

PLAN OF WORK
FOR
MIDDLESEX COUNTY

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1959 PLAN OF WORK

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County

I. The county situation that was considered in planning the 1959 program was first the size of Middlesex County, based on the last census. It has 132 square miles of land and a population of 6,715 people; 3,901 white and 2,814 non-white. There are 2,746 farm people and 3,969 non-farm.

Middlesex is situated on three bodies of water and is in an area known as "Tidewater."

The economic and social conditions in this county have not varied much within the last three years.

Financially, the people are much better off this year than last. Oystering was very good this fall. People had money to buy more from local stores and agriculture paid well.

The major sources of income are derived from the water, agriculture, dairying, and beef cattle. The sale of farm products is equally divided between crops and livestock. Many men are employed in nearby counties: West Point Pulp Mill, Yorktown and Williamsburg. The county is about three-fifths forest from which much pulpwood is cut and sold to the pulp mill. There are oyster and fish packing houses and a few tomato canneries.

The socio-economic status of people in Middlesex fit well in a curve with the majority of them falling in the peak of the curve.

The social conditions are much the same as any small county in eastern Virginia. One will find Jr. and Sr. Women's Clubs, a Chamber of Commerce, the Huritans, American Legion and many other organizations. These groups are always having some form of an activity going on.

There are two movies in the county.

The high school has many forms of recreation that are of interest to the public. The churches are very active and have programs for adults and children.

The facilities in the county that are for the betterment of the people are the Welfare Department and the Health Department. The county has raised money and built a medical center.

The pattern of living has not varied much from it's ancestors. A remark was made recently that the county had not changed within the past 10 years. The county has no big industry; henceforth, there is not an influx of new people to bring in new ideas.

The homemakers are eager for new ideas, quicker methods and they want to further their education based on research from research centers.

II. County Extension Program - Adult

A. Over-all Program

The county home economics committees have been planned to help carry out the long-time request in the Extension program.

A group of women representing homemakers, home demonstration clubs and key women along with advisors met for the purpose of selecting a major committee. As a result of much planning, discussing and considerable thought, Foods and Nutrition was selected the major one and the second on Clothing. The second program - clothing - would be started the moment the first was successfully on its way.

This group selected a small group representing all areas of the county to begin work on nutrition. This group will meet in Feb. with a specialist and work up objectives and the procedure to use in carrying out this program successfully so as to reach as many people in the county as possible.

B. Home Demonstration Club Program

The Home Demonstration Club Committee is the governing body for the home demonstration program.

This year there are four new officers and three old ones. They took office December 1st, and are looking forward to an outstanding year.

This group will meet in February to plan additional activities for 1959 and review the ones already set up. The president appoints chairmen of various committees and checks to see that they are carried out.

The agent uses this committee as a clearing house and an advisory committee in addition to their regular jobs. This group is composed of home demonstration club committee officers, home demonstration presidents, program development and program of work chairmen.

Subject Matter for Home Demonstration Club Program

1. House Furnishings

Situation: Homemakers requested the need of more help on the furnishings and details on the interior of the home.

<u>Objectives</u>	<u>Procedures</u>	<u>Expected Results</u>
1. To get homemakers to realize their need.	1. Point out problems in furnishings and show results of improved ones.	1. Help homemakers improve their family living through the purchasing of house furnishings.
2. To get all homes to make some improvements in their lighting.	2. Get specialist to give leader-training mtg. on lighting.	2. Have each home participating make some improvements in lighting.
3. Urge all homemakers and children to put some flower arrangements in the home.	3. Ask leaders to give demonstration on "Good Lighting for Study and Sewing" at monthly mtg.	3. Have more thought given to arranging flowers in a home.
4. To get homemakers to plan, make and complete a braided rug.	4. Ask local store to set up exhibit on lighting and get in some good lamps and bulbs.	4. Have homemakers learn a skill and save money.
5. To get women to make new lamp shades that are good for sewing.	5. Have two good lighting demonstrations in private homes.	5. Complete all braided rugs.
6. Leaders teach more women to cane chairs.	6. Have a special interest mtg. on making lamp shades.	
7. To teach women quick methods of preparing foods.	7. Show charts on lighting.	
	8. Give out printed materials on lighting.	
	9. Specialist conduct a leader-training mtg. on flower arrangements for a monthly topic of "Making the Home More Attractive through Flower Arrangements."	
	10. Have a special interest on chair caning.	
	11. Have another special interest on braided rugs.	
	12. Agent secure the services of home economist.	

2. Home Management

Situation: Homemakers are realizing more and more that it takes time to do something and how much better the job is if you plan.

<u>Objectives</u>	<u>Procedures</u>	<u>Expected Results</u>
1. To get homemakers to realize the time you can save through better arranged kitchens.	1. Give a demonstration at monthly mtgs. on "Saving Time in Kitchen Arrangement."	1. To have many kitchens better arranged.
2. To urge the homemaker to manage her time in caring for the home.	2. Have some result demonstration kitchens.	2. Have the homemaker improve her job of managing time in order to have more time to do as she wishes.
3. To guide women in buying electrical equipment.	3. Agent conduct a leader-training mtg. on space savers; leaders have an all-day class in Feb. in their community.	3. To help give the homemaker information when buying appliances.
	4. The agent will give a demonstration on "Managing Time In House Care."	
	5. Agent will give out printed materials.	
	6. Have Home Economist give demonstration on "Buying, Care and Use of Small Electrical Appliances."	

3. Clothing

Situation: Women like to look nice and still be conservative.

<u>Objectives:</u>	<u>Procedures</u>	<u>Expected Results</u>
1. To have homemakers realize that they should always be well-groomed.	1. Leaders will help with a beginners sewing class in February.	1. Have more homemakers learn how to sew.
2. To teach women how to sew.	2. Leaders help with a Better Dress Class.	2. Others improve techniques in sewing.
3. To help women improve on techniques of construction.	3. Agent will conduct a class on tailoring in September.	3. More attractive homemakers.
	4. Specialist will conduct special interest on hats.	4. A number of hats made this year.
	5. Have fashion show in Feb.	
	6. Conduct a survey on clothing construction.	

4. Foods and Nutrition

Situation: Homemakers want to save time in preserving food.

Objectives

1. To teach women how to freeze.
2. Importance of saving time in freezing.

Procedures

1. Specialist to conduct a leader-training mtg. on "Saving Time in Frozen Foods."
2. Saving Time in Frozen Foods, is March home demonstration topic for demonstration.

Expected Results

1. To have more food frozen.
2. Homemakers improve their techniques of freezing.

5. Arts and Crafts

Situation: Homemakers enjoy creating and learning a skill on something worthwhile.

Objectives

1. To have farm and home signs at the driveway of many homes.
2. To teach women how to make creative things for Outside Christmas Decorations.

Procedure

1. Agent will give a demonstration on Farm and Home Signs.
2. Members will make signs.
3. Leader-training mtg. by specialist on Outside Christmas Decorations.

Expected Results

1. Have signs displayed at driveways.
2. Plant flowers or shrubs to make signs more attractive.
3. Have more homes decorate for Christmas.

6. Housing

Situation: Families want to build more homes and these families wish help from the Extension.

Objectives

1. To get families to build homes with a plan.
2. To get the homemaker to watch for storage, lighting, and ventilation.

Procedures

1. Visit family with plans.
2. Bring specialist help.
3. Visit as often as possible.
4. Tour of homes completed.

Expected Results

1. Extension give help at the beginning to a family planning to build.
2. More convenient homes.

C. Federation Program of Work

The objective of this program is to beautify the homes and yards in the community and make it a more attractive place to live.

Mrs. John Layport is County Program of Work Chairman and each of the seven clubs have a program of work chairman. Mrs. Layport will meet in February with all club chairmen and map a program month-by-month for each club and community. They will plan in detail any activity for this project.

The goals are:

1. Erect farm and home signs.
2. Improve mail boxes and their surroundings.
3. Plan individual home and community clean-up campaigns.
4. Establish friendship among women of all countries by supporting such projects as the "peach garden."
5. Individual club member: clean up home grounds and make necessary repairs on buildings, walks, driveways and fences.

The agent plans to secure help from the highway department and the crafts specialists will help clubs on mail boxes and signs.

The Health Department is cooperating with the program on "Clean-up."

D. Other Activities

1. County Club Goals:

- a. Each club conduct five meetings this year without the agent.
- b. Each club be represented at the District and State meetings.
- c. Each club contribute \$4.00 to become a member of the State Federation of Home Demonstration Clubs by February.
- d. Each club contribute \$3.00 to the county treasury by Feb. to take care of expenses.
- e. Each club take part in Pennies for Friendship. This will be collected in May.
- f. County will contribute \$5.00 for the I. F. Y. E. Program; each club will give what it can.

Individual Goal: I (club member) will do all I can to support the Home Demonstration Program by attending all club meetings, serve on committees when asked and tell others about the program.

2. Community Projects

All communities are planning to select a place to beautify this year as a result of the Federation Program of Work - "Home and Community Beautification."

Their contribution will add much to beautify the community and if every place improves, then the picture of Middlesex will be much more presentable.

The procedure for this program will be that the club chairman will have a short discussion on some topic at each meeting. The agent will give a demonstration on signs at the August and September meetings. A county-wide clean-up campaign will be underway in March. Mass media will be used in publicity.

3. National Home Demonstration Club Week

This week is a time when homemakers can tell others about home demonstration work. The clubs are planning to tour in the county to see many different phases of this work. Newspapers, radio and exhibits will be other means of telling people. Circular letters will go out telling about the tour.

4. Special Programs

Every year the home demonstration clubs celebrate their progress with a luncheon. This year they will celebrate their fifth year. This luncheon contributes much to the program from the standpoint of meeting new people, recognizing others for their outstanding work and a time of sociability.

5. Tours

The county women are planning a tour of Charlottesville, Va.

6. Judging

Local leaders that were trained last year judged the 4-H County Contest and will help in many ways when there is a need for judging by local people.

7. Pennies for Friendship

Each club will contribute to the Pennies for Friendship fund to help the Associated Club Women of the World.

8. 4-H Party

The home demonstration clubs are sponsoring a 4-H Party on March 20th.

9. Home Demonstration District Federation Meeting

This year Middlesex plays host to 300 - 500 people in District XI. The procedure is to use all media in order to get local people to attend.

10. Institute of Rural Affairs

The agent would like to get at least one person from each club to attend this conference at VPI in July.

11. Open House for Lighting Demonstrators

The procedure is to help families plan their lighting and then have an open house for others to see. The contributions can be numerous because every home needs some help on lighting; whether it be in the ceiling, lamps or bulbs. This demonstration can be of great value.

12. Plans for telling the people about Home Demonstration Work

- a. newspapers
- b. radio
- c. educational programs
- d. demonstrations
- e. tours
- f. circular letters
- g. individual contacts

III. Farm and Home Development

The farm and home approach started in Middlesex in 1956. A committee composed of home demonstration women and farmers suggested names of families. From this list of names, three families were selected.

The agent worked with all three on various problems. The past year, one family sold and moved away. The agent then secured another family.

At present, she is working very closely with three active families. One family - the Moore's, are working on a kitchen.

The Richardson's are building a house which has been qualified as a Medalion Home; plans will tell more later.

The Stewart's are remodeling their home and building on three new rooms.

The agent thinks this is a good program and has plans now of taking on an additional family. Her objectives are to increase the number of families now in farm and home development, to plan time to visit and give help on each subject matter field when requested. The procedure the agent will use in carrying out the requests will be through individual visits or when help is needed on foods, house furnishings, home management, and if these are scheduled for the 1959 monthly demonstrations, then the agent will urge the homemaker to attend the home demonstration club.

All families now are receiving help in the home demonstration clubs.

The Richardson's have qualified as a Medalion Home and upon completion, will be written up in the local papers with a before and after. They will also be a light conditioned home and have an open house.

The Stewart's will receive recognition and be a light conditioned home in three rooms.

These two homes will be in on the tour if completed.

When the Moore's have completed their cabinets, they will also be in on the tour. Also a story will be written about their project too.

IV. County Extension Program - Youth

A. Organization

1. County 4-H Council

The County Council is a governing body that plans and acts on all activities planned by the 4-H'ers.

The council is composed of all 4-H Club officers and from these the council officers are elected. They meet three times a year.

2. All Stars

There are only three all-stars in the county and they help out on many 4-H activities.

3. Project Planning Committee

This committee plans the years project group meetings and what will be discussed at each meeting. Also this committee plans special activities. This committee is composed of two representatives from each club.

B. Project Work

1. Clothing

Situation: Girls like to learn how to sew in order to be better groomed and have more clothes.

Objectives

1. To teach girls how to sew.
2. To teach girls how they can improve their techniques.
3. To urge girls to keep clothing records.
4. To get teenagers to give more thought to what they wear.

Procedures

1. Give demonstrations on clothing construction.
2. Have good discussions on fabrics, patterns and equipment.
3. Visit stores.
4. Participate in fashion show.

Expected Results

1. Have more garments made.
2. Have better garments made.
3. Teenagers make better selections in clothing.

2. Foods and Nutrition

Situation: Little girls like to cook and wish help on things that mother doesn't prepare often.

Objectives

1. To teach girls the seven basic foods.
2. Teach girls the art in meat and vegetable cookery.
3. Teach girls how to give a demonstration.

Procedures

1. Agent have discussion on 7 basic foods.
2. Agent give demonstration.
3. Specialist give training to leaders.
4. Girls give demonstrations at club and county contest.

Expected Results

1. More nutritious meals.
2. Healthier meals.
3. Giving demonstrations will give a girl poise and get her over being shy.

Objective 3. Health

Situation: The children realized the need of more training in health.

Objectives

1. To have healthier and safer homes.

Procedures

1. Have county nurse and sanitarian to speak to all clubs.
2. Have vice pres. conduct discussions on first aid kit.
3. Have a county-wide clean-up campaign.

Expected Results

1. Have more homes in Middlesex with good water.
2. Have homes free of hazards.

4. Room Improvement

Situation: Girls wanted a room of their own - one they could fix as they wished.

<u>Objectives</u>	<u>Procedures</u>	<u>Expected Results</u>
1. To teach girls how to make accessories.	1. Plan with the individual girl.	1. More individual rooms fixed up.
2. Help girls plan a room.	2. Visit the girl.	2. Girls do much of their work themselves.
3. Teach girls how to care for a room.	3. Give demonstration on suggested topics.	

5. Food Preservation

Situation: Girls wanted to learn how to freeze and can in order to help their mothers.

<u>Objectives</u>	<u>Procedures</u>	<u>Expected Results</u>
1. To can food in order to help the family food budget.	1. Visit girls individually.	1. More food preserved.
2. To teach girls how to can and freeze.	2. Give demonstrations.	2. Better methods of preserving foods.
	3. Ask girls to visit specialist's leader-training meetings on freezing.	

C. 4-H Activities

1. 4-H Camp

Boys and girls in Middlesex will be eligible to attend the local 4-H Camp. They can participate in sports, take classes in various subjects such as swimming, crafts, etc.

The agents will urge members to attend and arrange travel. Camp can add many experiences to a youth's life.

a. Short Course at VPI

Two boys and two girls are allowed each year to attend this week at VPI. The agent will urge these people and give them recognition in order to encourage others to attend.

b. State Conservation Camp

This camp is conducted each year at Virginia Besch and two girls are eligible to attend. The agent will accept applications and then select the one with the best records.

c. Community Activities

The clubs selected Health as their main project and in connection with this project, each school club will conduct a clean-up campaign in March.

d. Talent Show

Club presidents have appointed chairmen for the Talent Show in March. Each club will have 4 acts and the winners will receive trips to camp. Awards will be presented at this annual show.

e. National 4-H Club Week

All clubs will take part in this week by having a special page in the local paper. Radio broadcasts will be given by 4-H'ers telling about their project work.

f. Rural Life Sunday

Each club will have their own Rural Life Sunday program in the church of their choice in that community. The club chairmen will assume responsibility for this project and take part in various ways.

g. 4-H Trip

All 4-H boys and girls will go on an educational tour in the City of Richmond in April.

h. Youth Round-Up

The council will meet in February to make plans for a similar program but it will not have the same types of activities as in the past.

i. County Contest

In March, the girls will participate in a contest in order to select the best qualified persons to represent the county in demonstrations, records, public speaking and the dress revue.

D. Young Men and Young Women's Work

The agent works with the young adult class of the Methodist church and the Middlesex Junior Woman's Club. In 1959, the agent hopes to have many to attend the State Leadership Camp at Virginia Beach.

V. SCOPE OF WORK

	<u>No. in 1958</u>	<u>No. in 1959</u>
A. Organization		
Number of home demonstration clubs	7	7
Membership	222	230
Number of 4-H Clubs	7	7
Membership	122	130
Number of young men and women's clubs	-	-
Membership	-	-
Number community improvement clubs	-	-
Membership	-	-
Number home economics committees	1	2
Number general interest committees	-	-
Number youth committees	-	1
Number other organizations	-	-
Number farm and home development families	4	5
VI. Plan for Leadership	<u>No. in 1958</u>	<u>No. in 1959</u>
A. Over-all Program Leaders (Organization leaders for county Extension Service Board)	-	-
B. Home Demonstration Club Leadership	<u>No. in 1958</u>	<u>No. in 1959</u>
Number organizational leaders	35	42
Number project leaders (subject matter)	175	180
No. Federation Program of work chairmen	8	8
Number program development leaders	8	8
Number result demonstrators	9	10
Number meetings at which leaders were trained by specialists	9	5
Number meetings at which leaders were trained by district agents	1	1

	<u>No. in 1958</u>	<u>No. in 1959</u>
Number meetings at which leaders were trained by agent	2	3
Attendance at training meetings	87	95
No. club meetings held by leaders without agent present	29	35
No. club meetings in which leaders assisted	50	55
Total number demonstrations given by leaders	35	120
No. talks or discussions by leaders	70	100
1. Plans for teaching		
a. The organizational leaders will be trained by agent. These people will be used as officers.		
b. Project leaders will be taught by specialist and agent and used to give demonstrations.		
c. Federation program of work chairmen were trained by Mr. Beecher last year. They will be used to help with result demonstrations and to carry out the Federation goal.		
d. Program development leaders will be trained by Mrs. O'Brien.		
e. Result demonstrators will have individual help.		
C. Over-all Youth Leaders (Organization leaders for county youth council)	<u>No. in 1958</u>	<u>No. in 1959</u>
	-	-
D. 4-H Club	<u>No. in 1958</u>	<u>No. in 1959</u>
Number 4-H Club officers	63	63
Number adult project leaders	7	8
Number junior project leaders	5	8
Number result demonstrators	5	7
Number meetings at which leaders were trained by specialist	2	3
No. meetings at which leaders were trained by district agent	-	-
No. meetings at which leaders were trained by agent	4	5

	<u>No. in 1958</u>	<u>No. in 1959</u>
No. meetings at which leaders were trained by personnel in 4-H Dept.	-	-
No. meetings at which leaders were trained by others	4	4
Attendance at leader training meetings	90	100
No. 4-H leaders trained individually	7	7
No. club meetings held by leaders without agent present	1	7
No. club meetings at which leaders assisted	-	7
No. demonstrations given by adult leaders	4	7
No. demonstrations given by junior leaders	2	7

1. Plans for training and using leaders

a. The adult and junior leaders will be trained by specialist and agent and then used as leaders. They will give demonstrations, act as helpers and do whatever needs to be done along this line.

VII. Cooperative Work with Other Agencies

A. Welfare Department

The welfare supervisor was an advisor to a general committee on the selection of a special interest committee. She was of great value to this program.

B. Health Department

The county nurse and sanitarian spoke before all 4-H Clubs on their job and they are going to cooperate on the clean-up campaign.

C. V. E. P. C. O.

The agents work with the power company on various occasions. This year they are working on light conditioned homes and giving lighting demonstrations at 4-H group meetings

D. High School Home Economics Department

The agent works with this department whenever she is called upon.

VIII. Developing Good Public Relations

- A. Co-workers - the agent tries to be understanding and cooperative.
- B. General Public - the agent is attentive and tries to answer all requests.
- C. Elected Representatives - keep them well-informed.
- D. Commercial Interests - work with them whenever you can be of help.
- E. Other Professional Workers - understand their job and have them understand yours.

IX. Plans for Recording Progress and Evaluating

- A. Yearbook both in 4-H and Home Demonstration Clubs.
- B. Annual Report
- C. Plan of Work
- D. Bring file folders up to date.
- E. Daily Book
- F. Monthly Report
- G. Report on meetings

X. Professional Improvement

- A. Organized Study
 - 1. Schools
 - 2. Short Course - agent wants to take a tailoring course next June at the University of Florida.
- B. The agent reads professional books and other publications.
- C. The agent belongs to the American Home Economic's Association, Home Demonstration Agents' Association and the District Agents' Association.
- D. The agent participates in Church and Junior Woman's Club activities.
- E. Planned educational trips
 - 1. Nassau

XI. Unified County Extension Program

The agents have discussed the unified Extension program and at present are working on farm and home lighting with one of the families.

The agents have worked together on 4-H and have planned the 1959 program with the club members.

XII. Problems

The major problems in carrying out the extension program in Middlesex are varied.

The attendance at regular monthly meetings is lower than the agent wishes it to be. Her plans to meet this problem are to visit the communities where members have not been attending and to urge active club women to visit them also.

The agent finds it hard to plan her time so as to give her adequate time to plan demonstrations and radio programs.

The subject matter leaders do a grand job but the program development chairmen and Federation program of work chairmen don't take their jobs seriously and have discussions at each meeting.

The program development chairmen plan to have a specialist train them.

The agent plans a meeting of the Federation program of work chairmen in February.

The agent would like to find a solution to helping older 4-H girls find time to do project work.

A big problem is to get adults to serve as 4-H project instructors in each 4-H Club. The agent has secured one instructor and plans to get more in 1959.

The agent plans to do many things in order to tell parents about 4-H. The good points are numerous; each club selects officers and leaders and the leaders turn out to their meetings and in return give good demonstrations.

People turn out to support the program and those that come say they get a great deal from it.

Leaders have been grand about holding special interest meetings as a result of the training they received.