the county are easily accessible and most roads lead to Suffolk, the largest town. Suffolk, with a population of twenty thousand two hundred eighty seven (12,287), is the shopping center for not only Henric County, but parts of Isle of Wight and Southampton County in Virginia, and Gates County in North Carolina.

V. ④ ADULT WORK

Contributions of the 1954 Program to Better Family Living

● Project Work

1. House Furnishings

Of the four (4) areas of work of the year's program: House Furnishings, Foods, Yard Beautification and Health; the work done in the House Furnishings area stands out as being most successful. This area, along with the Federation Goal (Art in Daily Living), this year directed toward "Good Design and Color in House Furnishings", resulted in a major program emphasis extending over seven (7) months of the year.

The Home Demonstration Club Program Planning Committee included this area in the year's work because of the members interest and desire to make their homes more attractive and thus more enjoyable through their house furnishings.

Demonstrations in House Furnishings were directed toward:

- a. Selection and care of house furnishing fabrics, including materials suitable for slip covering and upholstering.
- b. Window treatments with curtains, draperies and cornices.
- c. How to choose and hang pictures of good design.
- d. Renewing pictures and frames.

The objectives of these demonstrations were:

- a. To help members recognize, appreciate and use good design in their house furnishing fabrics and pictures.
- b. To train members to consider the function of the room,

furnishings on hand that will continue to be used, amount of money that can be spent and the atmosphere they wish to create before shopping for fabrics or house furnishings.

- c. To teach members what to expect of the new fabrics and finishes and how to care for them.
- d. To show the importance of reading and understanding manufacturer's labels and to seek pertinent information from merchants.
- e. To show that house furnishings of good design and color contribute to enjoyable living.

Methods:

Club leaders were trained for four (4) demonstrations in New Fashions in House Furnishing Fabrics; New Fashions in Window Treatments; How to Choose and Hang Pictures; and, Remounting Pictures and Picture Frames, in November (1953) and May (1954) by the House Furnishings Specialist.

Local merchants made available bolts of slip cover, upholstery and drapery fabrics for use in training meetings. Leaders not present from two (2) clubs later received training from the agent.

Three (3) kits of house furnishing fabrics assembled by the agent from fabrics furnished by local merchants and national manufacturers were used by club leaders in demonstrations on New Fashions in House Furnishings in

January.

Kits of window treatment hardware borrowed from local merchants were used by leaders at February meetings on *New Fashions in Window Treatments*. Slides of window treatments, made available by the House Furnishings Specialist, were shown at all club meetings. Pictures of window treatments collected by club leaders were used to promote club discussion.

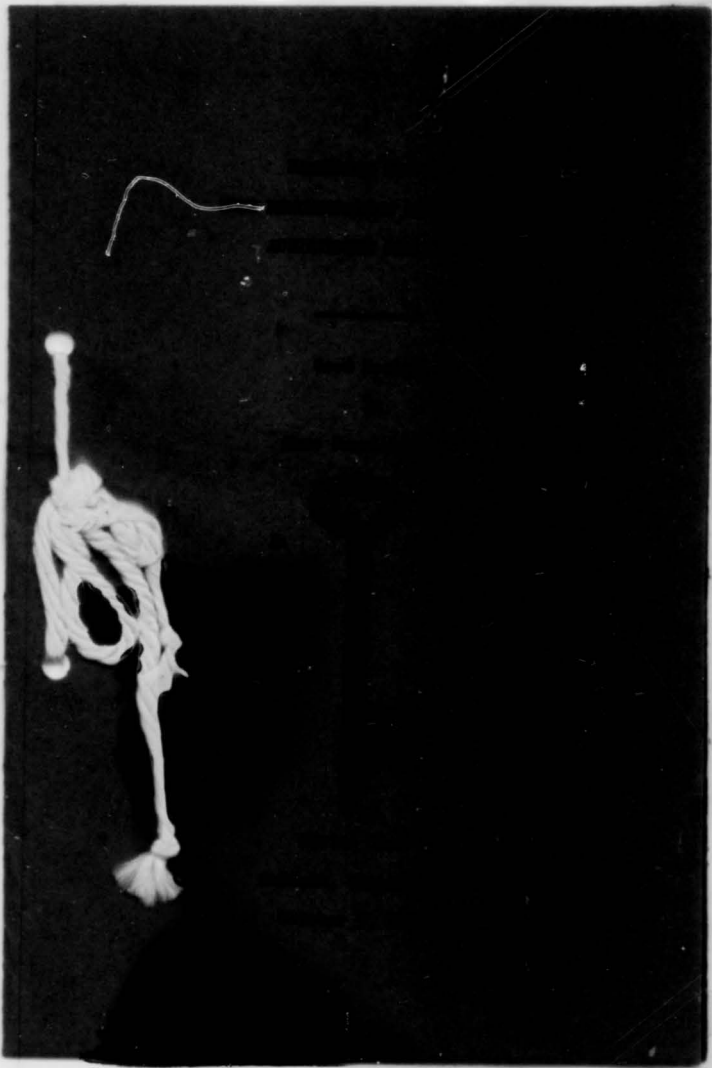
Four (4) all-day club workshops for refinishing picture frames and pictures were held in addition to regular project demonstrations at club meetings. Clubs using the workshop method got best results.

Results:

One hundred and ninety seven (197) club members reported they used information received at club meetings in selecting house furnishing fabrics for their homes. One hundred and fifty two (152) members made or bought a total of six hundred eight (608) pairs of curtains and draperies according to suggestions received.

The Home Demonstration Achievement Day Program held October 5, at the Suffolk Shrine Club, was a direct result of the work done on house furnishings and the County Federation Goal - Art in Daily Living, directed toward good design in House Furnishings Accessories and Table Settings.

(see Achievement Day Program page 9a)



Annual H. D. Achievement Day Program, October 5

The exhibit of furniture and furnishings of good design selected and assembled by the committee showed both recognition and appreciation of good design in house furnishings. The many committees working on all phases of the achievement day program had as their objective good design, color and simplicity, which was reflected in the programs, the home-made corsages, hostess ribbons, flower arrangements, refreshments and tea table. (see news clipping page 10a)

Another indication of their growing interest and appreciation of good design was reflected in their unanimous desire to have the achievement day program include not only the Good Design Exhibit, but also a talk on Good Design by the House Furnishings Specialist at V. P. I. (see news clipping page 10b)

Local furniture dealers cooperated by lending furniture and furnishings from their stores for use in the exhibit. They had their trucks deliver the furniture to the Shrine Club the day before the meeting and then picked it up the day following.

The merchants' interest in the exhibit and the work of home demonstration club members resulted in an invitation to the County Home Demonstration Committee to participate in the Retail Merchants annual Christmas Parade in Suffolk on November 26th.

Several days after the Achievement Day Exhibit, one merchant was overheard commenting to a customer - "this chair is

Part of Exhibit of Good Design at  
Achievement Day, October 5th.  
Members of Achievement Day Committee

Home Demonstration Clubs Achievement Day

October 5, 1954

well designed, you won't go wrong on this one, the home demonstration club women selected it for their Good Design Exhibit".

Further indication of club members desire to get more information on this area of work has been the many requests for further help and information they have made of their agent. A number of non-club members, having heard about it from club members have requested and received assistance from the agent. Committees from two (2) churches received assistance from club members and the agent in selecting drapery and curtain materials for Sunday School and Assembly Rooms.

The house furnishing fabric kits have been loaned to both members and non-members for use in selecting slip covers, upholstery and drapery materials and for working out room color schemes.

Following the club demonstrations on refinishing picture frames and pictures, and finishing new frames, the club women planned and assembled an exhibit of their picture frames in Sherwin Williams Store Window in Suffolk the week of November 15 - 19. Nine (9) of the sixteen (16) clubs exhibited pictures. The quality of their work, and the suitability of pictures to frames, reflected their understanding of the value of using a few good pictures, properly framed, in making their homes more beautiful and liveable. (see news clipping page 11a-)

Phase of Major Program Emphasis - House Furnishings

Picture Frame Refinishing Studied

2. Foods and Nutrition

This area is always of interest to Hancock County club members and they repeatedly say they want more foods demonstrations, although indications are that the need is probably less in this area than some others.

Demonstrations included Freezing Meats; Freezing Prepared and Cooked Foods; and, Cake Icings.

The objectives of these demonstrations were:

- a. To teach good techniques in freezing meats and improve the quality of frozen meats in home freezers.
- b. To show the saving in time, effort and money realized by freezing prepared and pre-cooked foods for use in serving nutritious and economical meals.

Methods:

Club leaders were trained for the three (3) foods demonstrations, Frozen Meats, Frozen Prepared and Pre-cooked Foods, and Cake Icings, by the Associate Food Specialists in January and October.

The agent trained seventeen (17) leaders in frozen foods, who were unable to attend the January leader training meeting, due to weather conditions.

The agent used the radio and press, in addition to personal notices to leaders and club presidents and the regular club president's monthly news letter to encourage attendance at

training meetings.

Leaders gave foods demonstrations in February and November, and for club choice in either July or August. Several clubs held all-day meetings in February and gave both freezing demonstrations at that time.

Results:

Club meetings featuring foods demonstrations continued to be the best attended by club members and attract the most visitors. Both club members and non-club members in the county are interested in freezing all kinds of foods with a growing interest in freezing prepared and cooked foods as a time saving element.

The demonstrations on freezing meats stimulated an increase in meats frozen reported as thirty two thousand nine hundred forty seven (32,947) pounds as compared with a total of seventy two thousand six hundred ninety three (72,693) pounds of all foods frozen in 1953.

Club members reported they froze five hundred ninety one (591) different kinds of baked and prepared foods. This freezing was done by one hundred seventy two (172) club members. The number of club members owning home freezers increased from one hundred thirteen (113) to one hundred twenty nine (129) in 1954, and the number using commercial lockers from thirty seven (37) to forty three (43).

### 3. Yard Beautification

Work on Landscaping was done in two (2) monthly demonstrations by all clubs and as club choice in one (1) summer meeting for a few clubs.

The objectives of these demonstrations were:

- a. To teach recognition and control of flower garden pests.
- b. To teach homemakers the care and culture of flower bulbs and shrubs for continued enjoyment of their beauty and economy in prolonging life of flowering bulbs and shrubs.
- c. To develop an appreciation for the beauty in nature and a desire for beautifying the homestead for the enjoyment of their families and their communities.

#### Methods:

Twenty six (26) leaders were trained by Mr. A. S. Beecher, Associate Horticulturist VPI, in February.

Leaders gave demonstrations on Control of Flower Garden Pests in April, and Care and Culture of Flower Bulbs in May. Care of Shrubs was the club choice of some clubs in July. All demonstrations were given by club leaders with agent assisting in only two (2).

#### Results:

Ninety (90) club members reported using information on care and culture of flower bulbs, one hundred twelve (112)

set out flower bulbs suitable to this area, eighty seven (87) used information gained on control of flower garden pests. Seventy eight (78) cared for their shrubs according to instructions and one hundred thirty nine (139) set out shrubs.

#### 4. Health

Lack of information by club members as to services offered by the Tri-County Suffolk Health Center and the limited use made of these services by the white population of Mansfield County resulted in this phase of work being included in the program.

##### Objectives were:

- a. To inform county women of health services available to them and thus increase the use of these services and facilities by the white population.
- b. To help county women to be better informed as to health status of Mansfield County people and to point out ways they could assist in improving it.

##### Methods:

Leaders from eleven (11) clubs were trained by Dr. W. H. Michael, director of the Tri-County Health Center, assisted by the home agent. Leaders from five (5) clubs not represented were later trained by the agent. Training took place at the Tri-County Health Center, located on Rt. 460 just north of Suffolk. Dr. Michael discussed the health situation

In the county, the available services offered and the extent they were being used. He pointed out the importance of an annual physical examination and chest X-ray and dental check-up. Leaders were furnished copies of clinic schedules, dates of special clinics, and copies of health bulletins on contagious diseases prevalent in this area (in sufficient quantity for distribution among club members). Following the discussion, leaders were taken on a conducted tour of the Health Center and given an explanation of how clinics are conducted, to encourage more extensive use of the center by the white population.

Following the training meeting, leaders were furnished with pertinent data on Hanscom County and a health questionnaire for their use in promoting discussion and awareness of the existing problem at their club meetings.

Results:

Some increase of service to white population of Hanscom County during the past year was reported by the Director of the County Health Center, but how much of this was a result of this program emphasis cannot be determined. In a recent conversation the agent had with the director, he stated he believed the work done by the home demonstration clubs during the past year was helpful and would be of continuing help. He has offered his assistance in training leaders on cancer symptom detection for next year's

program.

One hundred thirty nine (139) members reported having annual physical examinations, one hundred thirty seven (137) visited the dentist, and one hundred forty seven (147) had a chest X-ray.

More work is needed to encourage white families to make use of the services offered by the Tri-County Health Center, and in general to become more health conscious, particularly regarding the need for more chest X-rays among the white population. This county has one of the highest T. B. rates in the country.

5. Special Interest Project Meetings

a. Social Security and Old Age Benefits

The objectives were to inform women and their families of the benefits they can expect from social security, and clear-up some of the misunderstanding as to how it operates.

In an effort to increase interest and attendance, three (3) meetings on Social Security were held at Chuckatuck, Box Elder and Bethlehem, rather than one county-wide meeting. Nevertheless the attendance was poor, but the interest of those present was good, as evidenced by the lively discussions and questions asked. These meetings were conducted by Mr. E. D. Chastain,

Associate Extension Agricultural Economist, VPI, with the assistance of the home agent. The assistant county agent attended and assisted with one meeting.

b. Ceramics

Objective of this special interest meeting on ceramics was to provide interested persons with first hand information by a specialist in the field as to cost and time consumed in working in ceramics.

A county-wide meeting was held in April by Mrs. Mary Holladay, an authority on ceramics, at the Suffolk Gas Company Kitchen. The attendance was a small but interested one. One of those present has done some work in ceramics following the meeting.

B. Federation Goal

The Federation Goal - Art in Daily Living, was a continuation of the 1953 goal, but this year directed toward Good Design and Color in House Furnishings.

It had as it's aim to help women recognize, appreciate and use good design in all phases of furnishings for their homes, thus contributing to the development of a love and appreciation for art in every day living. This goal, plus the project work done in the house furnishings project area on: (a) selection and care of house furnishing fabrics; (b) window treatments; (c) selecting and hanging pictures; and, (d) receiving picture

frames, comprised the major program emphasis of the year.

Two (2) monthly demonstrations were used in developing the Federation Goal: (a) Good Design in House Furnishings Accessories in May; and (b) Good Design in Table Settings in June. (see news clipping pages 19a, 19b)

The leader training meeting for these two demonstrations was conducted in April by Miss Ruth Jamison, House Furnishings Specialist, VPI, with all clubs represented except one. Leaders brought in all types of accessories, table linens, china and glass, which were arranged in an exhibit and judged by them at the close of the leader training meeting. Local stores cooperated by making accessories available for the exhibit and the judging.

These club leaders were the individual club Federation Goal Chairmen, who gave the demonstration in their clubs.

At the time the Federation Goal was set up (September '53 Program Planning Meeting), it was decided that the 1954 Achievement Day Program would be a summary of the Federation Goal and the major project emphasis in House Furnishings.

The Achievement Day Committee was selected from the Club Federation Goal Chairmen with the County Federation Goal Chairman as Chairman of the Committee.

This Achievement Day Committee met with Miss Jamison and the agent on each of Miss Jamison's visits to the county to

## Accessories Held Key to Home Look

"No matter how faultless home furnishings are, if "wrong accessories are used, the entire effect is likely to be ruined."

This statement was made by Mrs. Ocie Jones O'Brien, Nansemond County Home Agent, in an article on Good Design in Accessories, the club goal for May.

"Using accessories does not imply fussiness and elaborate detail, she said, "but rather using articles that are simple in design and lend charm, convenience and comfort to the home."

She said:

"It is a great satisfaction to know that your lampshades can bear critical inspection and that your pictures are carefully selected and hung - in short, that the so-called small details of your home have received the same careful planning and selection the seemingly more important things demand."

Mrs. O'Brien said many housewives are replacing bra-a-brac and other dust collectors with simple, functional accessories.

"They are cleaning the old brass bucket or kettle and putting it on the hearth for kindling or by an easy chair to hold magazines," she said. "A few decorative small articles chosen for their beauty of color, design and usefulness may add much to the room's homelike appearance."

Accessories can be used to highlight colors found in draperies, upholstery or pictures, she said.

Home demonstration leaders are discussing with 15 county clubs this month two types of accessories the home agent said - the permanent type built-in bookshelves, cabinets, cupboards and lighting fixtures, and the movable types lamps, pictures, bookends, magazine holders, trash containers, flower containers and ash trays.

H. D. Clubs Continue Study of Federation Goal  
in June

RM

continue their planning for the achievement day program to include an exhibit on Good Design in House Furnishings and an illustrated talk on the subject.

Throughout the year this five (5)-member committee plus the club Federation Goal Chairmen in the sixteen (16) clubs worked toward the Achievement Day Program, which was a summary of work for the year.

Eleven (11) of the Federation Goal Chairmen attended the Judging School, held in Suffolk April 1st, to learn about judging and the most effective way of arranging exhibits. (see news clipping page 20a)

Eight (8) of these leaders attended the illustrated talk and tour on Good Design at Wayside Furniture Company, near Virginia Beach, in May to learn more about good design in house furnishings.

Further emphasis was given the Federation Goal during National Home Demonstration Week (May 2-3) by exhibits in two downtown store windows in Suffolk - Sherwin Williams and Dyrums Hardware - on Good Design in Table Settings and Good Design in Furniture and Furnishings.

Three (3) members of the over-all Achievement Day Committee did a radio broadcast during National H. D. Week on "Good Design in House Furnishings". The agent has presented four (4) radio programs on Good Design in Table Settings, Good Design in

Extension Judging School Held in Suffolk  
(eleven (11) Hennesson County members attended)

Small Accessories, Good Design in Pictures, and Good Design in House Furnishings Fabrics, in addition to numerous news articles on the same subjects the same week.

The County Federation Goal Chairman and a Committee presented, in cooperation with Norfolk County, the "Album of Famous Paintings" at the District Federation Meeting at Virginia Beach, May 5. Living pictures presented by Hennessy County were - Pinky and the Cleaners. Much research was done by the committee and the members portraying the figures to make the pictures authentic in every detail.

(Further report of participation and results is covered in report on house furnishings project)

One hundred eighteen (118) club members reported using information received on good design in selecting small household accessories, such as lamps, ash trays, vases and book ends.

One hundred fifteen (115) members used information received through work on the federation goal in purchasing table linens, china, glass, silver and crystal.

One hundred and fifty (150) club members and others saw the Good Design Exhibit at Achievement Day and heard the talk on Good Design by Miss Ruth Jamison, House Furnishings Specialist, VPI.

C. Other Activities

1. County Club Objectives

-22-

The County club objectives recommended by the County Home Demonstration Committee for 1954 were:

- a. Plan to reach more women through home demonstration clubs.
- b. Contribute five hundred dollars (\$500.00) to the Continuing Educational Fund VPI.
- c. Improve rural mail boxes.
- d. Sponsor L-M Club work in the six (6) L-M Clubs in the county.
- e. Further stimulate an awareness of H. D. work in county through use of a Float in the Retail Merchants Association Parade.
- f. Continue use of the County Unified Budget Plan.

#### Reaching More Women Through Home Demonstration Clubs

Inactive club members were visited and contacted by phone by fellow club members. An attempt was made to get new members resulting in the addition of twenty two (22) new members in the county.

One (1) new club, the Eastover Club, just east of Suffolk, was organized in May by the agent, with the assistance of leaders of the Margaret Busher Club, with nineteen (19) charter members. (The number since increased to twenty three (23). A second club, the White Marsh Road Club, was organized the last of November, but for reporting purposes will not be included until the December report. A third

club is planning to organize by January 1, located between Whaleyville and Somerton.

#### Continuing Educational Fund VPI

The Hanssmond County Home Demonstration Council set a goal of five hundred dollars (\$500.00) for the VPI Continuing Educational Fund, at their January Council meeting. Work was begun on this goal the 23rd of February and completed on June 25th, representing four (4) months work.

Individual clubs made contributions by holding food sales, luncheons, card parties, lawn parties, white elephant sales and exchange of food baskets.

The County Council appointed a Special Committee to work on special council benefits which included serving lunch at the Extension Judging School, two (2) card parties and a Square Dance and Food Sale.

(see news clipping 23a)

#### Improving Rural Mail Boxes

Seven (7) home demonstration clubs worked on mail box improvement through erection of mail box markers, bought by both club members and non-club members.

#### Sponsoring 4-H Club Work

Fourteen (14) of the sixteen (16) clubs made contributions to 4-H Club work to be used for purchased a second Plaque

- 6 to be circulated among the three (3) 4-H Clubs in the graded schools, to eliminate competition with senior clubs. Contributions also applied on scholarships to 4-H Short Course at VPI. Parents of 4-H Club members cooperated with leaders in preparing food for 4-H Club Achievement Day supper and 4-H Club Picnic. Five (5) home demonstration clubs furnished one (1) adult leader each.

#### Home Demonstration Float in Retail Merchants Parade

The float, sponsored by the County Home Demonstration Clubs, in the Retail Merchants Association Christmas Parade, showed a living room scene with the family group working together getting ready for Christmas. Family consisting of mother, father, daughter and son were portrayed by two (2) home demonstration club members and their daughter and son, who are 4-H Club members. Furnishings in the living room reflected good design. Manassas County Home Demonstration Clubs was spelled out in large letters across the front of the trailer in large white letters on cherry-red cambric. The same color cambric made a skirt around the bottom of the truck. Simplicity in good design and color key noted the float. (see news clipping page 24a)

#### Unified Budget Plan

Each club works out it's annual budget for charity

34  
72

-218-

Observing National Home Demonstration Week

May 2-8, 1954

RM

News Clipping - Float Retail Merchants Assoc.  
Parade - Nov. 26th.

donations and sends one check to the county treasurer in January. As each charity drive is held the treasurer sends one check as a contribution from the combined club treasury.

2. Observance of Home Demonstration Week

Reported under Federation Goal and House Furnishings Project. (see news clipping page 25a)

VI. 4-H CLUB WORK

There are six (6) 4-H Clubs in the county, one in each of the three (3) high schools and the three (3) graded schools. Club meetings were held in the schools monthly during the school term and six (6) extra after school club meetings held for girls.

Six (6) additional out-of-school club meetings were held during June by agent. Adult leaders held twelve (12) group or community club meetings during July and August.

The adult club leaders attended all club meetings and assisted with all phases of the 4-H Club Program.

A. Project Work

1. Clothing

Clothing projects taken were:

a. Looking Your Best

This project was taken by junior club members in

Holland, Whaleyville, Cypress and Kings Fork.

Objectives were: to train club members to recognize the importance of good grooming and well cared for clothing in relation to their self confidence, poise and popularity.

Methods:

Members rated themselves at the beginning and end of the project to determine improvements. Demonstrations, charts, pictures and slides were used at club meetings to show good personal care habits. Demonstrations were given on daily and seasonal care of clothing.

Results:

One hundred seven (107) members enrolled in this project and ninety seven (97) completed it. Members gave demonstrations and arranged exhibits to illustrate what they learned in project. Two (2) girls having highest score and best project books entered county contest.

b. Make or Remake

This project was taken by eight (8) girls and completed by seven (7). Some senior club girls in Chuckatuck, Holland and Whaleyville carried this project.

Objectives of this project were: to develop an appreciation of good clothing that is becoming, comfortable, economical and durable; to develop skills in the construction and care of clothing and learn good bymanship.

Results

Members equipped sewing boxes, learned to take measurements, purchased a basic pattern and learned to use it. Each girl made one or more fitted garments and exhibited in her own club in the spring. Club winners competed in the county contest in the fall. Each girl made a clothing plan based on her needs and garments already on hand. The seven (7) girls made a total of forty seven (47) garments.

c. So You'd Like To Sew

This project was taken by twenty one (21) girls and completed by eighteen (18).

Objectives were: to teach girls simple sewing techniques by making articles not requiring commercial patterns; to teach girls value of having and using good sewing equipment.

Girls assembled and learned to use good sewing equipment, and made one hundred forty seven (147) articles and sixty six (66) simple garments, mostly full gathered skirts, some shorts and pajamas.

2. Room Improvement

This project was taken by twenty seven (27) junior girls in the Driver and Chocktuck schools.

Objectives of the project were: (a) to develop an appreciation

of better standards for comfort, convenience, and attractiveness in their bedrooms; and (b) to learn to make the best use of existing furnishings and to achieve skill in making simple furnishings.

The House Furnishings Specialist at VPI trained the agent who in turn trained the adult and junior leaders.

Members analyzed their room needs and made plans for improvement. Demonstrations, discussions, and pictures were used by agent and leaders in presenting daily and seasonal care of room, bulletin boards, sectioning drawers, and use of growing plants and flower arrangement.

Slides on good bedroom arrangement and storage space and bedroom accessories were shown to the two (2) clubs.

The seventeen (17) girls completing their project made improvements in nineteen (19) rooms and made a total of ninety three (93) articles for use in these rooms.

3. Foods and Nutrition

Projects in this subject matter area included:

a. Bread

This project was carried by thirteen (13) juniors and one (1) senior club member.

Objectives were: to teach good nutrition; to develop skills in bread making.

Girls worked on this project out of school with the assistance of adult leaders. Members gave demonstrations in out-of-school and after school meetings.

Of the fourteen (14) members carrying the project, ten (10) completed it, making different kinds of bread one hundred twenty one (121) times.

b. Meal Preparation

This project was taken by eleven (11) senior and junior girls as an out-of-school project with the assistance of adult leaders.

Objectives of the project were: to teach good nutrition; and, develop skills in food planning, preparation and table service.

Girls competed in club demonstrations and winners entered county contest. Eight (8) of the eleven (11) girls completed the project and planned, prepared and served a total of thirty two (32) meals.

c. Food Preservation

Freezing project was taken by five (5) girls in the senior group.

All project work was done out of school under the supervision of agent and leaders. Demonstrations were given at club meetings and winners entered county contest. Three (3) of the five (5) girls enrolled completed the

project and froze three hundred twenty one (321) pounds of vegetables, fruits and meats.

4. Housekeeping

This project had an enrollment of two (2) girls.

Objectives were: to teach the best way to do housework and save time and effort.

Project work was done out of school and supervised by adult leaders who had been trained previously. Both girls completed their project and gave demonstrations at their club meetings and later at the county contest.

5. Electricity

The Farm and Home Electric project was taken by fifteen (15) girls.

Training was offered by V. E. P. Co. officials and county agents and leaders. Work was done on both projects- Units I and II.

A-H Club lamps were assembled and electric cords repaired; demonstrations were given on care and selection of electrical household equipment.

A tour of an electrified home and farm was taken by group. A second tour was taken to an electric plant in Portsmouth. Of the fifteen (15) girls enrolled thirteen (13) completed their project.

B. Other Activities

1. State 4-H Club Short Course

Five (5) girls attended the State Short Course at VPI the last week in June.

Otelia Westbrook was State Winner in Clothing Achievement.

Emma Harrell, of the Holland Club, placed 2nd in Bread Project for the State, and also was taken into the All Star Organization.

(see news clipping page 31a)

2. Rural Life Sunday

Rural Life Sunday was observed in two (2) churches in the county through efforts of the 4-H Club Council and one leader.

3. Girls' District Contest

Six (6) girls entered the Girls' District Contest in Petersburg, December 5, 1953.

Otelia Westbrook placed first in Clothing Achievement and Emma Harrell in Bread.

(see news clippings page 31b) (a page 31c)

4. 4-H Club District Camp

Thirteen (13) girls from Holland, Kings Fork and Cypress clubs attended district camp the 2nd week in July. One (1)

34  
72

-51a-

25

All Members Win State Honors

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## Two County Girls Win Regional Contest Honors



Emma Harrell (left), of Holland, and Otella Westbrook, of Chuckatuck, who yesterday were announced as winners of district awards in 4-H club homemaking projects. They will compete in June for State recognition.

## Two Nansemond County Girls Win 4-H Homemaking Awards

Otella Westbrook and Emma Harrell Place First Among Girls of 17 Southeast Counties

Petersburg, March 6—Two Nansemond County girls today were announced as winners of awards for achievements in the arts of homemaking.

The two were among the district winners in competition among 4-H Club girls of 17 counties in Southeast Virginia. Otella Westbrook, 18, captured first place in the clothing achievement project, and Emma Harrell, 16, was tops in the bread baking project.

The announcement was made at a luncheon given by the agricultural committee of the Petersburg Chamber of Commerce. The event was a feature of the opening of National 4-H Club Week.

District winners will compete with those from other areas of Virginia in a State contest to be held at the 4-H Club Short Course at Blacksburg in June.

Otella now is a sophomore at Mary Washington College and has completed 26 projects during eight years of 4-H Club work. In 1953 she was Virginia's girl delegate to the leadership training camp at Camp Minniwanca, Mich. She received the award in competition based on character, leadership and scholarship.

She was graduated from Chuckatuck High School in 1952, after serving as secretary-treasurer of her 4-H Club there and holding the post of secretary-treasurer of the Nansemond County 4-H Club Council for two years and as council president for another two years. She was inducted into the 4-H All-Stars in 1951.

Emma is in her fifth year of 4-H Club work and has completed 10 projects, most of them in foods. A senior at Holland High School, she is completing her second year in home economics.

She is now vice president of the County Council and has served as secretary and chairman of the ways and means committee for her club. Emma has won numerous countywide awards for her project work. She received the Danforth Foundation Award in 1953.

Two Nansemond County girls were chosen Southeastern district winners yesterday in a contest conducted by the Agricultural Committee of the Petersburg Chamber of Commerce.

The local first place winners are Otella Westbrook of Chuckatuck and Emma Harrell of Holland. They received citations at the Awards Luncheon in the Hotel Petersburg.

Miss Westbrook won first place in Clothing Achievement and Emma Harrell first place in Bread Project. The pair will compete with other district winners in the state finals in June at VPI.

The luncheon yesterday was aimed to observe National 4-H, today through Saturday.

Nansemond County has 325 4-H boys and girls, while the state has 58,800 and the country two million.

Members of the local 4-H clubs this week will participate in radio programs over WLPB, and exhibit posters on the 1954 theme of "Working Together for Better Understanding."

In her eighth year of 4-H work, Miss Westbrook is a home economics sophomore at Mary Washington College. She had completed 26 projects in various phases of home economics. In 1953 she was Virginia's girl delegate to the Leadership Training Camp at Camp Minniwanca, Mich.

Miss Harrell, a senior at Holland High School, is finishing her second year in home economics. She is chairman of her club's Ways and Means Committee and vice-president of the County 4-H Club Council.

National 4-H Week's purpose is threefold: to acquaint the public with opportunities offered rural boys and girls through 4-H work, to orient parents with 4-H club work, and to recognize the guidance of 4-H Club leaders.

Five County girls took second place awards. They are Barbara Bynum, Barbara Ann Bynum, Jane Moore and Dare Taylor, Holland; and Theresa Barlow, Kingsfork.

4-H Club Girls Win

### Care Needed in Using Puffets

### Suffolk Seaman


#### LEGAL NOTICE

Pursuant to the terms of a Certain Deed of Trust, dated April 30th 1953, by and between the National Bank of Suffolk, Suffolk, Virginia and Cecil Hill, grading as HHP's Trucking Service, Colerain, North Carolina, and assigned to Chorey Motors, Inc. 806 Washington Street Suffolk, Virginia we the undersigned will on the 10th day of March 1954, on the premises of Chorey Motors, Inc. located at 806 W Washington Street, Suffolk, Virginia, at 11:00 a. m., sell the equipment listed below at Public Auction to the highest bidder, by reason of the said Cecil Hill having defaulted in payment, the following describes truck:

1948 Dodge Truck, 172' Wheelbase Motor T1561307.

TERMS: CASH.

CHOREY MOTORS, INC.



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4-H Club Girls Compete in District Contest

junior leader, Emma Harrell, from the Holland Club, and an adult leader, Mrs. Wesley Brinkley, of Cypress Club assisted with all phases of camp. All girls attending have asked permission to attend in 1955.

(see news clipping page 32a)

5. County 4-H Club Picnic

The County 4-H Club Picnic was held at Planters Club, Driver, Virginia on July 1, with two hundred and fifty (250) 4-H club girls and boys and their parents and friends and adult leaders present. Parents furnished lunch which was served picnic style. Activities included swimming, group singing, folk games, pitching horse shoes and soft ball.

Among the guests present were Mr. Vernon Eberwine, Chairman of the County Board of Supervisors, Mrs. H. T. Pearch, Sr., Chairman of the H. D. Committee, Mrs. J. C. Darden, Vice-chairman of the County H. D. Committee, Principal G. C. Mann and Mrs. Mann of the Cypress School, and Mrs. Wallace Brinkley, Superintendent of County Welfare Board.

6. 4-H Conservation Camp

Two (2) girls, Emma Harrell and Dere Taylor attended the State Conservation Camp at Camp Farrar, Virginia Beach, in August.

Objectives of the camp were: to offer training in conservation and to develop leadership qualities.

All Club Members Attend Camp

7. Local Merchants Sponsor Girls' 4-H Club Work

Suffolk merchants and business concerns sponsored girls' 4-H Club projects during the 1954 year to the extent of fifteen dollars (\$15.00) in merchandise to be divided between first place winners in senior and junior groups.

Clothing - Singer Sewing Machine Company

Looking Your Best - Ballard and Smith, Inc.

Room Improvement - J. C. Penny Company

Housekeeping - Leggett's Department Store

Bread - Montgomery Ward and Company

Food Preparation - Byron Hardware Company

Dressing - Cobbs Frozen Foods

Certificates were presented winners at Achievement Day by Mr. George Scott, Manager of Leggett's Department Store.

This sponsorship was planned as an incentive to girls to do better project work and to publicize the 4-H Club girls' work with local people. On carrying the certificate to the merchants for their merchandise prizes, girls contact the manager first and thank him personally for sponsoring the project and for his interest in 4-H Club work. It is believed this is leading to better public relations. It is the opinion of the 4-H adult leaders and agent that contacting merchants at the beginning of the project year and keeping them informed of the progress of 4-H Club project work and activities during the year, is a better plan than soliciting prizes at the end of the year after

projects have been completed.

8. Girls 4-H Club County Contest

The girls 4-H Club County Contest was held October 30 at the Suffolk Gas Company. Top place winners in each of the six (6) clubs competed for county awards. Record project books were graded by the agent prior to the county contest. Adult leaders and one (1) out-of-school All Star member judged. Winners were announced at Achievement Day.

9. 4-H Club Achievement Day Program

The achievement day program was held on November 13 (National 4-H Achievement Day) from 5:30 to 10:00 p. m. at the Cypress School, Cypress Chapel, Virginia, with one hundred ninety (190) 4-H Club members, parents, leaders and friends present. (see news clipping page 34a)

The six (6) clubs assembled exhibits, related to projects taken during the year, in the school gym. An educational exhibit of a good study unit, using good lamp at proper height, and household equipment was assembled by Emma Herrall, Farm and Home Electric Project winner of the county.

The supervisor of the YEP Co. displayed an electrified farm and home model. These exhibits were displayed to create more interest in the Farm and Home Electric Project.

A hot dog supper was served cafeteria style to the group

NANSEMOND COUNTY 4-H CLUBS

ACHIEVEMENT DAY

CYPRESS SCHOOL

Saturday, Nov. 13, 1954



Pledge of Allegiance

I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, One Nation, Indivisible, with Liberty and Justice for All.

4-H PLEDGE

I Pledge:

My Head to clearer thinking  
My Heart to greater loyalty  
My Hands to larger service and  
My Health to better living, for  
My Club, My Community, and My Country.

Program  
4-H Club Achievement Day

by leaders and some parents in the school lunch room.

The main program took place in the school auditorium and featured the installation of the new A-N Club Council officers, a talent program of two (2) or three (3) numbers by each club, and awards and presentation of Prizes.

The Cypress Puritan Club sponsored girls and boys A-N Club work for members in the Cypress Magisterial District in the amount of fifty dollars (\$50.00) in cash. Twenty-five dollars (\$25.00) for girls and boys each.

A thirteen dollar (\$13.00) scholarship was awarded a girl in the senior group to apply on the State A-N Short Course and two (2) six dollar (\$6.00) scholarships to girls in the junior group to apply on A-N Club District Camp.

The club exhibits were judged by Mr. Ralph Breeding, V. E. F. Company, Mr. Aubrey Clayton, assistant county agent, Isle of Wight County, Mrs. Jesse Hancock, secretary of the County N. D. Council, and Mrs. Marjorie Davidson, A-N All Star and young married homemaker. Whaleyville won the Blue Ribbon for the senior clubs and Cypress for the juniors for best club exhibits.

Two plaques were awarded, one in the senior and one in the junior club groups, based on completion of projects, attendance at club meetings, and participation in club activities. Holland won the Senior Plaque and Cypress the Junior.

(see news clipping page 30a)

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72

-35a-

4-11 Achievement

RM

Plaques were awarded by Mrs. Graham Marrell, 2nd Vice-Chairman of the County N. D. Committee and Mr. Jarvis L. Howell, President of the Holland Buriten Club.

(see news clipping page 36a) & (page 36b)

#### VII. YOUNG MEN AND YOUNG WOMEN'S WORK

Young women's work during 1954 was with individuals who are enrolled in home demonstration clubs and out-of-school 4-H Club girls. Two (2) women in this age group served as club presidents- Mrs. S. E. Perry of Liberty Springs, and Mrs. Herbert Lynch of Magnolia.

The newly organized Eastover N. D. Club has a large number of homemakers with pre-school age children. Also, the newly organized White Marsh Road Club has several women of this age group. However, the average age of N. D. Club members is middle age or over.

The program is not reaching as many young married women as it should. However, if more night club meetings could be scheduled just for junior club women, many more would be reached.

#### VIII. SCOPE OF WORK

	1950	1951	1952	1953	1954
No. N. D. Clubs or Groups	20	20	20	16	16
Membership	459	520	520	467	406
No. 4-H Clubs	6	6	6	6	6
Membership	179	116	120	151	152
No. other families reached	1090	1500	1000	851	1007
No. different families reached	1644	1700	1000	1137	1173
No. community clubs	0	0	0	0	0
Membership	-	-	-	-	-

-36-



4-H Achievement Day

PRIZE WINNERS—4-H youngsters, all winners in the county's 4-H Achievement Day, pose for their picture after receiving awards Saturday. They are, front row left to right: Richard Daughtrey, Dickie Bunch, Georgie Lee Harrell, Emma Harrell, Mary Frances

Jakeman, Jimmie Bunch, Joseph Gardner, Dan Bunch, Roy Van Brinkley, and Minnie Winslow. Back row: Emmitt Rawls, Elizabeth Ann Felton, Jane Moore, Betty Ann Knight, Carolyn Powell, Mary Catherine Brinkley, Frances Babb and Theresa Barlow.

# Whaleyville, Cypress 4-H'ers Win Major Honors at Achievement Day

Whaleyville 4-H'ers walked away with senior club honors Saturday at Nansemond County's annual 4-H Achievement Day.

The Cypress Club won first place in the junior group. Both clubs received blue ribbons.

Club plaque awards, given on the basis of percentage of projects completed, club attendance and activities, participation in district points won for Achievement Day exhibits, went to the Holland club in the senior group, and the Cypress Club in the Junior group.

Winners in girls project work are as follows:

Bread: Emma Harrell, Holland Club, county winner, blue ribbon, and \$8 gift certificate from Montgomery Ward and Co. in the junior group; Frances Babh, county winner, Cypress Club, blue ribbon, medal, and \$7 gift certificate from Montgomery Ward; second place, Elizabeth Ann Felton, Holland Club, red ribbon.

Clothing: Mary Catherine Brinkley, Cypress Club, county winner, medal, blue ribbon, and \$7 gift certificate from Singer Sewing Machine Company; Judy Holland, second place, red ribbon, and Judy Butler, third place, white ribbon, from Cypress Club.

Clothing: Mary Farances Jakeman, Chuckatuck Club, county winner, medal, blue ribbon, and \$8 gift merchandise certificate from Singer Sewing Machine Company; second place, Minnie Winslow, Whaleyville Club, red ribbon, and third place, Alice Baines, Whaleyville Club, white ribbon.

Good Grooming "Looking Your Best": Senior clubs group; Minnie Winslow, Whaleyville Club, county winner, blue ribbon and \$8 gift merchandise certificate from Ballard and Smith; Alice Baines, Whaleyville Club, second place, red ribbon; in the junior group; Lois Bridgers, Cypress Club, county winner, blue ribbon, and a \$7 merchandise gift certificate from Ballard and Smith; Shirley Harrell, Kings Fork Club, second place winner, red ribbon; Betty Hedgebeth, Holland Club, third place, white ribbon.

Farm and Home Electric: Emma Harrell, Holland Club, county winner, blue ribbon, and an electric clock donated by Felton Appliance Company.

Food Preparation, senior group from Leggett's, Holland Club, county winner, medal, blue ribbon, and \$8 gift certificate from Byrum's Hardware Company; second place, Jane Moore, Holland Club, red ribbon; junior group Elizabeth Ann Felton, Holland Club, county winner, blue ribbon, and \$7 gift certificate from Byrum's Hardware; second place Mary Catherine Brinkley, Cypress Club, red ribbon; and third place, Linda Holland, Cypress Club, white ribbon.

Frozen Foods: Jane Moore, county winner, Holland Club, blue ribbon, and \$8 gift certificate from Cobbs Frozen Food Locker; second place, George Lee Harrell, Holland Club, red ribbon, medal, and \$7 certificate from Cobbs Frozen Foods.

Room Improvement: Catherine Warrington, Driver Club, county winner, medal, blue ribbon, and \$8 gift certificate from J. C. Penny Company.

Senior Group: Jane Moore, Holland Club, county winner, blue ribbon and \$8 gift certificate from Leggett's Department store; in the junior group: Carolyn Powell, Kings Fork Club, county winner, blue ribbon, and \$7 gift certificate from Leggett's.

Safety: Betty Ann Knight, Whaleyville Club, county winner, blue

uses of atomic energy. invited to join the small committee which would set up a proposed next year on peaceful purposes. Friends of Western delegates who do not think the U. S. proposal goes through.

## Egyptian Ju Naguib as I

CAIRO, Egypt. (AP)—Maj. Gen. Mohamed Naguib was in the political ascendant today after his ouster as Egypt's president by the ruling military junta, Premier Gamal Abdel Nasser, taking over as acting president yesterday, held undisturbed power.

Naguib, popular hero of the 1952 revolution against ex-King Farouk, was charged with being implicated in a recent unsuccessful plot by the fanatic Muslim Brotherhood to assassinate Nasser.

A long rivalry between the two soldier-politicians had flared into an open struggle for power last spring. Nasser emerged then as the nation's strong-man ruler. Naguib became a figurehead president.

He was unseated yesterday and placed under arrest in a government house outside Cairo without any major outbreak of violence. The capital remained still calm today, but the atmosphere was

IX. ORGANIZATIONS

A. County Home Demonstration Committee

Two (2) meetings of the entire County Home Demonstration Committee, composed of the sixteen (16) club presidents and five (5) county officers, were held during the year. A luncheon meeting held January 6 and presided over by the new county chairman, Mrs. H. T. Pearch, Sr., selected as a major goal the raising of five hundred dollars (\$500.00) for the Continuing Educational Fund for VPI to be completed by July 1. This project to be worked on by a special council committee and each of the sixteen (16) H. D. Clubs in the county.

At the second county committee meeting on October 26, the agent was asked to lead a discussion on appraisal of the 1954 program and ways of carrying out the 1955 program. Reports of the year's work made by various committee chairmen included:

1. VPI Continuing Educational Fund was completed in June.
2. Year Book - committee made request which was approved by sponsoring bank to enlarge 1955 Year Book, thus making it more usable by members.
3. H. D. Float Committee planned and entered (Nov. 26th) the Home Demonstration Club Float in Retail Merchants Association Parade in Suffolk to turn on Christmas lights.

County Chairmen appointed standing and special committees for 1955. Appointed a County Membership Chairman, with individual club membership chairman to concentrate on increasing club

membership, and renew interest of inactive members.

In addition to the County Committee Meeting, the Executive Board, made up of the five (5) officers, met in April and August to further implement work of county committee.

Other special work sponsored by the county committee included observance of National H. D. Week, sponsorship of 4-H Club work, H. D. Achievement Day; all covered under other phases of this report.

The training meeting for Program Development Leaders, held May 25, was attended by the County H. D. Committee and Executive Board. All clubs but one were represented. Group thinking on home, community and county needs was stimulated by use of a flannel graph.

Plans were developed to discuss program planning in all clubs during July using skits and visual aids to help clubs determine their needs. Club suggestions were summarized by the agent and returned to clubs for them to select 1st, 2nd, and 3rd Choices of subject matter projects, first choice for Federation Goal, and several club objectives at their August club meeting.

Program Development Leaders used this information in setting up 1955 program at Program Planning Meeting in September. This democratic method of program planning pleased club members and resulted in increased interest in 1955 program.

B. County Board of Agriculture

No meeting of the County Board of Agriculture was held during the year.

C. County 4-H Club Council

The County 4-H Council, composed of all club officers of the six (6) 4-H Clubs, held three (3) meetings during the year to set up standards for project work, eligibility requirements for camps, plan county-wide picnic and achievement day program, and training for club officers.

In addition the council:

1. Sponsored projects to raise money for council funds.
2. Paid all expenses for two (2) All Stars to 4-H Short Course at VPI in June, and part of expenses of other delegates to short courses.
3. Assisted with the annual girls' 4-H Club project planning meeting in July and girls' county contest in October.
4. Held annual 4-H Achievement Day Program November 13, and county-wide 4-H Picnic on July 1.

D. County Honor Club

There is no county Honor Club in the county at present, but consideration is being given to organization of one in 1955.

E. County All Stars

A County All Star Chapter was organized in August 1954. A second meeting is scheduled to be held during Christmas holidays when several of the All Stars will be at home. Also, a special

occasion featuring a dinner party for All Stars and their friends is planned for December 30.

(see news clipping page 40a)

F. County Young Men and Women's Board

There is no county board for young men and women.

G. County 4-H Project Committee

The committee is composed of adult project leaders and several outstanding 4-H Club girls from each of the six (6) clubs in the county.

The committee held it's regular planning meeting in July to plan projects for the 1955 year and methods of conducting them. They held a brief meeting on November 6th, following a 4-H Council meeting, to complete plans for the 4-H Achievement Day Program.

H. Professional Workers' Council

There is no professional workers' council in the county.

X. LEADERSHIP

A. Contribution of Volunteer Leaders to the Program

1. Organizational Leaders

Home Demonstration Clubs

The eighty (80) organizational leaders did a good job in 1954. These leaders comprised the four (4) officers per club, and Federation Goal Chairmen.

Organise All Star Chapter

The club officers got organized for a good start by attending an all day club officer trainingschool early in January, conducted by Miss Amelia Fuller, Farm and Home Planning Specialist VPI, and assisted by the home agent. As a follow up of this training the agent sent monthly letters to club presidents to assist them in conducting their meetings and serve as reminders.

Club presidents as members of the County H. D. Committee attended one meeting in January and one business meeting in October. They ably and willingly served on the County Committee and on sub-committees of the county committee, and in general saw to it that the suggestions, recommendations and motions made by the county committee were carried out. In cases of emergency they substituted for project leaders at training meetings.

Other club officers supported their presidents in carrying on the work of the club. Club presidents were largely responsible for getting the fine attendance at leader training meetings during the year.

Efforts of club presidents and program development leaders made possible the return of all but six (6) of the H. D. survey questionnaires sent out during October.

The sixteen (16) Federation Goal Chairmen attended a training meeting under Miss Ruth Jamison, House Furnishings

Specialist, in April. The leaders gave (30) thirty demonstrations at club meetings in May and June and served on the over-all Achievement Day Committee. Many served on special committees doing work related to the Federation Goal, National N. D. Committee, and Committee for District Federation Meeting. The special Achievement Day Committee of five (5) members was appointed from the Federation Goal Club Chairmen.

The success of this program, including the exhibit on Good Design in House Furnishings was due largely to the work of the Federation Goal Chairmen.

#### L-H Organizational Leaders

The organizational leaders of the L-H Clubs and County Council are president, vice-president, secretary, treasurer and reporter and song leaders. Thirty (30) girls are officers in their L-H Clubs. They conduct their business meetings, plan club program, announce meetings, plan their achievement day program, and L-H Club county picnic.

The six (6) adult leaders serving as both organizational and project leaders, have done an excellent job and have carried much responsibility for county wide activities due their few number.

One of the weaknesses of the L-H Program is lack of adult leaders.

2. Program Development Leaders

The sixteen (16) program development club leaders, trained in May by the agent, led thirty (30) discussions on program planning at two (2) different club meetings, in addition to developing the county program at a planning meeting in September. They also presented the new program to their clubs in October. An effort was made to get the strongest club member to serve as program development chairman during the year, and this was reflected in the quality of their work. Individual clubs showed more interest in program planning this year over last, due largely to the leadership of the program development leaders.

3. Subject Matter Leaders

Home Demonstration Clubs

The one hundred sixty five (165) project leaders worked in teams of two to receive training and give demonstrations, with the exception of the health leaders which worked singly.

Of the one hundred thirty one (131) demonstrations presented by these leaders without the agent present, fifty nine (59) were in House Furnishings, thirty (30) in home grounds, thirty one (31) in foods, ten (10) in recreation, and one (1) in Rural Arts. These leaders also presented six (6) joint demonstrations with the agent.

Leaders cooperated in a high attendance at all training

meetings. The number of clubs represented increased from ten (10) out of sixteen (16) in November, 1953, to one hundred percent (100%) during most winter and spring meetings.

Project leaders made their demonstrations interesting and effective through use of illustrative materials, such as house furnishing fabric kits, posters, charts, slides, and all types of household accessories.

#### A-H Clubs

This leadership was excellent in the three (3) clubs having leaders.

#### B. Growth of Leadership

<u>H. B. Club Project Leadership</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
No. Project Leaders (subject matter)	121	160	180	147	165
No. Goal Chairmen	20	20	20	16	16
No. Program Development Leaders	18	20	22	16	16
No. result demonstrators	18	20	27	1	0
No. training meetings by:					
specialists	17	13	4	5	7
district agent	1	1	1	2	1
agent	17	3	4	6	5
Attendance at all training meetings-429	360	383	232	288	
No. meetings without an agent	85	205	220	250	81
No. meetings leaders assisted	14	10	10	19	10
Demonstrations by leaders	*	*	*	*	131
Talks and discussions by leaders	432	500	550	600	596

\*not available

Growth of A-H Project Leadership- 1950	1951	1952	1953	1954	
No. club officers	30	30	35	35	30
No. adult project leaders	12	12	6	8	6
No. result demonstrations	0	0	0	0	0
No. training meetings held by:					
specialists	1	0	3	1	0
agent	12	16	9	12	4
district agent	0	0	0	1	0
member club department	1	0	0	0	1
Attendance at leader training meetings	47	63	132	20	17
No. A-H leaders trained individually	16	12	16	7	6
No. club meetings held by leader without agent present	17	7	7	8	14
No. additional club meetings at which leaders assisted	*	*	*	*	21
No. demonstrations given by					
adult leaders	17	23	17	21	14
junior leaders	66	46	62	12	5

\*not available

C. Activities of Outstanding Leader and Her Accomplishments

Mrs. Jesse Hancock, vice-president of the Homemakers Club, secretary of the County N. D. Council and County Federation Goal Chairman, is the county's outstanding leader for the year.

As County Federation Goal Chairman she headed the County Achievement Day Program Committee, working with her committee over a period of eleven (11) months on plans for this one program. She worked on the committee for observing National N. D. Week in the county and was Chairman of the committee responsible for

presenting the skit on "Living Pictures" at the District Federation Meeting at Virginia Beach in May. In all of her committee work she gave freely of her talent and time to perfect each assignment and at the same time encouraged others to do their best work. Her sympathetic understanding of other's problems makes her a valuable member of her own club, the County Committee and as a Counselor to the agent.

Her deep religious belief is reflected in her every day living. Wansound County Home Demonstration Program is richer for having had her as a member.

D. Activities and Accomplishments of an Outstanding Family

Selecting the Wesley Brinkley family, of Cypress area, as the outstanding family of the year was an easy choice. Mr. and Mrs. Brinkley and their two (2) children, reside on an average size farm in an attractive remodeled home.

Mrs. Brinkley, served as 4-H adult leader for the Cypress Club which made outstanding progress during the year under her leadership. She served well as a leader at District 4-H Camp at Camp Farrar in July and won the respect and love of all club members.

She is an outstanding leader in her home demonstration club, the Homemakers at Harrell's Siding. She never says no to her club president when asked to serve on a committee or be a project leader.

She is equally as active in the PTA and her local church and

Sunday School. The local Buritan Club and other civic organizations frequently call on her for special help.

Mr. Brinkley is equally as active in men's civic groups, his church, Sunday School, PTA, Buritan Club and Farm Bureau.

Their son, a member of the Cypress 4-H Club, is an above-average member. Their daughter, under 4-H Club age, plans to join when she is ten (10). She attends all girls 4-H Club meetings now that don't conflict with her school program.

Mr. Brinkley spent two days at district 4-H Camp last summer, fitting into the camp routine and assisting with camp activities.

This family is an asset to their community and county and are outstanding leaders in the Extension Service.

E. Activities and Accomplishments of Most Outstanding Club

The Margaret Rusher Club, located on Wilroy Road, just east of Suffolk on the road to Driver, deserves recognition as the outstanding club this year.

This club held brief effective business meetings, began and closed it's meetings on time and carried on all club work in a business-like way.

They had project leaders at all training meetings and proper representation at County Committee meetings, club officer training

and special meetings. The agent attended fewer meetings of this club than any in the county and she was never called on to help with any particular problem in the club.

This club has one of its members serving as Vice-Chairman of the County Committee, and its 1954 President served as a capable Chairman of the Year Book Committee and will be the new County Treasurer.

She and her club members cooperate in all extra activities of the County Council and take many extra assignments. They have assisted the agent and office secretary by addressing notices sent club members during the year. This club was responsible for the corsages for achievement day.

They are due the credit for helping organize the new Eastover N. D. Club, located in their same general area. Their club president assisted the agent in organizing this club, and served as counselor the first six months to get it underway and operating smoothly. This club also furnished leaders for demonstrations for the Eastover Club until they could get their leaders trained.

## XI. COOPERATION WITH OTHER AGENCIES

### 1. Health Organizations

Some Demonstration Clubs are continuing their annual contributions

to support work of the T. B. Association, Cancer, Paralysis, Heart Disease and Polio.

Many of the clubs in addition make money contributions, as well as food and clothing, to the Patrick Henry Hospital for indigent patients, located near Danbigh, Virginia.

2. Cooperation With Red Cross

All clubs prepared and wrapped the customary Christmas gifts for the Naval Hospital in Portsmouth, Va. The clubs made a generous donation to the Red Cross in their annual drive.

3. County Health Department

The Director of the Tri-County Health Center, in Suffolk, will again train health leaders in December for January club meetings on detection of cancer symptoms.

The center makes health bulletins and data available to the home agent for use in her work. Agent used data from health department to keep leaders alert to local and national health situations so their efforts could be more effective.

4. Retail Merchants Association

The Hansemond County Home Demonstration Committee entered a float in the Retail Merchants Association annual Christmas Parade on the night of November 26, winning First Place and a fifty dollar (\$50.00) prize. This helped bring the work of the home demonstration clubs to the attention of the public. Approximately thirty five hundred (3500) rural and urban people viewed the

parade. The Mayor of the City of Suffolk made his tractor and trailer available for the H. D. float.

Merchants cooperated in lending furniture, furnishings, silver and china for use in the Good Design Exhibit at the H. D. Achievement Day, October 5, at the Suffolk Shrine Club. (see Exhibit Guide as to number of cooperating merchants- page 50a)

All during the year, Leggetts, Ballard and Smith, Montgomery Ward, Byron Hardware Store and Gift Shop, Cobbs Frozen Food Locker Plant and Sherwin Williams Store cooperated in making merchandise available for use in leader training meetings and some individual club meetings. All leader training meetings, with the exception of one, were held at the Suffolk Gas Co.

Seven (7) merchants in the City of Suffolk sponsored girls' 4-H project work for the 1954 year in the amount of fifteen dollars (\$15.00) in merchandise prizes awarded as certificates. (covered under 4-H Club activities)

Kilby's Craft Store, located just west of Suffolk on Rt. 58, craftsman in furniture reproduction, gave a nest of three end tables to a member of the Hansecom County H. D. Club who visited the shop and registered during the month of November.

#### 5. Public Schools

The County Superintendent of Schools and the six (6) school principals cooperated in the 4-H Club program by allowing 4-H

Guide used with Exhibit on Good Design in House Furnishings

Achievement Day Program, October 5, 1954

Shrine Club, Suffolk, Va.  
Exhibit Guide

<u>Number</u>	<u>Item</u>	<u>Courtesy of</u>
	<u>Furniture</u>	
1	Pumpkin Color Club Chair	R. W. Baker & Company
2	Chartruse Club Chair	I. O. Hill & Company
3	Gold Wing Chair	Byrum's Gift Shop
4	Brown Club Chair	Thornton-Jaffee Fur. Co.
5	Gold Pull Up Chair	Thornton-Jaffee Fur. Co.
6	Dark Green Club Chair	Byrum's Gift Shop
7	White Nylon Armless Chair	R. W. Baker & Company
8	Black and White Modern Club Chair	R. W. Baker & Company
9	Black Straight Chair, Fiber Seat	Byrum's Gift Shop
10	Hitchcock Ladder Back Chair	R. W. Baker & Company
11	Ladder Back Chair (light wood)	Byrum's Gift Shop
12	Rattan Chair	Leggett's Department Store
13 & 14	End Tables with Drawers	Byrum's Gift Shop
15	Pine End Table	I. O. Hill & Company
16	End Table, wrought iron legs	Thornton-Jaffe Fur. Co.
17	End Table with Drawer and Pull-out Board	I. O. Hill & Company
18	Small Four Drawer Chest	R. W. Baker & Company
19	T. V. Table with casters	Byrum's Gift Shop
20 & 21	One Drawer End Tables	Kilby Crafts
22	Cobbler's Bench	Kilby Crafts
23	Pine Stool	Kilby Crafts

(on back)

<u>Number</u>	<u>Item</u>	<u>Contributor of</u>
	<u>Lamps</u>	
24 & 25	Junior Floor Lamps	I. O. Hill & Company
26 & 27	Brass Lamps	Byrum's Gift Shop
28	Brass Lamp	I. O. Hill & Company
29	Wrought Iron Table Lamp	R. W. Baker & Company
30	Brass Lamp	R. W. Baker & Company
	<u>Silver</u>	
31 & 32	Table Silver	Brewer Jewelry Company
	<u>China</u>	
33 & 34	China (also Plastic Table Mats)	Byrum's Gift Shop
	<u>Glass &amp; Crystal</u>	
35	Crystal	Byrum's Gift Shop
36	Glasses	Suffolk Gas Company
	<u>Fabrics</u>	
37	Red Floral Design	Ballard and Smith, Ins.
38 & 39	Bark Cloth	Leggett's Department Store
	<u>Other Accessories</u>	
40 - 52	Pottery Pitcher; Brass Bowl; Wrought Iron Candle Sticks & Tray; Ash Trays; Trash Cans; Flower Container; Reed Baskets; and, other accessories	Byrum's Gift Shop
Articles not numbered were loaned by Home Demonstration Club Members, Friends, and National Manufacturers.		
53	Bench	Byrum's Gift Shop

club meetings to be held in the schools during school periods and extra girls' club meetings in schools during summer months. Principals announce club meetings over public address systems and make what space they have available for club meetings.

The 4-H Achievement Day Program was held in the Cypress School on November 13. Prior to this year such programs had been held in rural churches.

6. Work With Press, Radio and T. V. Stations

A report of the weekly schedule of H. D. Club meetings, all special H. D. activities and monthly and special 4-H Club meetings and activities is carried in the local daily papers, the Suffolk News Herald and two (2) Norfolk papers- Norfolk Virginian Pilot and Norfolk Ledger Dispatch. The press further cooperated with pictures and feature stories of special events. Eighty five (85) news articles have been published.

A regular Monday broadcast on the Farm and Home Hour at 12:35 p. m. over radio station W. L. F. M. was used by the home agent for sixty one (61) broadcasts during the year.

Special broadcasts were given prior to and following National H. D. Week, District H. D. Federation Meeting, annual Achievement Day Program, 4-H Achievement Day Program, 4-H Club Picnic, 4-H Club Sunday, Girls' District Contest and District Luncheon, National 4-H Club Congress and State 4-H Short Course and 4-H Camps.

Announcement of H. D. Club meetings is made at 5 o'clock new hour by the station.

The agent gave four (4) T. V. Programs during the year on House Furnishing Fabrics, Lighting, Housing and 4-H Club work; appearing with the agent on two (2) programs were a H. D. Club member and a 4-H Club member, Otalia Westbrook, 4-H Club State Clothing Achievement winner.

7. Cooperation With Banks

The home demonstration club Year Book was sponsored by the National Bank of Suffolk in 1954. The three (3) banks in Suffolk rotate sponsorship of this. The only advertisement used is a simple statement on the back of the cover by the sponsoring bank. This Year Book goes into approximately five hundred (500) rural and urban homes.

8. Elected Representatives

Elected representatives are invited to attend all special H. D. and 4-H activities in the county. The Chairman of the County Board of Supervisors was guest at the annual 4-H Club Picnic and the County Commonwealth Attorney at the annual H. D. Achievement Day Program.

9. Cooperation With Other Groups

Cooperation with other groups includes rural churches who make their plants available for H. D. Club meetings. Two (2) clubs, the Bethlehem and Holy Neck, use church facilities for most meetings. The Box Elder Club uses the Community House that is partially supported by the local church.

The Bethlehem Congregational Christian Church allowed the use

of their church plant for the Extension Judging School April 1, and allowed the County Home Demonstration Committee to prepare lunch and serve the group at the church, using profits for the V. P. I. Educational Fund.

This church was used in March for one (1) of the Social Security Special Interest Meetings, and in June for an out-of-school girls' A-H Club meeting.

The Home Demonstration County Committee, A-H County Council and home agent cooperate with the Southern States Cooperative, the Farm Bureau and Farmers' Union.

## XII. APPRAISAL OF THE YEAR'S WORK

### A. Home Demonstration Work

It was the purpose of the 1954 program to bring to home demonstration club members and others, new information on house furnishings, freezing foods, health, and yard beautification; to teach new and better skills in freezing foods, care of house furnishing fabrics, and care of flower bulbs; to change ideas and attitudes toward selection and purchase of house furnishings, and use of local health facilities; and to stimulate an awareness of benefits to be expected from the extension of Social Security.

An estimated thirteen hundred ninety (1390) homes were reached by some method of extension teaching. Included in this number are four hundred six (406) rural, non-farm, and urban families

having had contact by any form of the work, whether demonstration, news articles, radio, special public programs, telephone, home visits, office calls or through educational literature. Following all demonstrations and club discussions some type of mimeographed material was given members.

In the opinion of the agent, the program presented succeeded in providing new information, causing new and better skills to be adopted, and changing ideas and attitudes.

The study of house furnishings, their selection, care and importance in contributing to enjoyable living reached more families and interested more people, both club members and others, than any other phase of the program.

This, along with the Federation Goal - Art in Daily Living - directed toward Good Design in House Furnishings, small accessories and table settings comprised the major program emphasis for the year.

The many individual requests following these demonstrations from both club members and non-club members indicate families interest and awareness of their need for more work on this phase of the program.

The program contributed to better living in that it helped families save money by teaching better selection and care of house furnishings, how to cut down on food bills by freezing larger quantities and varieties and better quality foods; to

improve the appearance of their homes through increased knowledge of and appreciation of good design; refinishing pretty old picture frames, discarding ugly and unnecessary house furnishings accessories, and setting out additional flower bulbs and shrubs and practicing better culture of each.

The program improved people by helping homemakers to help themselves and to help others. It stimulated leadership in that a higher percentage of leaders attended training meetings and followed through in giving their demonstrations than the previous year. More members accepted leadership responsibilities than ever before and spent much time and effort in preparation for demonstrations given. This leadership opportunity results in improved people who make use of their knowledge in their homes and share it with others in their community. This total effort results in improved homes and communities better living.

It is the opinion of the agent that the home demonstration program can be strengthened in 1955 by:

1. Extending the club program, if possible, into three (3) areas of the county, South Quay, Driver and Buckhorn, through organization of additional clubs or re-activating former clubs. The program is not reaching as many people in those areas as it should. To do this many home visits will be necessary and much work and effort.
2. By increasing members in each individual club through home to home canvass, letters and phone calls.

3. By making more calls or home visits to become better acquainted with families resources, needs, problems and potentialities.

This should result in reaching more people and improving the quality of work.

B. 4-H Clubs

Improvements in 4-H Club project work this year was reflected in the number of girls eligible to compete in the county contest. Interest in 4-H Club work increased in Holland, Cypress, and Whaleyville, but slightly less interest is evidenced in Driver and Cham-stuck. The club demonstrations and county contest gave some members a boost to do more and better work in 1955.

Having one girl and one boy State Winner from the county tended to increase interest in the total 4-H Club Program and improved quality of project work.

The good participation of 4-H Club members in planning and carrying out their Achievement Day Program and County Picnic reflected growth in leadership, poise and self-confidence when appearing before a group.

Members winning county awards seemed very proud of their accomplishments and had a feeling of satisfaction that comes from work well done.

The weakness in the 4-H Club Program can be attributed to the

following:

1. Lack of adult leaders.
2. Unsatisfactory meeting places in schools.

With the crowded schools and no building plans underway, I am of the opinion that if sufficient leaders could be obtained the clubs should be taken out of the schools and handled through community clubs.

SUPPLEMENT

4-H CLUB WORK

●  
Otelia Westbrook, Hansonond County 4-H Club member and All Star, received one (1) of the twelve (12) National Scholarships of three hundred dollars (\$300.00) for work in her Clothing Achievement Project.

Another special recognition given Otelia at the National 4-H Club Congress in Chicago was being selected to serve as toast-mistress at the Clothing Achievement Banquet, in the Mayfair Room, Sheraton-Blackstone Hotel, on Tuesday night, November 30.

Otelia has the distinction of being the second 4-H Club member from Hansonond County selected to attend the National 4-H Club Congress in Chicago, Barbara Ann Presson, the first, in 1949.

Nov. 29, 1954

25 Men, Boys Attend Communion Service

# Suffolk

Subscription

WORLD'S LARGEST PEANUT

SUFFOLK, VA., MONDAY

FRANKLIN — Approx 25 men and boys attended separate Communion service Emmanuel Episcopal Church yesterday morning at 8 o'clock. The service was held in advance of Advent Sunday commemoration of St. Andrew. The program corresponds Women's United Thank (



Otelia Westbrook . . . clothing achievement winner

## County Girl Top Winner In National 4-H Contest

A 19-year old Kings Fork girl who wants to be a home demonstration agent today was named national winner of the 4-H Club clothing achievement contest at the club congress in Chicago.

Otelia Westbrook, who received a \$300 scholarship as her prize, is the second Nansemond County 4-H clubber to be singled out for a national award at this congress. Edward L. Felton, Jr., 17, of Holland, was previously announced as having topped the national boys' division in the public speaking competition.

Otelia and Ed are Nansemond's first two national 4-H winners and only the second and third youths to win a trip to the national convention by winning a state championship.

Virginia as a whole took eight national championships at Chicago with its delegation of 40 4-H youths. Nansemond thus accounted for one-fourth of the state's total.

Miss Westbrook, a sophomore majoring in home economics at Mary Washington College, Fredericksburg, has made all her own clothes since starting the clothing project eight years ago. Mrs. Ocie O'Brien, county home demonstration agent, said the girl has saved \$200 in the cost of her clothes in that period. Otelia also turned out a number of garments for her mother, sister and friends. All told she sewed 173 garments and remodeled 44 in eight years.

The dress she modeled for the national competition, a black botany, tailored wool dress, represented a saving of \$20. Mrs. O'Brien said. The garment cost Otelia \$13.06 to make and would sell for about \$35, the home agent said.

This dress only counted 25 per cent toward the national prize. Achievements in all-around club work and leadership represent the other 75 per cent. Otelia completed projects in food preparation, room improvement and laundering, among others, in addition to her clothing work.

Otelia, the daughter of Mr. and Mrs. R. J. Westbrook of Kings Fork, is a graduate of Chuckatuck High School. Her trip to Chicago was sponsored by the Spool Cotton Company of New York.

She and Felton, son of Mr. and Mrs. Edward L. Felton, Sr., of Holland, helped to organize Nansemond County's 4-H All-Star chapter last August.

Ed, a freshman at Hampden-Sydney College, has distinguished himself by making the college debating team already—the first time a first year man has ever done so.

His trip to the 4-H congress was sponsored by the Pure Oil Company.

Both Otelia and Ed left for Chicago last Friday and will return home Saturday. They are staying at the Conrad Hilton Hotel.

## Nansemond Girl Is Winner Of Scholarship

Otelia Westbrook Takes \$300 National Award For Clothing Work

Suffolk, Nov. 27.—Otelia Westbrook, 19-year-old Nansemond County girl, has won a \$300 college scholarship for clothing achievement to be awarded at the National 4-H Club Congress in Chicago.

Miss Westbrook, now a junior at Mary Washington College, is one of the top 12 girls in the nation in clothing achievement, on the basis of records and clothing submitted to judges of the national competition.

Mrs. Ocie J. O'Brien, Nansemond County home demonstration agent, made the announcement here today. Miss Westbrook left here Friday for Chicago with 29 other Virginia 4-H Club boys and girls attending the national gathering.

She will be toastmistress at a clothing achievement dinner to be held during the 4-H Congress.

A daughter of Mr. and Mrs. R. J. Westbrook of Kings Fork, she has been a 4-H Club member eight years. She has won numerous county and district championships in girls' 4-H projects and earlier this year was the State winner in clothing achievement. She belongs to the 4-H All-Stars and has attended the 4-H Short Course at Blacksburg.

Nansemond County has another national 4-H champion at Chicago in the person of Edward L. Felton, Jr., of Holland, who recently was announced winner of the national 4-H public speaking con-

test for boys. He was awarded a trip to the Congress and will receive a \$300 college scholarship in addition.

Felton will deliver his winning speech, "Chemicals in Farming," at a reception during the 4-H Congress.

Smithfield

Courtside

Edenton

City Basketball Team Is Selected

W. H. ...

Leave to Stage Oyster Boast

# IA and Langley and H. Criminal

A ...

their parcels in the mail by the latter part of the week. The very last date on which any one can expect parcels to be

## Jewish Church Here Honors Israel Levy

Israel Levy, former Suffolk merchant who lived here many years after his retirement, was honored last week when the Aoudath Achin congregation presented him with a life membership medallion.

The presentation highlighted special Thanksgiving services held at the synagogue Friday night.

Levy now lives in Waverle with his son-in-law and daughter Mr. and Mrs. Sol Frohman.

Industrial countries put 18 to 20 per cent of their incomes into taxes and 7 to 10 per cent in savings.

- 4:50—Uncle Sam's Chita
- 5:00—John Vandercook
- 5:15—Bill Stern
- 7:30—Musie Bag
- 7:50—Four Travel Reporter
- 7:55—News Summary
- 8:00—Henry J. Taylor
- 8:15—MUSIC Program
- 8:30—Vote of Prestone
- 9:00—Knicker Club
- 9:30—Music by Camarata
- 9:55—ABC News
- 10:00—Headline Edition
- 10:15—Broadway Parade
- 10:30—Rhythm and Muse
- 11:00—AP News
- 11:05—Lipson Time
- 11:55—News Summary
- 7:00 Sign Off

# BUSINESS

**PALACE THEATRE**  
Curtain Up

TODAY—TUESDAY

ROBERT TAYLOR

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture  
and State Agricultural Colleges  
Cooperating

Federal Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County NANSEMOND State VIRGINIA

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>W. S. Sewer</u>	<u>County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>M. W. Bryant</u>	<u>Ass't. County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>One Mrs. O. Brown</u>	<u>Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: \_\_\_\_\_

Date \_\_\_\_\_

State Extension Director

Form ES-21  
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.
 

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

## EXTENSION TEACHING AND OTHER ACTIVITIES

Include all activities carried on this year that are related to extension work.

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	111		1267	1378
2. Office calls..... do	161		1458	1619
3. Telephone calls..... do	832		2028	2860
4. News articles or stories prepared Number	85		105	190
5. Broadcasts made or prepared:				
a. Radio..... Number	61		61	122
b. Television..... do	4		0	4
6. Bulletins distributed..... do	2761		1165	3926
7. Adult result demonstrations conducted..... Number	0		26	26
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	11		5	16
(2)..... Attendance	255		28	283
b. YMW work:				
(1)..... Number	0		1	1
(2)..... Attendance	0		4	4
c. 4-H Club work:				
(1)..... Number	0		8	8
(2)..... Attendance	0		100	100
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	124		56	180
(2)..... Attendance	1837		1464	3301
b. YMW work:				
(1)..... Number	0		2	2
(2)..... Attendance	0		50	50
c. 4-H Club work:				
(1)..... Number	66		63	66 *
(2)..... Attendance	1830		2473	3378 *
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	176		1	177
(2)..... Attendance	3005		45	3050
b. YMW work:				
(1)..... Number	0		0	0
(2)..... Attendance	0		0	0
c. 4-H Club work:				
(1)..... Number	12		0	12
(2)..... Attendance	68		0	68

\* - Less Duplication



## EXTENSION ORGANIZATION AND PROGRAM PLANNING

## 11. County organization, association, board, or committee sponsoring extension work in the county:

- a. Name of citizens' organization or group having legal or quasi-legal status, if any  
*Nansemond County Board of Supervisors*
- b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a"

## 12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance	Number	Attendance
a. Over-all or general.....						
b. Agricultural.....	7	47	10	51		
c. Home demonstration.....	2	26	4	56		
d. Young men and women.....						
e. 4-H Club.....	2	54	4	91		

## 13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
a. Community or local meetings.....	14	280
b. County meetings.....	8	114

## 14. Number of fact-finding surveys for program-planning purposes made during the year..... 7

## 15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	43	—	XXXX	XXXX
b. In adult home demonstration work.....	—	171	XXXX	XXXX
c. In young men and women's work.....	—	—	XXXX	XXXX
d. In 4-H Club work.....	5	8	—	—
e. Total number of DIFFERENT leaders.....	433	174	—	—
16. Number of organized clubs or other groups carrying on adult home demonstration work.....				16
17. Number of members in such clubs or groups.....				406

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21g; 21h covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21i. Additional information is given below.

- Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.
- The sum of subitems "a" through "t" should equal the total reported in item 19.

## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12.0		24.0	36.0
19. Total days worked.....	298.0		594.0	892.0
20. Days devoted to—				
a. Adult work.....	214.0		301.0	515.0
b. YMW work.....			82.0	82.0
c. 4-H Club work.....	84.0		211.0	295.0
21. Days devoted to—				
a. Extension organization and program planning.....	85.0		74.0	159.0
b. In-service training of agents.....	11.0		20.0	31.0
c. Crops.....			147.0	147.0
d. Livestock.....			220.0	220.0
e. Marketing; distribution; and service organizations.....			15.0	15.0
f. Soil and water conservation and management.....			38.5	38.5
g. Forestry.....			187.5	187.5
h. Wildlife.....				
i. Planning and management of the farm business.....			12.0	12.0
j. Farm buildings and farm me- chanical equipment.....			18.0	18.0
k. House and surroundings, furnish- ings and equipment.....	82.0			82.0
l. Home management.....	3.0			3.0
m. Family economies.....	2.0			2.0
n. Clothing.....	16.0			16.0
o. Foods and nutrition.....	31.0			31.0
p. Health.....	20.0			20.0
q. Family life, child development, and parent education.....	2.0			2.0
r. Safety.....	7.0		4.0	11.0
s. Community development and public affairs.....	10.0			10.0
t. Days that cannot be charged specifically to one of items a through s.....	29.0		28.0	57.0

## CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Corn for silage and grain cut for hay.
- C. Cottonseed and flax in those areas where they are grown for fiber.
- E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
- F. Coffee.
- G. Watermelons, cantaloups, and yams.
- H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
- 22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
- 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
- 24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:
  - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
  - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
  - (3) Probable number of other persons in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
- 25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
    - b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42.
    - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
  - 26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
    - a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
    - b. The use of market reports, supply and demand reports, outlook, etc.
    - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

**CROPS—Production and Marketing**

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.*

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	5	3	2	—	5	3	3	26
23. Total number of personal contacts made individually or through meetings.....	2000	1500	1000	100	2500	25	200	949
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	1000	300	300	30	1000	5	100	347
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	900	250	225	30	1000	5	75	120
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	700	—	—	10	150	3	25	64
b. Use of fertilizers.....	200	150	50	20	300	3	25	55
c. Control of injurious insects.....	150	100	150	10	400	5	30	119
d. Control of diseases.....	—	25	25	10	400	5	15	79
e. Harvesting, storing, and curing.....	150	50	75	5	50	—	20	—
f. Efficient work methods.....	—	—	—	—	—	—	—	—
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	200	50	75	—	100	2	30	—
Of this number how many were assisted with—								
a. Preparation for market.....	—	—	—	—	—	1	10	—
b. Commodity outlook and market information.....	200	—	75	—	100	2	25	—
c. Arranging to sell and selling.....	50	50	—	—	—	1	5	—

## LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
  - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
  - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
  - (4) All available evidence indicating the percentage of the potential clientele in the county: Number

of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
  - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
  - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
  - c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	1	2	5	2	5	—
28. Total number of personal contacts made individually or through meetings.....	75	200	200	75	1000	—
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	10	50	50	40	400	—
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	10	50	50	35	350	—
Of this number how many were assisted with—						
a. Selection and breeding.....	1	10	1	5	50	—
b. Feeding.....	5	40	30	10	150	—
c. Controlling external parasites.....	10	—	25	10	250	—
d. Controlling diseases and internal parasites.....	2	25	15	25	100	—
e. Efficient work methods.....	—	—	—	35	—	—
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	5	30	25	15	100	—
Of this number how many were assisted with—						
a. Preparation for market.....	—	—	—	10	—	—
b. Commodity outlook and market information.....	5	30	25	15	75	—
c. Arranging to sell and selling.....	—	—	10	5	50	—

**MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation***

**32. Columns A through F to include—**

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—**
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in Item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

cessors, wholesalers, retailers, and others engaged in marketing grain.

- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

## 32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing	1	100	—	—	—	1
b. Farm and home service	2	400	1	—	1	—

## 33. Assistance given to INFORMALLY organized groups (other than those reported under item 32) with organizational and operational problems:

Type of activity	Groups A	Members B
	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing	1	35
b. Farm and home service	—	—

## 34. SURVEYS made during the year on specific problems of—

	<i>Number</i>
a. Marketing	—
b. Service facilities	—
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products	5
b. Home products (arts, crafts, etc.)	—
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.	15
b. Hay and other forage crops	5
c. Cotton: (1) Cotton ginner	—
(2) Other	10
d. Tobacco	2
e. Oil crops (soybeans, flax, peanuts, etc.)	30
f. Sugar crops	—
g. Dairy and dairy products	2
h. Poultry and poultry products	5
i. Meat animals and meat products	20
j. Fruits and nuts	5
k. Vegetables including potatoes	15
37. Food retailers assisted with merchandising problems	—
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	435

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in subitem 42e.

b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

In estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	3	3	—
40. Total number of personal contacts made individually or through meetings.....	225	90	—
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	150	40	—

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	30
b. Contour and strip cropping.....	—
c. Terracing.....	—
d. Grassing waterways.....	—
e. Water supply, storage, and distribution.....	5
f. Drainage.....	15
g. Irrigation.....	20
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	150
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	50
j. Production of soil-improvement crops.....	100
k. Crop rotations.....	25
l. Land clearing.....	5
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	—
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	15
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	10
d. Estimating and appraising.....	10
e. Production of maple-sirup products or naval stores.....	—
f. Treating wood products with preservatives (fence posts and building timbers).....	15
g. Marketing of forest products (includes markets and timber-selling practices).....	5
h. Fire prevention.....	—
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	—
b. Making food and cover plantings for wildlife.....	—
c. Protection of wildlife areas from fire or livestock.....	—

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation***

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
  - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
  - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
  - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
- e. Special work in helping farmers to develop new sources of income.
- f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
- g. Help given persons in locating and/or appraising a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
- i. Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
- j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS**

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.*

45. Number of voluntary local leaders assisting.....	—
46. Total number of personal contacts made individually or through meetings.....	300
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	200
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	200
b. Keeping and analyzing farm records.....	5
c. Developing an over-all farm plan.....	10
d. Making needed adjustments in farm organization.....	—
e. Developing supplemental sources of income.....	5
f. Obtaining and using credit.....	10
g. Selecting a farm for rental or purchase.....	10
h. Obtaining, training, and using farm labor.....	—
i. Legal aspects of the farm business.....	5
j. Income-tax accounting and related problems.....	5
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	10
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	5

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
54. The farmhouse should NOT be included. It should be reported under item 60.
- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.
55. Item—
- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

## FARM BUILDINGS AND MECHANICAL EQUIPMENT

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.*

Item	Farm buildings		Farm mechanical equipment
	A	B	B
51. Number of voluntary local leaders assisting .....	2	—	—
52. Total number of personal contacts made individually or through meetings .....	250	100	100
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices .....	75	25	25
			<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—			
a. Arrangement of farm-building lay-out .....	25		
b. Construction of farm buildings .....	50		
c. Remodeling or repairing farm buildings .....	25		
d. Selection or construction of farm-building equipment .....	5		
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment .....	20		
b. Developing labor-saving devices and equipment .....	10		
c. Use, care, and repair of farm mechanical equipment .....	10		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes .....	50		

**THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—*Interpretation***

This section deals with assistance given to homemakers, farmers, and other persons in connection with the house and surroundings, the furnishings and equipment.

**A.** Covers specific practices listed under item 60 and other related work.

**B.** Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

**60. Item—**

- c. Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

**61. Item should include—**

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- e. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....		81
58. Total number of personal contacts made individually or through meetings.....	55	1582
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	49	1231
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		<i>Estimated number</i>
a. Building a new house.....		1
b. Remodeling or repairing the house.....		11
c. Improving kitchen or laundry.....		17
d. Improving storage space.....		6
e. Selection, installation, use, and care of water and/or sewage systems.....		5
f. Selection, installation, use, and care of heating and/or cooling systems.....		2
g. Planning electrical systems.....		3
h. Landscaping home grounds.....		21
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		67
b. Selection, use, and construction of home furnishings.....		29
c. Repair, reconditioning, and care of home furnishings.....		41
d. Furniture arrangement and use of accessories.....		57
e. Color schemes and wall finishes.....		73
f. Floor finishes.....		34

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 4SI covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.*

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders assisting.....	—	—	6
63. Total number of personal contacts made individually or through meetings.....	27	15	75
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	25	12	69
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			8
b. In improving housekeeping methods.....			7
c. With family laundering.....			2
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			8
b. With family financial planning.....			—
c. With keeping and analyzing home records.....			—
d. With family legal matters.....			2
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			51
b. With care and mending of clothing.....			49
c. With clothing construction.....			24
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			15
e. With good grooming and posture (personal appearance).....			67

### FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

- c. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- c. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

### FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work*

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	55	12	—	—
69. Total number of personal contacts made individually or through meetings.....	832	317	—	171
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	694	279	—	134
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				43
b. In selecting food.....				67
c. With meal planning and food preparation.....				339
d. With preservation and storage of food.....				601
e. In improving diets.....				57
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				21
b. First aid and home nursing.....				14
c. Dental-health education.....				119
d. Health education leading to physical examination by a physician.....				276
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				—
b. Providing recommended play, clothing, and equipment suited to age of children.....				—
c. Understanding roles of family members and strengthening family relationships.....				—
d. Individual adjustments and personality development.....				—
e. Home and family recreation.....				—
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				92
b. Accident prevention around the farm and home.....				71
c. Accident prevention away from home place.....				87

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—  
j. Music, drama, and art.

78. Item includes—

a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....				
76. Developing and improving county or community organization.....				
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....				
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....				

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

## SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects		
	A	B	C		
	Number	Number	Number		
82. Corn.....	12	9	26.0		acres
83. Other cereals.....	—	—	—		do.
84. Peanuts.....	14	11	22.4		do.
85. Soybeans, field peas, alfalfa, and other legumes.....	—	—	—		do.
86. Potatoes, Irish and sweet.....	—	—	—		do.
87. Cotton.....	1	1	2 2.3		do.
88. Tobacco.....	—	—	—		do.
89. Vegetable growing.....	17	12	4 3.8		do.
90. Fruits.....	—	—	—		do.
91. Range and pasture.....	—	—	—		do.
92. Other crops.....	—	—	—		do.
93. Soil and water conservation and management.....	—	—	—		do.
94. Forestry.....	1	1	1.0		do.
95. Wildlife and nature study.....	—	—	XXXXXXXXXXXX		
96. Poultry (including turkeys).....	25	18	1470		birds
97. Dairy cattle.....	3	3	3		animals
98. Beef cattle.....	26	26	35		do.
99. Sheep.....	3	3	23		do.
100. Swine.....	41	28	167		do.
101. Rabbits.....	8	6	23		do.
102. Other livestock.....	—	—	—		do.
103. Bees.....	—	—	—		colonies
104. Entomology.....	—	—	XXXXXXXXXXXX		
105. Tractor maintenance.....	—	—	—		tractors
106. Electricity, Farm & Home.....	38	27	34		articles
107. Farm shop.....	—	—	—		do.
108. Other engineering projects.....	—	—	XXXXXXXXXXXX		
109. Farm management.....	—	—	XXXXXXXXXXXX		
110. Beautification of home grounds.....	—	—	XXXXXXXXXXXX		
111. Meal planning and preparation (include baking and food selection).....	25	18	121		dishes prepared
112. Canning and preserving (other than freezing).....	—	—	32		meals served
113. Freezing of foods.....	5	3	—		quarts
114. Health, nursing, and first aid.....	—	—	XX 328		quarts frozen
115. Child care.....	—	—	XXXXXXXXXXXX		pounds frozen
116. Clothing.....	186	122	147		articles
117. Home management.....	2	2	XX 113		garments
118. Home furnishings and room improvement.....	27	17	93		articles
119. Home industries, arts, and crafts.....	—	—	17		rooms
120. Junior leadership.....	2	2	—		articles
121. All other.....	15	12	XXXXXXXXXXXX		
122. Total.....	401	321	XXXXXXXXXXXX		

Safety, Talent



## 4-H CLUB MEMBERSHIP

	Boys	Girls
123. Number of 4-H Clubs.....		6
124. Different 4-H Club members—		
a. Enrolled.....	148	152
b. Completing.....	116	117
125. 4-H Club members from—		
a. Farm homes.....	94	98
b. Rural nonfarm homes.....	41	36
c. Urban homes.....	13	18
(For checking purposes; total equals 124a).....	148	152
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	65	85
b. 2d year.....	39	30
c. 3d year.....	21	20
d. 4th year.....	11	9
e. 5th year.....	5	5
f. 6th year and over.....	7	3
(For checking purposes; total equals 124a).....	148	152
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	36	45
b. 11 years.....	31	30
c. 12 years.....	28	33
d. 13 years.....	18	17
e. 14 years.....	19	15
f. 15 years.....	9	6
g. 16 years.....	7	4
h. 17-20 years, inclusive.....	0	0
(For checking purposes; total equals 124a).....	148	152
128. 4-H Club members who received definite training in—		Members
a. Judging.....		65
b. Giving demonstrations.....		106
c. Group recreation leadership.....		78
d. Music appreciation.....		170
e. Money management (thrift).....		163
f. Farm and home safety.....		157
g. Citizenship.....		76
h. Personality improvement.....		212
i. Soil and water conservation.....		7
j. Forestry.....		3
k. Health, nursing, and first aid.....		0
129. 4-H Club members having health examination because of participation in the extension program.....		36
130. Number of members attending a 4-H Club camp.....		34
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		6



## MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects

in crops stored on the farm is to be reported in subitem 25c.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	4 00
137. FAMILIES assisted with control of household insects.....	13
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	1 00
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	59
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	15
142. FAMILIES assisted with practices incident to production of arts and crafts.....	39

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

It is highly desirable for extension workers to consider the proportion of farms and homes in the county that have been definitely influenced to make some substantial change in farm or home operations during the report year, as a result of the extension work done with men, women, and youth. It is recognized that this information is very difficult for agents to report accurately, so conservative estimates based upon records, surveys, and such other sources of information as are available will be satisfactory.

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	700	50	10
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	834	417	139
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	835	421	141

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168. Line is left blank for State use.

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
<b>FEDERAL AGENCIES</b>				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....	—	—	—	—
148. Farm Credit Administration.....	—	—	5	3
149. Farmers Home Administration.....	5	—	5	3
150. Fish and Wildlife Service.....	—	—	—	—
151. Forest Service.....	—	—	5	2
152. Bureau of Indian Affairs.....	—	—	—	—
153. Agricultural Stabilization and Conservation Program Committee.....	—	—	25	20
154. Rural Electrification Administration.....	2	—	3	4
155. Selective Service System.....	—	—	1	1
156. Soil Conservation Service.....	—	—	15	5
157. Valley authority (TVA, etc.).....	—	—	—	—
158. Other (specify).....	—	—	—	—
<b>STATE AGENCIES</b>				
159. Health department.....	1	—	2	1
160. Highway department.....	1	—	1	—
161. State departments of agriculture and forestry.....	1	—	10	2
162. State department of education: General schools.....	—	—	5	1
163. State employment service.....	—	—	5	—
164. Welfare department.....	1	—	5	1
165. Other (specify).....	—	—	—	—
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....	—	—	10	2
167. Vocational-agriculture and home economics departments.....	2	—	10	—
168. Other (specify).....	—	—	—	—

## MICHIGAN YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

### General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

### The Narrative Report

The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
  2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
  3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
  4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
  5. HOW next year's work can be strengthened and improved in light of the current year's experience.
- For minor lines of work, only the results need to be reported to complete the record of the year's work.
- The following suggestions may help you prepare a better annual report:
1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
  2. Prepare an outline with main headings and subheadings.
  3. Go over the information and data assembled from various office and field sources during the year.
  4. Decide upon a few outstanding pieces of work to receive major emphasis.
  5. Employ a newspaper style of writing, placing the more important information first.
  6. Observe accepted principles of English composition.
  7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

### The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.

1954 PLAN OF WORK

Olis Jones O'Brien  
Home Demonstration Agent

Wanssmond  
County

I County Situation Considered in Developing 1954 Program

Wanssmond County, located in the peanut producing area of Virginia, naturally realizes its' chief source of income from peanuts and hogs. During 1953 peanuts ranked first as a money crop, with an estimated income of three and one half million dollars (\$3,500,000), and hogs and corn in combination ranked second with two and a quarter million dollars (\$2,225,000).

This farm income was produced on fourteen hundred seventy two (1472) farms averaging one hundred and one and nine tenths (101.9) acres per farm, operated by a rural farm population of twenty eight and eight tenths percent (28.8%). Of this number, nine hundred sixty five (965) were white farm operators. Much of the income of the Wanssmond County population of twenty five thousand two hundred thirty eight (25,238) is realized from off-farm employment and business engaged in by the fifty two and six tenths percent (52.6%) rural non-farm and eighteen and six tenths percent (18.6%) urban population.

This growing trend toward urban county population has resulted in thickly settled communities in the Bethlehem, Livesay and Eastover areas adjacent to Suffolk City. These residents are young married couples with small children. Four hundred sixty seven (467) white women out of two thousand six hundred eighty (2,680) white women twenty one (21) years of age and over are enrolled in home demonstration clubs in the county.

The general pattern of family living is about the same among rural farm and rural non-farm groups. The standard of living is fairly high, particularly good in regard to diets and labor saving equipment.

Rural sanitation as it pertains to trash removal, garbage disposal and the lack of sanitary toilets is a county problem, along with the prevalence of tuberculosis among the negro population. Three fourths (3/4) of the services offered by the Tri-County Health Center are received by the negro population. According to the Health Director of the center, the white population is not using the center to the extent it should be used.

Many women, including some home demonstration club members, have part time employment during the fall and winter months in the many peanut factories located in Suffolk.

## II Contribution Expected of the 1954 Program to Family Living

The 1954 Program was planned around four areas: (1) House Furnishing Fabrics, (2) Freezing Meats and Baked Foods, (3) Yard Beautification, and (4) Health.

The project demonstrations include the development of skills in the selection and care of house furnishing fabrics, particularly the new miracle fabrics; care and culture of flower bulbs and shrubs; freezing meats, baked and pre-cooked foods; and to teach good design as well as develop skills in pictures, their mounting and hanging.

The Federation Goal "Art in Daily Living" will be directed toward helping members recognize, appreciate and use good design in house furnishings for their homes. Good design in household accessories will be exhibited and discussed in May and the entire June meeting will be given to good design in tables, linens, silver, etc.

Special interest groups on Social Security and Old Age Benefits will inform members and their families of benefits eligible to them and clear much misunderstanding on the subject.

The second special interest group on Ceramics will inform members as to the cost and difficulty involved in engaging in this type of hobby.

The discussion meeting on Health was planned to inform members of the health situation in the county and of the services offered by the Health Center and to what extent they were being used and by whom.

This program was designed to meet the needs of the members and their communities and in doing this should increase the Extension influence in Hanesmond County.

## III 1954 Program as Planned

### A. Subject Matter Fields in Which Adult Program is Planned

#### 1. House Furnishings

January: Fabrics Used in House Furnishings - Selection and Care  
February: Window Treatments With Curtains, Draperies and Cornices  
September: Good Design in Pictures, Mounting and Hanging  
October: Making Picture Frames

(The Federation Goal - "Art in Daily Living" has its aim to help members recognize, appreciate and use good design in all phases of furnishings for the home, is closely related to this major subject matter field. See IV A for development of it).

#### Objectives:

- a. To help members recognize, appreciate and use good design in house furnishing fabrics and pictures.

- b. To train members to consider the function of the room, furnishings on hand that will continue to be used, amount of money that can be spent, and the atmosphere they wish to create before shopping for house furnishing fabrics.
- c. To teach members what to expect of the new fabrics and finishes and how to care for them.
- d. To teach the importance of reading and understanding labels on fabrics by manufacturers and to seek information from the merchant.
- e. To show the proper mounting and hanging of pictures for the most pleasant effect.

Methods:

Two (2) leaders from each club to be trained by the House Furnishing Specialist in November (1953) and May (1954).

- a. Three (3) Kits of house furnishing fabrics containing both the new miracle fabrics and the old type, to be assembled by the agent and circulated among the leaders for their use in the January demonstrations. Kits will contain fabrics stocked by local merchants and those manufactured by companies in other sections of the country.
- b. Exhibits of window hardware will be provided leaders for the February demonstration, borrowed from local merchants.
- c. Slides showing window treatments to be provided leaders by specialist for February demonstration.
- d. Pictures of window treatments collected by leaders will be used in club discussions.
- e. Charts and pictures showing proper mounting and hanging of pictures, with emphasis on grouping small pictures, and relating size of picture, or pictures, to piece of furniture over which it hangs.

2. Food and Nutrition

March:	Freezing Meats
July and August:	Freezing Cooked Foods, or Club Choice
November:	Variation of Basic Cake Icings - some that will freeze

Objectives:

- a. To teach good technique in freezing meats, particularly poultry, and thus improve the quality of frozen meats in home freezers.
- b. To show the saving in time, effort and money realized by freezing baked and pre-cooked foods for use in serving nutritious and economical meals.

Methods:

Two (2) food leaders from each of the sixteen (16) clubs will be trained by the Associate Food and Nutrition Specialist in January on freezing meats and baked and pre-cooked foods.

The food leaders from all clubs will be trained in September by the agent and home economist of the Virginia Electric & Power Company to make basic cake icings and to prepare the type that will best freeze.

Leaders will give these demonstrations to their clubs:

- a. Preparing a chicken for freezing and a meat loaf using beef and home produced sausage, and discussing points in freezing other meats in March.
  - b. Preparing baked and pre-cooked foods, such as breads, cakes, stews, etc., for freezing and showing samples of frozen cooked foods in July or August meetings. (Club choice).
  - c. Preparing a basic cake icing and showing variations, icing a cake for freezing and showing sample of frozen iced cake.
3. Yard Beautification\*

April: Control of Flower Garden Pests  
May: Care and Culture of Flower Bulbs  
July or August: Care of Shrubs, or Club Choice

Objectives:

- a. To teach recognition and control of flower garden pests.
- b. To teach homemakers the care and culture of flower bulbs and shrubs for continued enjoyment of their beauty and economy in prolonging life of flowering bulbs and shrubs.
- c. To develop an appreciation for the beauty in nature and a desire for beautifying the homestead for the enjoyment of their families and their communities.

Methods:

Two (2) leaders from each club to be trained in March by Mr. Albert Beecher, of VPI, and possibly, Mr. M. M. Parker, of the Virginia Truck Experiment Station.

Possibly one or more result demonstrations may be set up in the county on selection and care of shrubs and flower bulbs. Also, on the ground demonstration in the spring or early summer on control of flower garden pests.

4. Health\*

December (1953): Function of the County Health Department

Objectives:

- a. To assist the county women in being better informed as to the services offered by the Tri-County Suffolk Health Center, which groups are using these services and to what extent.
- b. To assist the county women in being better informed as to the health status of the Mansfield County population, and point out ways in which they can cooperate to improve it.

Methods:

- a. One (1) leader from each club to attend a training meeting at the Tri-County Health Center to be conducted by Dr. W. M. Michael, director. Discussion to center around health conditions in the county, services being offered by the health department and extent of use being made of them. This is to be the first step in an attempt to inform women of their own county health situation. Leaders to be taken on tour of the center by director and given an explanation of how clinics are held, etc. This is to encourage more extensive use of the center by the white population.
- b. Leaders furnished by agent with pertinent health data and a health questionnaire to use in promoting discussion at the December club meetings.

5. Special Interest Groups

- a. Social Security and Old Age Benefits - March

Objectives:

- (1) To inform women and their families of the benefits they can expect from social security and clear up some of the misunderstanding as to how it operates.

Methods:

- (1) To hold evening and afternoon meetings at three or four points in the county to which husbands of members and the public will be invited. Explanation and discussion to be led by Mr. E. D. Chestain, of VPI.

b. Ceramics - April

Objectives:

- (1) To provide women of the county with first hand information by a specialist in the field as to cost and time consumed in working in ceramics.

Methods:

- (1) A county-wide meeting to be held in April by a specialist in ceramics to explain the cost and time consumed in working in ceramics and show samples of ceramics.

E. Subject Matter Fields in A-H Club Program

1. Clothing - Looking Your Best

Objectives:

To train club members to recognize the importance of good grooming and well cared for clothing in relation to their self-confidence, poise and popularity.

Methods:

- a. Members will rate themselves at the beginning and end of the project to determine improvements.
- b. Demonstrations, slides, pictures and charts will be used at club meetings to show good personal care habits.
- c. Daily and seasonal care of clothing will be demonstrated at two (2) club meetings.

Clothing - Make or Remake

Objectives:

To develop an appreciation of good clothing that is becoming, comfortable, economical and durable; to develop skills in the construction and care of clothing and learn good buymanship.

Methods:

- a. Each member will bring a well equipped sewing kit to the club meetings.
- b. Members will make a clothing plan based on their clothing needs and garments already on hand.

- c. Members will learn to take correct body measurements, buy a pattern and learn to use it.
  - d. Each member will make or remake a fitted garment and exhibit at a spring dress review.
2. Home Improvement - Your Room, Pop It Up

Objectives:

To develop an appreciation of better standards for comfort, convenience, and attractiveness in their bedrooms. To learn to make the best use of existing furnishings and to achieve skill in making simple furnishings.

Methods:

- a. Members will draw a plan of their rooms, analyze it and make plans for improvements, deciding what can be done the first year and what will be done later.
- b. Daily care of the room will be emphasized through discussions, pictures and demonstrations. A lesson will cover selection of proper bedding and making of bed.
- c. The sectioning of a drawer and making a bulletin board will be demonstrated and each member will do one.
- d. The use of a growing plant and the arrangement of fresh flowers for the room will be shown with attention to type of containers.
- e. Older girls will be instructed in making more difficult furnishings for their rooms depending on their needs.

IV Other Activities

A. Adult

1. Federation Goal - "Art in Daily Living"

Objectives:

This was planned to help county women recognize, appreciate and use good design in all phases of furnishings for their homes, thus contributing to the development of a love and appreciation for art in every day living.

Methods:

- a. The Federation Goal Chairman of each club will attend a training meeting in April on Good Design in Household Accessories to be given by the Rural Arts Specialist of VPI.

- b. Goal Chairmen will use one-half of the demonstration time at May club meetings to demonstrated good design in household accessories. Lamps, vases, book ends, ash trays etc. will be borrowed from local stores and members to exhibit at meetings.
  - c. The entire June club meetings will be used by goal chairmen to show good design in table linens, china, glass and silver, which will be borrowed from local stores and members and exhibited on card tables.
  - d. An exhibit of good design in all types of house furnishings will be a part of the 1954 Achievement Day Program, with an appropriate talk by an outstanding authority on the subject.
2. The County Unified Budget Plan Will be Continued
- a. Each club will present to the club members its' budget of charity donations in January, after their Executive Committee has decided on the amount and the charities that will be adopted by the club.
  - b. The president will appoint a Ways and Means Committee in each club to decide on projects to raise funds for the budget.
  - c. The total amount in each club budget will be turned over to the County Federation Treasurer.
  - d. As each charity drive is held the Treasurer will mail one check as a contribution from the combined club treasury.
3. Plan to Reach More Women Through Home Demonstration Clubs
- a. A membership drive will be made by each club to increase membership during 1954. New people in each community and non-club members will be contacted by club members and invited to join. Some clubs will sponsor a visitors day for one of their club meetings with special emphasis on programs of interest.  
  
The agent will visit some non-club members, accompanied by a club member.  
  
Inactive club members will be visited or contacted by phone and invited to attend meetings.
  - b. An attempt will be made to organize two (2) Junior Home Demonstration Clubs in two thickly settled communities where a number of young homemakers have indicated they wished to organize a separate club.

The plans made to increase membership, activate inactive members, and organize new Junior clubs will extend the county agricultural extension homemaking program to reach more of the county women, and particularly the younger homemakers through Junior clubs.

4. Continue to Sponsor Charities

Individual clubs will continue to sponsor worthwhile charities through club contributions included in their yearly budgets.

5. Contribute to the Continuing Education Center for VPI

- a. The County Committee set a goal of five hundred dollars (\$500.00) to be raised by the county home demonstration clubs by July 1954. A special committee is appointed to work on this.
- b. Individual clubs are planning ways of raising funds for this project.
- c. The County Committee will also sponsor money making projects on a county-wide basis to meet this goal.
- d. Publicity will be given this through the press and radio.

6. National Home Demonstration Week

This week will be recognized through press releases in the county and two (2) Norfolk newspapers. An appropriate radio program will be prepared and presented by county home demonstration club officers over the local radio station WLFM.

Home demonstration clubs meeting during the week will feature special programs.

7. Home Demonstration Clubs Achievement Day (October 1954)

The Achievement Day Program will point up both the Federation Goal - "Good Design in House Furnishings" and one (1) of the major subject matter emphasis for the year - "House Furnishings - Fabrics, Window Treatments, and Pictures, with an exhibit and speaker.

Furnishings, accessories and furniture used in the exhibit will be borrowed from members and local merchants. If possible, the exhibit will be left on display for one day and evening after the meeting so more people can see it. Publicity will be given through club meetings, letters, posters, the radio and press.

8. Mail Box Improvement

This county-wide project of markers for mail boxes will be

continued, thus improving the appearance of mail boxes and making it easier to locate people.

#### 9. Miscellaneous Activities

- a. Club members will be encouraged to qualify and vote.
- b. Club members will be encouraged to continue the practice of having an annual physical examination, carry hospital insurance, and make more use of the facilities and services of the Tri-County Suffolk Health Center.

To seek authoritative information on the health status of Hanscom County's population.

- c. The County Committee plans to sponsor a float in the Peanut Bowl Festival, an annual event each fall. The committee believes this publicity will benefit the program.
- d. The Year Book, with a letter, will be sent all county officials, and State and United States representatives from this area, to alert them to the work of the Home Demonstration Club Federation.
- e. The County Committee will pay expenses for two (2) delegates to the annual meeting of the Federation of Home Demonstration Clubs and Institute of Rural Affairs.

All clubs will be encouraged to send delegates.

- f. Continue to discuss with proper county officials the need for an Assembly Room and Kitchen for use of home demonstration club members and for 4-H Club activities.

#### B. 4-H Clubs

##### 1. Sponsors for Girls 4-H Club Work

Suffolk merchants and business concerns are sponsoring girls' 4-H Club projects during 1954 to the extent of fifteen dollars (\$15.00) in merchandise for each subject matter project.

Clothing - Singer Sewing Machine Company  
Room Improvement - Leggett's Department Store  
Looking Your Best - Ballard and Smith, Inc.  
Foods - Montgomery Ward and Company  
Home Management - Lyrum Hardware Company  
Freezing - Cobbs Freezer Locker Plant  
Achievement - J. C. Penny Company

This is planned as an incentive to girls to do better project work and to publicize the 4-H Club girls' work with local people.

Publicity on this to be released to the press and radio following the annual achievement day program (November 1953).

2. Cypress Ruritan Club Sponsors Girls and Boys Work

The Cypress Ruritan Club has agreed to sponsor girls and boys 4-H Club work for members in the Cypress Magisterial District in the amount of thirty dollars (\$30.00) in cash. Recipients to be determined by the extension agents.

It is planned to contact other Ruritan Clubs in the county for similar sponsorship.

3. Rural Life Sunday

Rural Life Sunday will be recognized through the press and radio and by calling it to club's attention. The County 4-H Club Council plans to contact rural Ministers regarding appropriate observance on this Sunday.

4. State 4-H Club Short Course

The State 4-H Club Short Course will be attended by the number of delegates permitted to attend under the state quotas.

Publicity will be given before and after the meeting. A radio broadcast by attending members will be one means.

5. 4-H Club Camp

Eligible club members will be encouraged to attend the 4-H Club Camp at Camp Ferrar in July. Completion of club projects being one of the requirements for eligibility.

6. 4-H Club Conservation Camp

Attendance at the 4-H Club Conservation Camp held in August at Camp Ferrar will be given special attention by agent.

7. Annual 4-H Club Picnic

The annual 4-H Club Picnic for members and their families will be held at Planter's Club in July. The County Board of Supervisors and their wives and officers of the County Home Demonstration Committee will be invited.

This will carry the usual publicity.

8. Spring Demonstrations or Exhibits

All six (6) clubs will exhibit articles made in projects, or give demonstrations at special meetings held either in the late spring or early summer.

Where possible girls' clubs will meet on monthly basis during summer months with leaders and agent. Some clubs will be divided into area groups to facilitate meeting.

9. County Contest for A-M Club Girls

The County Contest will be held in September, so Achievement Day can be held earlier, allowing more time to be spent in grooming girls for district contest.

10. Annual Achievement Day

The annual Achievement Day will be held in the fall, with clubs exhibiting their project work.

It is planned to present two (2) Plaques this year - one to the high school clubs, and one to the grades, as an incentive to the younger members to improve the quality of their project work in competing with their own age group.

Plans are being considered to have clubs present a talent program at Achievement Day. Sponsors will be asked to present prizes and give recognition to outstanding club members.

New council members will be installed with a candle lighting ceremony.

G. Young Women

There are no separate organized clubs for the young women 18-30 in Hansson County at present.

Young women of this age are being encouraged to join home demonstration clubs in their communities. Two (2) Junior H. D. Clubs of young women in this age group will be organized during the year.

V Scope of Work

A. Organization	1950*	1951*	1952*	1953*	Goal 1954**
No. home demonstration Clubs	20	20	20	16	18
Membership	459	520	520	467	503
No. A-M Clubs	6	6	6	6	6
Membership	139	116	120	151	168
No. Y. M. W. Clubs	0	0	0	0	0
Membership	0	0	0	0	0
Community Improvement Clubs	0	0	0	0	0
Membership	0	0	0	0	0
Other Organizations	0	0	0	0	0

	1950*	1951*	1952*	1953*	Goal 1954**
B. Number of Families Reached Through:					
Home demonstration clubs	850	1300	1500	1800	1500
4-H Clubs	350	400	450	500	400
Young Adult Clubs	75	100	150	150	50
Special Interest Groups	100	150	200	200	250
Result demonstrations	400	450	500	500	150
Home visits	390	400	400	135	175
Contacts by club members	1260	1300	1400	1500	1300
Other (newspaper, radio, TV, county meetings, etc.)	600	700	800	900	1400
Estimate of number of different families reached through above means	1644	1700	1000	1137	2000

\*Figures taken from former agent's reports.

\*\* Figures include two (2) new H. D. Clubs- anticipating organizing

#### VI Plans for Using Organization to Strengthen the Extension Program

##### A. County Home Demonstration Committee

1. Hold three (3) Executive Committee meetings - one in January to discuss individual club budgets and plan ways of raising funds for continuing Educational Fund for VPI; a second meeting in spring to check on work program and a third, a business luncheon meeting, to be held on the day of the Program Development Committee meeting.
2. Hold special sub-committee meetings of the council as needed to work on the following: Achievement Day; Continuing Education Center at VPI; National H. D. Week; Float- Peanut Bowl Festival; and Year Book.
3. Have County Committee Officers visit county home demonstration clubs occasionally, and particularly those with small membership.
4. Sponsor 4-H Club work with financial contribution and by furnishing 4-H adult leaders.
5. Hold Annual Achievement Day Program in October.

##### B. County Advisory Board

There is no such board organized at the present time. It is hoped that such an advisory committee of men and women may be organized in 1954.

##### C. County 4-H Council

The County 4-H Council, composed of all 4-H Club officers of the six (6) clubs will hold three (3) meetings during the year to set up

standards for project work, eligibility requirements for camps, plan county-wide picnic and achievement day program, and offer training for club officers. The council will do the following:

1. Sponsor projects to raise money for the work of the council.
2. Pay expenses of outstanding girls and boys to State 4-H Club Short Course.
3. Pay part of expenses of members inducted into All Star Organization.
4. Hold the annual Girls' 4-H Club Project Planning Meeting early in the summer prior to county contests.
5. Hold annual Achievement Day Program in November, and county-wide Picnic in July, and conduct appropriate programs for National 4-H Club Week and publicize same.

D. County Honor Club

There is no County Honor Club organized at present. The 4-H Club Council, agents, and leaders have discussed such a club and will attempt to organize one either in the spring or next fall.

E. County All Stars

The county has no active all star organization.

F. County Young Men and Women's Board

There is no YM Board in the county at present.

G. County 4-H Club Project Planning Committee

This committee meets annually in July to plan next fall's program.

VII Plan for Leadership

A. Home Demonstration	1950*	1951*	1952*	1953*	Goal 1954**
No. project leaders	121	160	180	147	149
No. Federation Goal Chairmen	20	20	20	16	17
No. Program Development Leaders	18	20	22	20	17
No. meetings at which leaders were trained by:					
Specialist	17	13	4	5	6
District Agent 1		1	1	2	2
Agent	17	3	4	5	3
Attendance at all training meetings	429	360	383	232	249

	1950*	1951*	1952*	1953*	Goal 1954**
No. club meetings held by leaders without agent present	85	205	220	250	160
Total No. talks or discus- sionary leaders	432	500	550	600	100

\* Figures taken from former agent's reports.

\*\* Including leaders for two (2) new clubs - hope to organize.

Plans for Training and Using All Types of Leaders - Adult Work

1. All individual club officers - presidents, vice-presidents, secretaries, and treasurers and the County Committee Officers will be trained at an all-day meeting in January by Miss Amelia Fuller, of VPI, to discuss: (a) preparation for meetings by club officers, (b) conduct of club business, (c) parliamentary law of procedure, and (d) allowing ample time for educational program, and, (e) duties of officers.
2. Agent will follow up on points brought out in training meeting at individual club meetings and through letters to club officers.
3. The agent will arrange for training of Health Leaders by the Director of the Tri-County Health Center in November (1953) and for a conducted tour of the center to be given by the director.

The agent will provide Health Leaders with timely information on local health conditions through letters and health questionnaire to be used in club meetings.

4. The House Furnishings Leaders will be trained in November (1953) for demonstrations on Fabrics and Window Treatments, and in May on Pictures and Picture Frames, by the House Furnishings Specialists of VPI.

The agent will assemble three (3) Kits of house furnishing fabrics and three (3) Kits of window hardware and circulate among house furnishings leaders for their use at club meetings.

Specialist or agent will make slides of window treatments available to club leaders for February meetings on window treatments.

5. Foods leaders will be trained in January in Freezing Meats and Baked Foods by the Associate Food Specialist of VPI. A reminder letter, outlining key points to be brought out in demonstration, will be sent leaders by agent just prior to date of club demonstration.

Foods leaders will be trained in Basic Cake Icings by agent in September.

6. Yard Beautification Leaders will be trained in March by Mr. Albert Beecher, of VPI, and Mr. M. P. Parker, of the Virginia Truck Experiment Station. Some result demonstrations may be set up and conducted by the agent.

7. Federation Goal Chairmen will be trained in April by the Rural Arts Specialist, of VPI, on Good Design in Household Accessories.

Agent will assist leaders in borrowing accessories of good design from local merchants and members to exhibit at club meetings in May and June.

8. Program Development Leaders will be trained in May by the District Agent. Follow up work will be done by agent in June and August club meetings through work with program development leaders.

Suggestions for program development leaders will be provided by agent.

Program development leaders will meet in September to develop county program for 1955. District Agent will conduct this training meeting.

9. Agent and selected home demonstration club members will attend a training meeting for judging at Fairs, 4-H Club exhibits, etc. in April in Suffolk.

B. 4-H Club	1950*	1951*	1952*	1953*	Goal 1954
No. of 4-H Club Officers	30	30	35	35	30
No. Adult Project Leaders	12	12	6	8	9
No. Junior Project Leaders	6	7	9	12	12
No. meetings at which leaders were trained by:					
Specialist	1	0	3	1	0
District Agent	0	0	0	1	0
Agent	12	16	9	12	10
No. meetings at which leaders were trained by personnel in 4-H Department	1	0	0	0	1
Attendance at leader training meetings	47	63	132	20	100
No. 4-H leaders trained individually	12	12	16	7	9
No. club meetings held by leaders without agent present	17	7	7	8	10
No. demonstrations given by adult leaders	17	23	17	21	20
No. demonstrations given by junior leaders	66	46	62	12	12

\*Figures taken from former agent's reports.

Plan for Training and Using Leaders in Carrying out 1954 Program - 4-B<sup>5</sup>

1. Home agent will receive training in Room Improvement by House Furnishings Specialist (October, 1953) and will train adult and junior leaders.
  2. Agent will give training in grooming, clothing and foods to adult and junior leaders.
- C. Young Men and Women's Clubs

There are no organized clubs for this group in the county. This age group is being encouraged to become members of existing organizations.

VIII Problems in Carrying Out Extension Program in County

1. Club officers need training in conducting an effective business meeting to overcome lengthy business session that leaves little time for the educational program.

To overcome this the following is planned:

- a. An officer training meeting is to be held in January with follow up work later by agent.
  - b. A monthly letter to club presidents outlining things needing attention at that monthly meeting.
2. More careful selection of Program Development Leaders by presidents.
    - a. Presidents were asked to give this much thought and delay appointing them for a month or so until agent could discuss this with club presidents in person. Agent suggested that former club presidents, or the vice-president, be appointed to this job since they would have more first hand experience with the program of work.
  3. Lack of demonstration materials by leaders with exception of foods leaders.
    - a. Agent has assembled several kits for use of house furnishings leaders and plans to do the same for other leaders.
  4. Ineffective discussions of program planning both at individual clubs and county meeting.
    - a. Agent plans to be present at club meetings when the 1955 plan is being discussed and assist leaders.
    - b. Agent plans to work toward getting one hundred percent (100%) of leaders to training meeting for program development leaders in May and September. This is to be done through letters, and

visits and working through club officers.

IX Plans for Work With Other Agencies

1. County Health Department

The agent will cooperate with the officials of the local health department and use their data in the H. D. program to keep members alert to the local and national health situation, so their efforts may be more effective.

2. Work with groups concerned with Safety to prevent high accident rate in homes on on farms. Cooperate in giving publicity to special campaigns.
3. Cooperate with School Officials in carrying out an effective 4-H Club Program.
4. Work with Buritens, Farm Bureau, Veterans' groups, F. T. A. and Churches in any way to further the county interest.

X Plans for Developing Good Public Relations in County

A. Elected Representatives

1. Provide them with reports of work of home demonstration clubs and copies of the Year Book with appropriate letters.
2. Invite them to special county meetings, such as H. D. and 4-H Achievement Days and use them as speakers on the programs.

B. General Public

1. Use the Monday radio programs to acquaint people of the county with the work of the H. D. Clubs, monthly demonstrations, special training meetings, program of work, and accomplishments.
2. Use the local county paper and the two (2) Norfolk papers to publicize the work of the clubs, meetings of the county committee and its' work, and special meetings. Monthly programs will be presented through the press.
3. By working with general public through answering homemaking questions via phone, office calls, letters and some home visits.
4. Through talks, when called upon, before Civic organizations.

C. Co-Workers

1. By always consulting with co-workers on problems of county-wide interest and on the 4-H Club program.

2. By considering the Virginia Extension Program as one program, needing the mutual cooperation of all personnel in the county.
3. By always giving the type of cooperation I would like to receive.

D. Commercial Interests

1. By explaining the extension program on all contacts.
2. By prompt letters of appreciation to companies lending us their facilities such as meeting rooms.
3. Expressing appreciation of commercial company sponsorship of 4-H Club work through radio and press. Having recipients of prizes thank donors.

E. Other Professional Workers

1. Keep other professional workers informed of the work of the Extension Service and what is being accomplished in E. D. and 4-H Club work in the county.
2. Invite them to attend special meetings, such as achievement days, picnics, etc. Both a letter and phone call are effective.
3. Cooperate with them in any way possible to make their programs successful.

XI Plan for Recording Progress and Evaluation Programs as Planned for 1954

1. Report progress of work of home demonstration program and 4-H club program through press and radio.
  - a. Release information on leader training meetings held, special E. D. and 4-H Club meetings, Council meeting and achievement day programs to the three (3) newspapers, and also use on weekly radio program, as well as to publicize meetings to be held.
  - b. Have appropriate pictures taken of special events, projects completed, and result demonstrations for release to the press.
  - c. Encourage individual club reporters to report club meetings and activities to press promptly.
2. Use club presidents monthly letter to inform them of pertinent individual club data as to membership, percentage of attendance, new members, and progress made on club credits regarding leaders trained and leader demonstrations given.

Monthly letter will also be used to alert presidents of progress made on county-wide projects and of coming events and work needing their

attention during coming month.

3. Continue working with individual club secretaries on the importance of recording clear, brief minutes of club meetings and following through promptly on club correspondence and business requiring phone calls.

Send letter to club secretaries outlining information to be included in annual club summary.

4. Continue using the Danish System of Awards for recognizing H. D. Clubs accomplishments on meeting yearly club requirements as set up in Year Book.

Report to clubs at achievement day on accomplishments by clubs and county summary.

5. Home agent will keep complete record in her office of club meetings she attended, club leaders she trained, club demonstrations she gave and use this data to determine weakness of club work and plan ways of strengthening both the county over all program and that of individual clubs.
6. Carefully record information on monthly reports and use narrative for brief record of activities and accomplishments. Compare information on monthly reports with Plan of Work at frequent intervals to determine progress and evaluate results.

### XIII Plans for Professional Improvement

#### A. Organized Study

##### 1. Schools

Attend University of Virginia Extension evening classes in fall of 1954.

##### 2. Short Courses

Attend the two (2) week training course offered at VPI the last of February.

Attend the Institute of Rural Affairs.

Attend any other workshops and short courses that can be worked into my itinerary.

#### B. Reading Professional Books and Other Publications

I subscribe to and read the following: American Journal of Home Economics; What's New In Home Economics; Forecast Magazine; the

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Farm and Home Journal; and other homemaking magazines.

In addition to professional publications, I try to keep informed on National and International affairs through reading many magazines giving different views on the subject.

C. Membership in Professional Organizations Include:

1. Home Demonstration Agent's Association.
2. American and Virginia Home Economics Association.

I also take active part in the District V. H. E. A.

Other organizations include: Business and Professional Woman's Club; Association of American University Women; and am continuing my membership in the Woman's Club in Richmond.

D. Participation in Programs, etc. of Other Organizations

1. Serving on the Program of Work Committee for 1954-55 of the V. H. E. A.
2. Serving as Chairman of District VI of V. H. E. A.
3. Serving on Program Committee of Business and Professional Woman's Club.
4. Plan to participate in the Home Economics Workshop being held in Richmond on February 20.

E. Planned Educational Trips

1. Attend the annual meeting of the V. H. E. A. in Richmond in March, 1954.
2. Attend the District VI meeting of V. H. E. A. Norfolk on February 13.
3. Attend annual meeting of B and P. W. Club, May 1954.
4. Attend annual meeting of Home Demonstration Agent's Association in fall, 1954.
5. Attend my son's graduation at Amherst College, Mass., in June, 1954.