

PLAN OF WORK

For

1961

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Local Home Agent

Dinwiddie, County

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Dinwiddie County

I. County Situation

Dinwiddie County which is five hundred and seven square miles (507) is located in Southside Virginia; and has as its chief source of income general farming. Products produced are: tobacco, corn, peanuts, and a small amount of cotton and market garden.

According to information obtained from farm census taking during 1959 there has been a decrease in number farm operators in the county, and an increase in number of rural people employed off-farm. Mckenney is the only incorporated town in the county and West Petersburg is densely populated rural non-farm area within the county.

There is one Button Factory and several saw mills in the county. Three railroads and two main highways pass through the county with bus service on each on each of the highways.

There are fourteen (14) elementary and one high schools in the county. The school lunch program is in operation in two elementary and the high school. Serveral schools have the milk program. There are twenty-one (21) churches, one health center and a doctor clinic with two doctors at Dinwiddie along with a medical doctor and a dentist at Mckenney.

Approximately 90% of homes in county have electricity and 33% with telephones.

There is no recreational center in the county, therefore, the school, churches and clubs provide most of the wholesome recreation for the county people.

With an increase number of homemakers working away from home and an increase need for wise use of time and energy, the long-time goal is "Better Housing," with emphasis upon ways to improve housekeeping methods that will save time and energy.

II. County Extension Program - Adult

A. Organizations

I. County Advisory Board

The County Advisory Board is the organization that serve in an overall program planning capacity for all Extension activities for the county. The organization is made up of representatives from various sections of county, home demonstration club members and h-H club leaders. It holds its general planning meeting in January and follow - up meetings in June and October.

2. General Interest Committee

The General Interest Committee was organized in 1957 and has as its objectives: "To improve the health conditions in Dimiddie County."

They conducted a survey to find out some of the health problems in 1961 we plan to work on some of the health problems found as a result of this survey.

3. County Home Demonstration Club Committee

This organization consists of president, secretary, program development leader from each local club along with other persons in the county. They meet in January of each year to plan for county-wide activities to be held throughout the year.

They also hold the county program planning meeting in July. They plan such activities as National H.D. club week observation, Tours within or outside county, send representatives to District H.D. committee meeting and publish year book for club members and other interested persons within the county and in state office, etc.

ADULT WORK
SUGGESTED PLAN

B. Subject Matter or Special Emphasis Area Food & Nutrition

Problem	Topics to be covered	Number of clubs, groups or committees Involved
How can homemaker improve skill and knowledge in selecting, storage, and planning well balanced meals for pantry or freezer?	<ol style="list-style-type: none"> 1. Proper selection of foods 2. Proper storage of foods 3. Well balanced meals from pantry or freezer 	9

Goals	What People Are To Learn	Plan for carrying out program & measuring results	Notes on results adjustments and accomplishments
1. To teach homemakers how to select, store and plan adequate meals for health sake.	<ol style="list-style-type: none"> 1. How to select food using 4 Basic food groups. 2. How to store perishable foods. 3. How to plan and prepare meals using foods from pantry and/or freezer. 	Leaders, leader training, visual aids, methods and result demonstrations, group meetings. We plan to measure results through questionnaire after project is completed and at end of club year.	

Subject - Matter or Special Emphasis Area - Home Management

Problem	Topics to be covered	Number of clubs, groups or committees Involved
How can homemakers improve present skills and knowledge which will enable them to manage their time and energy for improve living?	<ol style="list-style-type: none"> 1. Record Keeping 2. Budgeting Time 	9

Goals	What People are to learn	Plan for carrying out program and measuring Results	Notes on results, adjustments and accomplishments
To teach homemaker how to keep better records and to manage their time and energy.	<ol style="list-style-type: none"> 1. Kinds of records 2. Importance of records 3. How to budget time and energy 	<p>Leaders, leader training meetings, record books, group meetings, discussions, method and result demonstrations, visual aids and specialist, home visits, circular letters; plan to measure results through reports oral and written through demonstrations for definite length of time on this project.</p>	

Subject - Matter or Special Emphasis Area - Home Furnishing

Number of clubs, groups or committees involved

Problem	Topics to be covered	
How can homemakers improve present skills and knowledge in buying and arranging furniture and color schemes for the home?	<ol style="list-style-type: none"> 1. Buying furniture 2. Arranging furniture 3. Decoration for any room 	9

Goal	What people are to learn	Plan for carrying out program and measuring Results	Notes on results adjustments and accomplishments
To teach homemakers ways to have an attractive well arranged and comfortable home on minimum bud. et.	<ol style="list-style-type: none"> 1. Points to consider in buying furniture 2. Points to consider in arranging furniture 3. Points to consider in planning color schemes for any room. 	Leaders, leader training, visual aids, method demonstrations, home visits, circular letters, bulletins, group meetings, discussions, and specialist help. Plans for measuring results are through result demonstrators reports, discussions and reports by club and non club members at close of project as well as end of year.	

C. Other Activities

1. Home Demonstrations Club Community Project

Each home demonstration club will select a community project based upon needs, interest and desires of homemakers in that community and report accomplishments on given project at end of year. The club members will seek assistance from all families in community in carrying out the community project.

2. National H. D. Club Week Activities

We plan to present a program at High School P.T.A. meeting during month of April where we inform public concerning extension activities. Each club will also plan an activity in their respective community where emphasis will be placed upon "What H.D. club can do to improve Family Living."

3. Achievement Day

We plan to hold a joint adult and h-H Achievement Day in Fall where club members and leaders will report accomplishments on your work and certificate will be awarded to leaders for work over period of years.

h. Judging by leaders

We plan to use leaders to assist in judging h-H exhibit at Achievement Day and outside counties if asked.

D.

E. Farm and Home Development - Farm and Home Management

We worked with three families on farm and home development during 1960 and plan to add one additional family in 1961. We plan

to locate the additional family through personal contact, leaders, circular letters and group meeting and discussions. Objectives for promoting farm and home development are:

1. To encourage families to keep farm and home records.
2. To encourage families to set up short and long-time goals and follow through on each until completed.
3. To encourage families to produce and preserve food for family use.

Procedures planned to be used are: Home visits, monthly conferences or workshops with families to discuss farm and home visits, monthly conferences or workshops with families to discuss farm and home problem based upon goals set by family, letters, bulletins and farm and home records.

Plans for recording help given and progress made: will be through reports filled out following each visit, and at completion of short or long time goals as well as in narrative reports. Tours to some of these homes to hear family's story on progress toward long or short-time goals.

III. County Extension Program - Youth

A. Organization

1. County 4-H Council

The county 4-H council is an organization made up of leaders and officers from each local club in the county and plan county-wide activities for 4-H clubs. This organization plans such activities as Rural Life Sunday, National 4-H Club Week program, Day of Recreation and Fund Raising.

They will hold their first meeting in January to make plans for these activities and other times throughout year to check progress made on plans.

2. h-H Project Planning Committee

This committee hold one meeting during the year and has as its objectives to plan the joint projects for local h-H clubs throughout county. The leaders and representatives for each local club meeting and plan these projects based upon needs, interest and desires of club members.

4-H Subject Area

B. 4-H Project Work

Project	Topics to be covered	Number of clubs, groups Involved
Home and Family Health	<ol style="list-style-type: none"> 1. List health needs in home & on farm 2. Improve trash & garbage disposals 3. Rid farm and home of rats and mice 4. Control of household pests 5. Improve methods of washing dishes 6. Help mother plan adequate meals 7. Make and equip first aid kit 	11

Goal	What members are to learn	Plans for carrying out program	Notes, Results Adjustments, Accomplishments
To teach 4-H members the importance of home and family health for improved home and family life.	<ol style="list-style-type: none"> 1. How to improve garbage and trash disposals 2. How to rid home & farm of rats and mice 3. How to control household pest such as flies, roaches, etc. 4. How to save time & energy in washing dishes 5. How to plan adequate meals 6. How to make, equip and use first aid kit 	Through leaders, leader training, method demonstrations, discussion, home visits, group meetings, visual aids, project materials, circular letters to parents and exhibits.	

C. Other Activities

1. Rural Life Sunday

We plan to observe Rural Life Sunday on a county-wide basis with 4-H club members serving as minstress of ceremony, ushers, singing in choirs, arranging for service, decoration, introduction of speaker and be in charge of "Candle Lighting Service."

2. Achievement Day

Achievement Day will be held in the fall and 4-H club members will exhibit project work, report on progress made take part in fashion show and give demonstrations.

3. National 4-H Club Week

National 4-H Club Week will be observed with county-wide program and 4-H club members from various local clubs taking part, through group singing, recitations, demonstrations, displays, etc.

4. Contests

We plan to have club and county contest between 4-H club members enrolled in individual projects during this year. The purpose of these contest will be to teach 4-H club members the importance of giving demonstrations and place contest play in overall 4-H program.

IV. Scope of Work

A. Summary of Goals for 1961

	No. in 1960	Goal for 1961
No. H.D. clubs	9	9
Membership	137	137
No. H.D. groups (unorganized)	0	1
Membership	0	12
No. 4-H clubs	11	11
Membership	209	209
No. YMW clubs	0	0
Membership	0	0
No. community clubs	1	1
Membership	40	40
No. Home Ec. Committees	0	1
Membership	0	8
No. General Interest Committees	1	1
Membership	8	8
No. youth committees	0	0
Membership	0	0
No. Other Organizations	0	0
No. Farm & Home Dev. families	3	4
No. Other families reached	75	80
No. Different families reached	399	403

The areas in which we think need the greatest emphasis during this year are H.D. club groups and General Interest or

Home Economic Committee. My plans for reaching these goals will be through leaders, personal letters, home visits, newspaper articles, discussion and groups meetings.

B. Plans for Informing Public About Extension Home Economic Program

We plan to inform the public about the Extension Home Economic Program through newspaper articles, programs at schools and/or church throughout the county, leader and each club member has been asked to share information gained at club meeting with non club members in their respective communities.

We plan to work with unorganized clubs and communities through home visits, personal letters, workshops on specific problems in these areas, bulletins and individual assistance when asked for. We plan to use the same methods as stated above for thos families and individuals not participating in organized clubs.

V. Leadership

A. Plan for Leadership

	<u>No. in 1960</u>	<u>Goal for N 1961</u>
1. County Program Leaders		
a. County Agricultural Extension Service Board	10	12
b. Youth Council	12	15
c. Home Economic Council	0	0

2. Home Demonstration Leadership

	No. in Goal for	
	1960	1961
No. organizational leaders	54	63
No. project leaders (subject matter)	81	63
No. Federation program of work chairmen	9	9
No. program development leaders	9	9
No. result demonstrators	38	25
No. training meetings by district agents	2	2
No. training meetings by specialist	2	3
No. training meetings by agents	9	9
No. training meetings by others	1	1
Attendance at all training meetings	184	190
No. meetings held without an agent	13	20
No. meetings leaders assisted	73	78
Demonstrations by leaders	53	55
Talks and discussions by leaders	32	35

3. 4-H Club Leadership

	No. in Goal for	
	1960	1961
No. club officers	77	77
No. adult project leaders	11	15
No. junior project leaders	15	25
No. result demonstrators	0	3
No. training meetings by specialist	0	1
No. training meetings by district agents	0	1
No. training meetings by agent	7	14

	No. in 1960	Goal for 1961
No. training meetings by members club dept.	0	0
No. training meetings by others	0	1
Attendance at leader training meetings	118	125
No. L-H leaders trained individually	3	6
No. club meetings held by leader without agent	6	10
No. additional club meetings at which leaders assisted	25	29
No. demonstrations given by adult leaders	18	20
No. demonstrations given by junior leaders	49	50

B. Strengthening Leadership

The areas which need greatest emphasis during 1961 in my opinion are the selection, training and effective use of leaders both in adult and L-H clubs throughout the county.

My plans for reaching the goals in these areas are; when leaders are selected explain their duties and responsibilities then and also provide each leader with written materials on his duties and responsibilities. Hold workshops for leaders where the leaders will actually do the demonstration herself instead of seeing someone else do them. Hold follow up meetings with leaders following their training before she is to present the demonstration before her group. Give recognition to leaders for work well done at a public meeting such as Achievement Day, etc.

34
72

VI. For Special Consideration

A. Plans for maintaining and strengthening good public relations in the county with: State Extension organization and Parent Institution, through keeping county program in line with state program, attendance at various programs sponsored by them whenever possible and conduct self at all time as home agents.

When possible we will cooperate with all other organizations, business, agencies, etc. to acquaint them with the county and state extension program.

B. Professional Improvement

My plans for professional improvement for 1961 are to attend one of the three wee Extension schools, attend workshops, training meetings, etc. sponsored by the extension service and others which will help me to become a better informed home agent.

C. Phase of County Program Will Make most significant contribution to family living

We believe the improving of the leadership phase of the county program will make the most significant contribution to family living in Dinwiddie county 1961 because without the cooperation of effective leaders the program will not reach as many people as we has planned.

We plan to follow through on this area through careful selection for each project in adult program with interest and ability as some qualities for leaders. Hold training meetings, or workshops with leaders from two or three clubs in attendance,

and each leader will do the demonstration instead of seeing it done. Following this workshop or training meeting the agent will work with leaders from each club to see that she thoroughly understand what she is to do at club meetings. Each leader will be expected to do at least one demonstration before her club. On completion of project activities of leaders will be reported in narrative statement. At Achievement Day leaders certificate will be presented to leaders for work well done over a period of years and for those who served only a short time some type of recognition will be given to them.