

PLAN OF WORK

Amelia County

Due January 15, 1960

Mary T. Williams  
Home Demonstration Agent

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I. COUNTY SITUATION CONSIDERED IN WORKING OUT THE 1960 PROGRAM

Amelia County which was a tobacco county is recognized as a county with a diversified agriculture, outstanding in milk production, increased numbers of improved beef cattle as well as producing 4 types of tobacco, a number of excellent poultry flocks, hogs and an increasing number of sheep.

In 1955 the total population of Amelia County was 7,908. The area of the county is 366 square miles or 234,240 acres.

Forestry products account for 5.3% of the income of the county.

In 1944 the sale of crops accounted for 52.0 per cent of the value of all farm products sold. It dropped to 32.8 per cent in 1955.

At the same time livestock and livestock products sales went from 44.9 per cent in 1944 to 61.9 per cent in 1955. Most of this increase can be attributed to the sales from dairy products.

Marketing of most products is to the cities of Farmville, Crewe, Blackstone, Richmond, Petersburg, and Norfolk.

In 1945 we had 1227 farms. In 1955 we had 963 farms, a reduction of 264 farms in 10 years while the total land in farms increased by 3,000 acres. The average size of farms increased from 130.1 acres in 1940 to 153.2 acres in 1955. Amelia County has 583 white farm families and 196 non-rural families, 455 non-white farm families. There are not any incorporated towns or industry other than sawmills and a milk receiving plant. Amelia has recently ranked among Virginia's ten highest pulpwood producing counties. Local business depends on farm families.

The majority of families in our county have a comfortable, satisfying pattern with good living standards for the family.

## II. COUNTY EXTENSION PROGRAM - ADULT

### A. Organizations

#### 1. County Agricultural Extension Service Board

All Extension Agents in Amelia County invited representatives of the Lighting Committee, Home Economics Committee on Nutrition, General Interest Committee on Farm and Home Development, Youth Committee, five Agricultural Committees, and County Home Demonstration Committee to a meeting to organize County Agricultural Extension Service Board, on October 1, 1959. The group did not organize at this time but decided to study problems and needs further.

#### 2. Nutrition Committee - Established October 1956 - 6 members

5 meetings - Mrs. H. E. Jackson, Chairman. Meeting planned in February.

3. Youth Committee - Established 1957 - 3 members - enlarged - some activities combined with 4-H County Council. Meeting planned for February. Specialist help has been requested. Add 6 new members in 1960.
4. Housing - First work on Lighting - organized January 1958 - 9 members Mr. J. G. Dickerson, Chairman - Meeting planned for February.
5. Farm & Home Development - organized 1958 - 6 members. No definite plan for planning meeting.
6. County Home Demonstration Committee - meets twice a year - 18 members - Mrs. H. E. Marlowe, Chairman. Meeting planned for January.

Each committee worked with County needs with long and short term goals in their subject matter fields. (Complete details in Long Time Extension Program Amelia County). The total Home Economics and 4-H programs planned for 1960 have been based on county needs recognized by the different committees.

B. Subject Matter and Special Emphasis Areas

1. Food

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Local recognition of the importance of good nutrition. Large expenditure for food. Time consumed by planning and preparing meals.	Cake Decorating Table Setting for Special Occasions Quick Meals and Desserts Food Buying Basic 4 Food Groups	13 clubs - 4 months 2 Leader Training meetings for 36 Leaders. 1 Nutrition committee

Goals	What People are to Learn	Plans for Carrying out Program and Measuring Results	Notes on Results, Adjustments, and Accomplishments
Better diet nutritionally. More enjoyment in entertaining. Better informed buyers dollar wise and nutritionally. Improved management of energy, time and money in food.	What is good Nutrition? How to buy more food for less dollars. Table service and Preparing for special occasions.	Method demonstration in 13 clubs. April, May, and July by Leaders. November and June by Agent. Work with school and health department on Nutrition Goals for 1960. News letters. Fair exhibits (individual and club). News articles and pictures. Bulletins - follow up other methods for special requests. Evaluations - number of requests, comments, reports, participations.	

2. Clothing

<u>Problem</u>	<u>Topics to be Included</u>	<u>Number of Clubs, Groups or Committees Involved</u>
Large expenditure of cash for family clothing and care. Local interest in good appearance.	November - Leader Training Meeting for Clothing Leaders by Bettie McClaskey for February and March.	26 Leaders
	January - Family Clothing Fabric Selection and Care - Agent	13 clubs
	February - Family Clothing Professional Hems - Clothing Leaders	13 clubs
	March - all clubs - Pressing Construction and Care - Clothing Leaders County Tour - Dan River Cotton Mills - all interested ladies.	13 clubs Interested ladies 1 tour
	April - club choice - Sewing Machine Attachments or Accessories for Different Occasions - Agent	13 clubs
	Agent plans to work with local dress shop on Buying Information.	2 leaders
	August - Special Interest meeting on Finishing Details for interested ladies - belts, buckles, button holes, construction details - Clothing Specialist and Agent.	2 days - 1 group

Goals	What People are to Learn	Plans for Carrying Out Program and Measuring Results	Notes on Results, Adjustments, and Accomplishments
Reduce cash outlay of families reached.	Importance of labels. A source of reference on fabrics in home sewing and ready to wear - what to expect from fabrics. How to care for garments.	Monthly meeting - method demonstrations. Special Interest Meetings.	
Reduce time money, and energy devoted to care.	Pressing techniques - hems and different stiches for all fabrics and styles.	Tours Work with local dealers.	
Women reached will become better informed on buying clothing.	Construction techniques. How to select basic garments for different occasions.	Bulletins for interested families to follow other methods News articles - local correspondent Pictures and stories News letter - members and non-members	
Professional looking garments for ladies interested in construction.		Exhibit in local store Evaluation - comments, requests for local people, participation in events, reports from Program Development Chairmen. Fair Exhibits (individual and club)	

3. Housing

<u>Problem</u>	<u>Topics to be Included</u>	<u>Number of Clubs, Groups or Committees Involved</u>
Amelia County families need help in planning remodeling and new homes for greater convenience and to cut construction cost.	Kitchen Space Savers New House Plans Remodeling Lighting	1 Special Interest meeting. 1 Lighting and Housing Committee Individual requests

<u>Goals</u>	<u>What People Are To Learn</u>	<u>Plans for Carrying out Program and Measuring Results</u>	<u>Notes on Results, Adjustments, and Accomplishments</u>
Amelia County families know services available in Housing through Extension Service. Interested families use Extension help available.	Good Housing standards. Better use of storage space.	1 Special Interest meeting on Kitchen Space Savers. Fill individual requests - Agent and Specialists. Bulletins Success stories Loan of Housing material to interested families. Tours - National H-D Week 6 result demonstrations - Specialist and Agent visit dealers supplying building materials. Follow recommendations of Housing and Lighting Committee. Fair Booths Evaluation-help families requesting Housing.	

4. Yard Improvement

Problem	Topics to be Included	Number of Clubs, Groups or Committees Involved
Amelia County families need help in basic landscape planning and special problem areas.	Bulbs for Fall Planting. Shrubs - Planting and care Landscape Plans	2 months in 13 clubs.  Individual requests.

Goals	What People are to Learn	Plans for Carrying out Program and Measuring Results	Notes on Results, Adjustments, and Accomplishments
Interested families improve appearance of home grounds. County pride in attractive home grounds.	How to Plant Bulbs effectively. Planting of Shrubbery. Solution to related problems. Attractive landscape plans for interested families.	Method demonstration by leaders in September and October. Leader Training meeting in August by Specialist. Tour during H-D Week. Individual help for families by Agent or Specialist. News articles 3 Result demonstrations Evaluation - Fair Booths request and use of recommendations by families. General interest in landscaping.	

5. County Federation Program of Work - Health and Safety

<u>Problem</u>	<u>Topics to be Included</u>	<u>Number of Clubs, Groups or Committees Involved</u>
The need for Amelia County families to recognize and prepare for emergencies.	Support Amelia Rescue Squad. Home Preparations for Emergencies; Fire, storms, accidents, civil defense, first aid.	8 short monthly programs by Health Chairmen in 13 clubs. 2 Leader Training meetings for 15 Health & Safety Chairmen. 3 County Special Interest meetings.

<u>Goals</u>	<u>What People are to Learn</u>	<u>Plans for Carrying out Program and Measuring Results</u>	<u>Notes on Results, Adjustments, and Accomplishments</u>
Amelia County families become aware of need and importance of home preparedness. County families know and use available sources of help.	Interested families learn first aid and keep needed supplies. How to be prepared as possible at home for emergencies.	Short talks by Health Leaders in clubs. Work with Health Department, Red Cross, and Rescue Squad on First Aid classes and First Aid Kit in home. Bulletins Exhibits in windows and fair. News articles and pictures.	

C. Other Activities

County objectives - each of these objectives will have a committee to plan procedure for carrying out.

County Objectives:

1. Continue to support the War Memorial Recreation Building.
2. Continue working to promote interest in historical building in Amelia County and to help secure pictures and information about same.
3. Sponsor activities to encourage 4-H participation.
4. Encourage more individual fair exhibits.
5. National Home Demonstration Week and Tours and Achievement Program - National Home Demonstration Week Celebration for Amelia County will be planned by a committee of home demonstration members. Emphasis on publicity through exhibits, news articles, radio and circular letters. Tour is planned to feature different phases of home and ground improvement.
6. County Fair - Major emphasis is to be placed on exhibits at County Fair. Each of the 13 Home Demonstration clubs will prepare booth on one phase of 1960 program. Fair to be held in October - Home Demonstration Clubs also supply leadership for superintendents in open classes. In 1960 work for a larger number of individual exhibits.

D. No Urban Families.

E. Farm and Home Development (Farm and Home Management)

In 1959 100 families received assistance through the Farm and Home Development approach. There are 20 complete units.

Home Agent - 19, Agricultural Agent - 61. These families were selected by a committee of local leaders from the Board of Agriculture. In 1960 the Agents plan to continue to work with these families plus other families who need and will accept assistance in Farm and Home Management. Letters will be sent each month to Farm and Home Development Families.

Home Agent is trying to keep program together and to fill requests from families. Recommendations of Farm and Home Development Committee will be used to determine program emphasis.

Problems listed by Committee and Agents in working with families:

1. Unrecognized needs in family living.
2. Lack of thorough planning.
3. Too many families do not know the extent of help available through this method.

Objectives recommended by Committee:

1. Help families analyze needs and conditions. Many have unrecognized needs.
2. Complete food plan - family evaluation - live at home program.
  - a. foods - nutrition - home production and preservation.
3. Explain program available to any family - one person in each area to contact family and Agents.

4. Emphasize to family the opportunities of 4-H clubs and other organizations offer young people.
5. Help families see complete financial picture - investigate possible supplementary incomes.
6. Record keeping and financial goals.

Agent will work with new families requesting help or suggested for help by County Leaders.

Information will be recorded on help given and progress made in individual folder for each Farm and Home Development family.

### III. COUNTY EXTENSION PROGRAM - YOUTH

#### A. Organization

##### 1. County Youth Committee:

Amelia County Youth Committee is known as 4-H Club Advisory Committee. Committee Members: Mrs. J. R. Whittington, Mrs. Roy Saunders, Mrs. G. B. Lush, Mrs. Wheeler Watkins, Mrs. George Anderson, C. B. Goodman, Lewis Morris and Herbert Barnard. New member to be added, Wilbur Munford.

The Committee will meet once or twice in 1960. The first meeting will be early in February and will work with 4-H County Council in analyzing needs of youth in county and and trying to find means of making 4-H club work meet the needs of youth of Amelia County. Also to study present 4-H Program for Amelia County; to consider and make recommendations for needed changes.

2. 4-H County Council:

Amelia County has an active 4-H County Council in Amelia County. Three meetings will be held, January, July, and November. The membership is made up of all officers of all 4-H Clubs in the county and club leaders.

In 1960, the County Council will plan special events for the county as County Share The Fun Program and Five County Share The Fun Program, Rural Life Sunday, prepare educational booth for County Fair, sponsor one event for the County Community Building, and plan for 1960 National 4-H Week, Public Speaking and Awards Program, and county contests.

3 & 4. County All Stars and Honor Club:

Amelia County organized an Honor Club sponsored by County All Stars in 1958. Honor Club will sponsor special meeting on opportunities and awards available to 4-H Club members to stimulate interest in Achievement and Demonstration Contests. New members to be taken in at County Awards Program in March - Goal - 3 meetings in 1960 including weekend camp.

B. 4-H Project Work.

Project:	Topics to be Included:	Number of Clubs, Groups Involved
Safety	First Aid, Rescue Squad, Firearms Christmas Safety Precautions Highway Safety, Home Safety, Water Safety Farm and Livestock Safety Electrical Safety	Amelia School Clubs - 7 groups 3 Community groups - Mattoax, Painville, Amelia Sr.

Goals	What the Members are to Learn	Plans for Carrying out Project	Notes on Results, Adjustments, Accomplishments
To make families reached aware of Safety need. Families to eliminate hazards. Families to prepare for emergencies. To create situation where interested club member may complete outstanding Safety Projects.	Simple First Aid How to equip medicine cabinet. What facilities are available in Amelia County. How to check home and farm, and eliminate hazards found.	8 monthly demonstrations in school clubs. 10 demonstrations in Community clubs. Tours - 1 County tour in June. Movies in 2 club meetings. Use resource people in monthly programs, trooper, nurse, rescue squad. Club contest in May with awards. News articles News letters Bulletins follow up other methods.	

Other Projects:

Project instructions will be given individually and in neighborhood groups by leaders in Food Preparation, Bread, Outdoor Cookery, Food Preservation, Clothing I, II, and III, Home Improvement and Home Management.

Agent is responsible for training leaders, helping adult and junior leaders plan meeting and demonstration, secure project instructions, records, and illustrative material. There are 4 organized groups in Food Projects, 3 in Clothing.

Other work will be done by leaders helping 1-3 club members.

Special interest meeting will be planned as interest justifies.

C. Other Activities.

1. Camp and other activities:

(a) To give 4-H boys and girls new experience that will provide recreation, help to develop leadership and the ability to adjust to new conditions.

(b) To encourage better club work and project completion.

(c) Fill county quota of 20 boys, and 20 girls.

(d) To allow only the 4-H club members who have completed their projects to attend camp.

2. Exhibits:

(a) Have club members participate in exhibits at the County Fair.

(b) Each 4-H club put educational booth at fair.

(c) To put exhibit up locally during National 4-H Week.

(d) County Share The Fun Program and Honor Club Tapping during National 4-H Week.

(e) Bulletin Board exhibits.

(f) Individual club programs.

(g) News articles.

3. Achievement Day:

(a) Have one Achievement Day Program at the most suitable time in the year. Planned for February, with Public Speaking Contest.

(b) A special class at the Amelia County Fair for 4-H Club members.

(c) Each member exhibit at least one article completed in the 4-H project.

(d) News article and radio programs.

4. Contests:

(a) To stimulate more interest in good quality club work and to recognize members who are doing a good job.

(b) Honor club will sponsor meeting January 23rd for club members. Leaders and parents to point out opportunities for members. Miss Evelyn Barker to assist.

All Special events are to be studied carefully by adult Youth Committee and 4-H County Council to determine major points to place emphasis.

IV. SCOPE OF WORK

A. Goals for 1960:

	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. H. D. Clubs	13	13
Membership	257	260
No. H. D. Groups(unorganized)	0	1
Membership		
No. 4-H Clubs	12	10
Membership	153	160
No. YMW Clubs		
Membership		
No. Community Clubs		
Membership		
No. Home Ec. Committees	3	4
Membership	21	33
No. General Interest Committees	1	2
Membership	6	18
No Youth Committees	1	1
Membership	6	9
No. Other Organizations		
No. Farm & Home Dev. Families	100	
No. Other families reached	350	350
No. Different families reached	675	675

Youth is the area that needs greatest emphasis during the year, especially maintaining 4-H Club program.

The aim is to add new members to the County Youth Committee; to ask Youth Committee, County Council, and adult leaders to review 4-H Program and determine where to place major emphasis and for the Agents to plan and adjust emphasis to meet these needs.

Another area which needs emphasis to increase H. D. membership and to keep per cent of membership more active in program; to bring this need to the H. D. Committee and try to follow their recommendations.

B. Plan to Inform Public.

1. News article - weekly and special features.

Two semi-weekly papers have good coverage in Amelia - Farmville Herald and Blackstone Currier.

Work with local reporter - Mrs. J. B. Mason, who does outstanding job.

Newsletter to participating families.

2. Personal contact with families not reached who express or indicate need or interest.

3. Work with dealers, County officials, key leaders to see that they know scope of programs and services available.

4. Plan special demonstration for unorganized clubs and communities. Try to reach in special interest activities.

5. Members reaching non-participating families.

V. LEADERSHIP

A. Plan for Leadership

1. County program Leaders.  
Over-all program Leaders.

	<u>No. in 1959</u>	<u>Goal for 1960</u>
a. County Agricultural Extension Service Board	<u>36</u>	<u>36</u>
b. Youth Council	<u>3</u>	<u>9</u>
c. Home Economics Council	<u>1</u>	<u>12</u>

2. Home Demonstration Leadership:

	No. in 1959	Goal for 1960
No. organizational letters	68	68
No. project leaders (subject matter)	74	86
No. Federation program of work chairmen	15	14
No. Program development leaders	13	14
No. result demonstrators	15	12
No. training meetings by specialists	4	4
No. training meetings by dist. agents	1	1
No. training meetings by agents	20	6
No. training meetings by others	2	3
Attendance at all training meetings	250	250
No. meetings held without an agent	72	70
No. meetings leaders assisted		
Demonstrations by leaders	92	90
Talks and discussions by leaders	162	150

3. 4-H Club Leadership

	No. in 1959	Goal for 1960
No. Club officers	52	46
No. adult project leaders	26	25
No. junior project leaders	12	10
No. result demonstrators	0	2
No. training meetings by specialists	1	1
No. training meetings by dist. agents	0	1
No. training meetings by agents	30	25
No. training meetings by members club dept.	1	1
No. training meetings by others	0	5
Total attendance at ldr. tr. meetings	301	200
No. 4-H leaders trained individually	6	10
No. club mtgs. held by ldr. w/out agent	32	35
No. additional club meetings at which leaders assisted	46	50
No. demonstrations given by adult leaders	33	40
No. demonstrations given by junior leaders	49	50

B. Strengthening Leadership.

Responsibility will continue to be given to club President at Home Demonstration Committee meetings as the key representative from her club.

Continued responsibility for planning and developing county program to meeting local needs will be given to President and Program Development Chairmen. These executive officers are responsible for special club events with committees from clubs. Program Development Chairmen to be trained by District Agent in February.

Plan to organize Home Economics Council to better co-ordinate all Home Economics work, and to place more emphasis on fewer subjects. Area of greatest need is adults working with juniors - Junior Leadership Training and Development.

More training for these by District Agents, Representatives of Club Department and Agents.

#### VI. FOR SPECIAL CONSIDERATION

A. Plan for Maintaining and Strengthening good public relations in the county with:

1. State Extension Organization - Keep in constant touch with county co-workers, keep informed of their plans and program and give assistance wherever possible. Weekly staff conferences. Discuss needs with District Agents; refer to Administrative Handbook more often. Goal - better planned cooperative activities.
2. Parent Institution - Be better informed on V. P. I. organization and changes in policy. Try to get better informed by visiting college, attending events, literature.
3. Elected and Appointed Officials - Show to such representatives the Agents appreciation for their cooperation, keep Board of Supervisors informed as on developments in the Extension Program in the County. Invite officials to H. D. events. Prepare summary of report for County officials.

4. Organizations - to see that key representatives understand the service and opportunities available through the State and County Extension Service by special programs, cooperative projects and personal contacts.

5. Businesses - Cooperate whenever possible. Try to keep better informed as to purpose of program. Provide Extension Bulletins pertaining to their business. Public recognition of commercial supporters of Extension program. Agent or Agent and Specialist visit dealer with timely information.

6. Mass Media Personnel - Two local semi-weekly newspapers best opportunity at present. Work close with local reporter. Take advantage of any opportunities for radio and TV Programs.

7. Other Agencies - Have conference with the Home Economics Teacher in the county trying to arrive at an understanding on how to best correlate our work. Invite her to meetings of joint interest. Give to other professional workers in the county materials of Extension nature when requested. Invite professional workers to special interest meetings, and overall county planning. Work on cooperative projects with Health Department and schools.

8. Individuals and families - By publicity, through news articles, public meetings, personal contact, exhibits in local stores, newsletters, and courtesy.

B. Plan For Professional Improvement

A. Organized Study

1. Agents Conference.
2. District Meetings.
3. Communication Schools.

B. Professional Publication

1. Reading - Journal of Home Economics, American Home, Practical Home Economics, What's New in Home Economics, 4-R Newsletter, Extension Material sent out from the Extension Service.

C. Continue membership in professional organizations.

- D. Attend such workshops and programs as planned for the home agents in my area.

C. Phase Of The County Program Which Will Make The Most Significant Contribution To Family Living:

Bringing pertinent Home Economics information to Amelia County families with definite needs and interests.

1. To see that families know services and help are available from County Extension Program.
2. Personal contacts - visits - Agent and resource person if necessary for major needs.
3. See that families know of demonstrations, programs, tours, etc. on related subject of their special need.
4. Bulletins

5. Agent will assemble loan kit on topics such as Color Schemes, Housing, Yard Improvement, for families to borrow as resource material.

6. To increase number of families reached through group methods.

7. Local leaders reaching other families.