

VIRGINIA AGRICULTURAL EXTENSION SERVICE

PLAN OF WORK

PROJECT VI

4-H AND OTHER EXTENSION YOUTH PROGRAMS

JULY 1, 1962 - JUNE 30, 1963

<u>NAME</u>	<u>TITLE</u>	<u>PERCENTAGE OF TIME DEVOTED TO EXTENSION</u>
Gulley, Margaret J.	Associate State 4-H Club Agent	100
Patton, Shirley J.	Assistant State 4-H Club Agent	100
Reynolds, J. A.	Associate State 4-H Club Agent	100
*Russell, C. E.	Associate State 4-H Club Agent	100
**Starling, Evelyn B.	Associate State 4-H Club Agent	100
Slayton, A. E.	Assistant State 4-H Club Agent	100
Turner, W. A.	Associate State 4-H Club Agent	100
Tyree, J. M.	State 4-H Club Agent	100
(Vacant)	Associate State 4-H Club Agent	100

*Educational Leave - July 1962

**Resigning - July 1962

DATE APPROVED: April 19 1962

SIGNED: *L. H. Doughty*
State Director of Extension

DATE APPROVED: NOV - 7 1962 1962

SIGNED: *E. J. York Jr*
Administrator, Federal
Extension Service, U. S.
Department of Agriculture

PERSONS ASSIGNED TO PROJECT
AND STAFF RESPONSIBILITIES

<u>Major Phases or Specialized Function</u>	<u>Name and Title</u>	<u>Percentage of Time Devoted to Project</u>
Administration and Supervision of Extension Youth Program	Jack M. Tyree State 4-H Agent	Full-Time
Adult 4-H Leader Program County 4-H Council 4-H Club Improvement	Margaret Gu'ley Associate State 4-H Agent	Full-Time
Annual 4-H Enrollment 4-H Activities State 4-H Paper	Shirley J. Patton Assistant State 4-H Agent	Full-Time
Contests and Awards 4-H All Stars 4-H Yearbooks	J. A. Reynolds Associate State 4-H Agent	Full-Time
YSW, IFYE, Senior 4-H Program, Honor Club	A. E. Slayton Associate State 4-H Agent	Full-Time
Achievement Programs Project Manual Field Tours	W. A. Turner Associate State 4-H Agent	Full-Time
4-H Camp Program and Facilities, Ceremonials and Exhibits, National 4-H Club Week	<hr style="width: 20%; margin-left: 0;"/> (Vacancy to be filled prior to July 1)	Full-Time

* * * * *

George E. Russell - Educational Leave effective July, 1962.

Evelyn B. Starling - Resignation effective July, 1962 - Replaced by Miss Gullely.

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GENERAL SITUATION

The Four-H and other Extension Youth Programs cover efforts of Extension to provide educational assistance to youth in furtherance of their growth and development. Work under this project includes individual learn-by-doing projects and counseling, group projects and group activities. It is designed to organize all resources for the most effective assistance to youth with their growing up problems; including the development of character, leadership, citizenship attitudes and ideals, as well as vocational skills and an increased understanding and appreciation of science. The project is outlined to include:

- A. Educational work for youth in agriculture, homemaking, family and community living, and related areas.
- B. Teaching subject matter related to individual and family decision-making processes, effectively adjusting to changes, trends and new technology.
- C. Developing the leadership capabilities of youth and volunteer adult 4-H Club leaders. The latter would include recruitment, teaching, serving and recognition of adults for volunteer 4-H leadership roles.
- D. Providing activities and events which support and supplement basic objectives of Extension work with youth.

Virginia contains three cities with population above 100,000 and is adjacent to a large metropolitan area. The preliminary figures of the 1960 census indicate that Virginia has 773,241 youth of 4-H Club age, 10 to 21 years of age. Of this number, approximately 48 percent are rural. There are 664,832 of YMW age, 21 to 30 years of age. Of this group approximately 66

percent are urban. Population, rising swiftly, assures an even greater number of young people in these age groups. It is estimated that by 1965, the United States will have 25 million more people than in 1953, and 45 million more than at the end of World War II. Virginia is expected to have its proportionate share of this increase.

Our leaders of the future for agriculture, homemaking, industry and all related fields will come from these youth. It is significant to note that the rural areas in addition to the responsibility of producing the food and fiber are also providing the population for industrial development.

The large number of young people becoming ten years of age each year increases the opportunities and responsibilities of the Extension Service in its work with youth. The challenge for Extension is to provide adequate and timely training for an increasing number of young people 10 to 30 years of age. Experiences are needed to provide useful training in leadership, character development, citizenship, agricultural industry, home economics and related projects. Active and progressive leaders are needed who understand the opportunities offered in our way of life and who will work actively to preserve our freedom, opportunities and responsibilities.

The fast changing patterns of living create many problems. New trends give added significance to planning and management of family resources and to family life education. Youth continue to need the skills of basic agriculture, homemaking and good management; the development of sound human relationships and group participation to strengthen responsible citizenship. The rapidly increasing number of youth calls for specially oriented programs for young people and for the volunteer leaders who assist them. Therefore, the State 4-H Staff will devote considerable time to program emphasis in the following listed areas.

EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Youth Programs

PHASE: Leadership - Adult FISCAL YEAR: 1962-63

The Situation: Four-H enrollment has increased from 56,121 in 1951 to 69,545 in 1961. There was a decrease of 2,417 club members from 1960 to 1961, but an increase of 61 organized clubs. The number of adult volunteer 4-H leaders has increased steadily from 3,474 in 1951 to 5,132 in 1961. Leaders conducted 6,155 or approximately 20% of the 4-H Club meetings during 1961. They were trained in 2,345 training meetings.

Figures show an average of 2.11 leaders per club and 13.5 club members per leader, but this is not a true picture of the adult leadership in the State. The number of adult leaders in counties over the State varies. One county with 1,677 members does not have any adult leaders while another county with 192 club members has 36 leaders. There is a wide variation in the duties performed by the leaders in school and community clubs, as well as a wide variation in the amount of responsibility given to the leaders and assumed by them. This indicates that Extension Agents are applying only a part of the training they have received in leadership development. Two recent State publications have been developed for leaders, "The 4-H Adult Leaders Handbook," and "Program Ideas for Adult Volunteer 4-H Leaders." The latter is printed quarterly and mailed directly to leaders from the State office.

Twenty-one counties have organized adult volunteer leader associations with one of the main purposes being to train leaders. Additional counties have requested assistance in organizing groups and in planning training sessions. Requests have also been made for district training meetings.

Leaders guides for approximately 12 project unit areas have been developed. Leaders are requesting guides for each project area. Specialists need assistance in developing an understanding of the type information needed by project leaders.

An adult leader's conference is held annually as a source of information, inspiration, and recognition. This conference is to supplement the training given leaders on a county level. Last year only 42 counties sent representatives to the conference. Requests have been made for a similar type of conference to be held at the district level.

Specific Problem: Lack of understanding by the Extension Agents and adult volunteer leaders on effectively involving leaders in the 4-H program.

The Program Objective: To promote a better understanding on the part of Extension Agents and adult volunteer leaders on ways of effectively involving leaders in the program to promote a more educational, successful, and progressive 4-H program.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATING ACCOMPLISHMENTS
1. To develop more favorable attitudes toward adult volunteer 4-H leaders and the roles they can have in a county 4-H program.	Individual contacts	All year	Gulley & other staff representatives.	Reports of increase in the number of adult leaders serving.
	Office Conferences	All year		
	New Agents training	March & September		
2. To provide additional knowledge important to developing, conducting, and evaluating a county 4-H leaders program.	Area, district, and state Extension meetings.	August & September	:	Observation of responsibilities being given to leaders and improvement in their working methods with boys and girls.
	Provide Clover Recognition pins and certificates for adult leaders.	October		
	"Leaders Handbook" Bulletin - 270	All year		
3. To provide understanding and improving skills needed in obtaining, training, and effectively involving 4-H leaders.	"Program Ideas" for Adult 4-H Leaders	Quarterly	:	
	Provide subscriptions to <u>The National 4-H News</u>	July		
	4-H Leader Project Guide	All year		
4. To help County Extension Agents plan, supervise, and evaluate county 4-H programs which have optimum volunteer leader participation.	Set up pilot counties in each district where maximum use is being made of adult volunteer leaders and an effective training program is being conducted.	November	Administrative Staff, District Agents	
	Designate one or two counties in each district to do concentrated work on 4-H adult leadership development.	August	District Agents	
	Work with agents in designated counties to plan, develop, and conduct program.		Gulley & other staff representatives.	

EDUCATIONAL PLAN

PROJECT AREA: Project Agreement 6

PHASE: Organization of the 4-H Club

FISCAL YEAR: 1962-63

The Situation:

In 1961 there were 2,479 organized 4-H clubs in Virginia as compared to 1,746 reported in 1950. This represents an overall increase of 733. Membership is open to interested youth between ages of 10 and 21, and clubs are organized as a junior or senior group, or an age-combination group. Some clubs are organized on a co-educational basis and others on a sex basis. Studies show that the most effective programs are conducted with junior and senior groups, and a co-educational club is generally more appealing to all except the younger beginning members.

The predominant type of organization has been the school club; a group organized to meet in school during school hours. The Extension Agents major role has been to attend each club meeting and assume the leadership responsibility. Recently there was a shift to the community 4-H club. In 1961 there were 1,841 school clubs and 637 community clubs. More than one-fourth of the clubs are now organized on a community basis. In this type club, it is recommended that the 4-H members plan and conduct their own program under the supervision of the volunteer adult leaders. An organizational leader assists the group in organizing, selecting projects, and planning and conducting activities related to the regular club meeting. A project leader provides project training for members interested in a specific project.

Current training on the community 4-H club includes a presentation and discussion presented to Extension Agents at their scheduled district meetings. Distribution of a new publication on community 4-H clubs was made at this same time. This bulletin provides information on organizing and planning programs for community 4-H clubs.

With the shift of the organizational emphasis, it has been difficult to establish and follow the recommended practice of placing the focus on the volunteer adult leader. Many Extension representatives still associate and practice the school type organizational approach to the community 4-H club.

The Specific Problem:

Extension staff lacks sufficient understanding and knowledge concerning effective 4-H organizational procedures.

The Program Objective:

To help the Extension staff be more effective in working with the organization of 4-H clubs.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
To have the Extension Staff to:				
Develop more favorable attitudes on the importance of effective 4-H organizational procedures.	Compile report on "Virginia 4-H Facts and Trends" for distribution.	January	Slayton	Summary of Extension Agents' Annual Reports
Acquire additional understanding and knowledge about organizational procedures.	Distribution of reference bulleting--"Community 4-H Club", "4-H Leaders Handbook"	During the year	Galley and another staff representative.	
	Discussions at New Extension Agents Training Conference	October & April	J. M. Tyree	Summary of material in "Virginia 4-H Facts and Trends."
	Conferences with District Agents to schedule district training for Extension Agents.	September & February	Galley and other staff members.	
Recognize and improve skills needed in organizing 4-H club groups.	Conference with District Agents on county requests.	During the year	Galley	Personal contacts with Extension staff representatives through conferences, correspondence, and general conversation.
	Class discussions and conferences during Annual Extension Agents Conference.	August	Galley	
	Topic for discussion at State 4-H Leaders Conference	October	Galley	
	Training meetings and conferences for county Extension Agents. Area training (2 or 3 county groups) and individual county staff training.	During the year	Galley & other staff representatives	

EDUCATIONAL PLAN

PROJECT AREA: # 6 4-H and Other Extension Youth Programs

PHASE: Project Literature

FISCAL YEAR: 1962-63

The Situation: There are 41 4-H project areas, 111 different project units, with 337 pieces of literature available. Some units have two pieces of literature while others have 18 pieces. The Extension Agents have stated that it is difficult for them as well as the leaders and 4-H members to keep up with so many pieces of literature and their content.

4-H project literature is not always available. Project record books and other project references are being stocked and distributed from the Extension Publication and Supply Room.

The Extension agents "Project Manual", listing available literature for each project, was written in 1958. Since that time, additional projects have been added. Supplementary sheets for the project manual have been developed for some project areas but have not been developed for all the recent listed areas.

With the organization of more community 4-H clubs, adult volunteer 4-H leaders are being encouraged to accept the leadership role for the club. These leaders are requesting more training in project work. Leader project records are only available for approximately twelve project areas. Specialists are requesting assistance in developing project guides that will supply leaders with necessary information for conducting effective project work with junior and senior members.

Specialists are requesting further guidance from the 4-H staff on general guidelines for the development of project literature; including format, style of writing, size of publication, age and developmental levels of club members, and division of junior and senior project work.

The State 4-H Staff and the subject-matter specialists should determine the age and developmental needs of 4-H members and study present project literature to determine its merit in comparison to age level recommendations. The State County Agents' Association has a 4-H project literature committee named.

Specific Problem: Lack of knowledge in understanding the need for developing 4-H project literature and records of age and developmental levels of 4-H club members.

Program Objective: To develop and make available 4-H literature designed to meet the age and developmental needs of 4-H members.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
<p>1. To acquire an understanding of the need for developing 4-H projects and literature according to age and developmental levels.</p>	<p>1. Review material on age and developmental needs of youth between 10-21 years of age.</p> <p>2. Collect project literature and records that have been developed according to age and developmental needs in other states.</p> <p>3. Study project literature from other states.</p> <p>4. Select some examples of literature that have been written according to age and developmental needs.</p>	<p>Fall & Winter</p> <p>Fall & Winter</p>	<p>State 4-H Staff</p> <p>State 4-H Staff members collect literature for project area in which they work with specialists.</p>	<p>Observation of the change in attitude of 4-H Staff members and specialists on the need for developing literature on the age and developmental levels of club members.</p>
<p>2. To establish standards to be followed in writing 4-H project literature.</p>	<p>1. 4-H Staff Conference to determine format; size of publication; style of writing; age and developmental needs and junior and senior project division.</p> <p>2. Develop outline on standards to be followed in writing literature.</p>	<p>January</p>	<p>State 4-H Staff</p>	
<p>3. To provide knowledge and create interest with specialist of the need for developing 4-H Project literature to meet the age and developmental levels of 4-H members.</p>	<p>1. Orientation meetings with groups of specialists to present and discuss trends in 4-H project literature.</p> <p>2. Outline recommendation for standards to follow in writing literature.</p>	<p>February</p> <p>February</p>	<p>Tyree and 4-H Staff members working with specialists.</p> <p>Tyree & Staff</p>	

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
4. To provide an opportunity to analyze present 4-H literature to determine its merits.	<ol style="list-style-type: none"> 1. Office conference with specialists. 2. Workshops with specialists. 	March, April	State 4-H Staff members working with specialists.	

EDUCATIONAL PLAN

PROJECT AREA: Four-H and other Extension Youth Programs

PHASE: Programs for Different Age Levels FISCAL YEAR: 1962-63

The Situation: During the past five years, the 4-H Club enrollment in Virginia has been almost 70,000 boys and girls. According to county statistical reports, 81.4% of the club members are junior members (under 14 years of age) and 18.6% are senior members (14-21 years of age).

There are 39 project areas available to 4-H members; 4 of these are designed specifically for senior members. Some of the projects have a graded approach by having a number of units to be conducted over a period of years.

Other important basic parts of a 4-H club program are: monthly meetings, activities, events, organizational groups (honor club, all stars, etc.) and incentives.

Through a careful analysis of the participation by 4-H members in these phases of 4-H club work in different counties in the state, there is found a consistent low participation in almost all phases by members in more than 20 counties. These same counties have very few senior 4-H members and volunteer adult leaders.

The Specific Problem: Many counties do not have a balanced 4-H Club program -- a balance between project work, monthly meetings, activities, events, and organizational groups. These counties have very low participation by 4-H members, a small number of senior 4-H members, and have very few volunteer adult leaders.

The Program Objective: To help Extension agents plan balanced county 4-H Club programs based on the junior and senior age groups abilities and developmental needs.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
<p>1. To have subject matter specialists and county Extension Agents understand the need for a balanced 4-H Club program based on age group abilities and developmental needs of 4-H members in the counties.</p>	<p>Meet with the subject matter specialists and district agents to discuss "balanced 4-H Club programs based on age group abilities and developmental needs" after it has been put in printed form, and agreed upon by the members of the State 4-H Club Staff.</p>	Summer	Ytree	<p>Observation of reactions by specialists and district agents.</p>
<p>2. To have county Extension Agents expand use of the age group approach in planning balanced county 4-H Club programs.</p>	<p>Prepare a publication on "planning a balanced 4-H Club program to meet the needs and abilities of different age groups" and send it to the county Extension agents before September, 1962.</p>	Summer	Slayton	<p>Prepare a check sheet to send with the publication for county Extension Agents to return their comments and reactions.</p>
	<p>Discuss this topic with the County Extension Agents at district meetings before they write their plans of work for 1963.</p>	Fall	4-H Club Staff	<p>Check the county plans of work to determine how many counties actually planned to do something about this situation.</p>

EDUCATIONAL PLAN

PROJECT AREA: Four-H and other Extension Youth Programs

PHASE: Other Extension Youth Programs - YMW

FISCAL YEAR: 1962-63

The Situation: The current state Extension program directed to this age group (18-30) deals primarily with the 4-H All Stars, the Virginia FYE's, college alumni groups and the State Leadership Camp. Both All Stars and FYE's are organized on the state level. The 4-H All Star organization also consists of 6 district organizations and 42 county chapters. Since the 4-H All Star organization (an honor 4-H group) accepts 4-H members between the ages of 15 and 21, most 4-H All Stars remain active in the senior 4-H program for 4 or 5 years after initiation. Many active 4-H All Stars and other former 4-H members participate in the various Extension sponsored programs and activities provided for this age group until they become active in agricultural commodity groups, home demonstration clubs and other Extension sponsored adult groups in their community and county.

Twenty thousand of approximately 280,000 rural youth are involved in county Extension programs through the following approaches:

1. 2828 individuals through 177 Extension organized and sponsored groups.
2. 696 individuals through 26 groups jointly organized by Extension and other organizations.
3. 4430 people on an individual basis.
4. Extension cooperates with other agencies and organizations to serve 10,576 individuals.

Additional individuals of this age range are involved in the Extension home economics, agricultural and commodity groups and reported as adults.

State-wide programs and activities directed from the state 4-H office especially designed for this age group include:

1. A State Leadership Training Camp, held annually at 4-H Camp Farrar, attracts an average of 100.
2. 4-H alumni group activities in 5 state colleges provide leadership development training.
3. Two state-wide and six district conferences of the 4-H All Stars are held annually with emphasis on leadership.
4. The state FYE organization emphasizes leadership in world understanding.

Many of this age group possess outstanding leadership potential.

The Specific Problem:

A. Lack of understanding on the part of many Extension workers on the value and relationship of the programs and the potential leadership of this age group to the total county Extension program. A mobile and heterogenous group which is difficult to keep in contact with.

The Program Objective:

To further develop potential leadership and to make effective use of this leadership in the county Extension program.

<u>TEACHING OBJECTIVES</u>	<u>METHODS</u>	<u>WHEN</u>	<u>BY WHOM</u>	<u>PLANS FOR EVALUATION</u>
A. County Staff to feel that this is an important area of work.	1. Individual contact and conferences.	All year	Reynolds & Slayton	Quiz agents orally on attitude change. Analysis of county participation in conferences.
	2. Involve agents in All Stars, FYE and Leadership Camp program.	Summer		
	3. Discuss with new agent at inservice training.	Sept. April		
B. County Staff to better understand the value of youth participation in All Star and FYE Conf. Leadership Camp and other programs.	1. Personal contact with a few county staff members to make special plans for certain county groups to attend Leadership Camp.	March April	Total 4-H Staff	Quiz agents orally on attitude change. Analysis of county participation in conferences.
	2. Use a few county and district agents on programs at these conferences.	June August	Reynolds & Slayton	
C. County Staff and 4-H All Stars to feel and know the value of the 4-H All Star members to the county Extension youth program.	1. Discuss with agents at inservice training, district conferences, and personal contact.	Spring	Reynolds	Observe the improved relationship in the county.
	2. Provide special orientation for new 4-H All Stars.	July		Analysis of All Star participation in county program.
	3. Discuss with All Stars at county, district and state conferences.	June August		

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION
D. Young men and women to increase their skills in working effectively as leaders.	1. Provide leadership roles for members of this group in DFE, 4-H All Stars, Leadership Camp and other groups and counsel them.	All year	Reynolds & Slayton	Observe the effectiveness in which they perform.
E. County Staff to learn how to make better use of this group as leaders.	1. Class room instruction on group processes and leadership development. 2. Discuss with agents.	Frequent intervals	Training Specialists, 4-H Staff, Sociologist.	Summary of annual report. County reports on leadership. Observation.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
<p>B. Extension agents and adult 4-H leaders to improve their skills, effectiveness and confidence:</p> <p>1. In working with 4-H members in planning and conducting 4-H programs.</p> <p>2. In using 4-H leader and member literature and other sources of assistance.</p>	<p>3. Write article for "Program Ideas" pointing out program content and methods which are important in meeting developmental needs and interests of boys and girls.</p>	Quarterly	Gulley	
	<p>4. Lead discussions at district meetings of Extension agents on developmental needs, program content and methods of working with different age groups.</p>	Fall	State 4-H Staff Members	
	<p>1. Provide a "4-H program planning guide" for Extension agents to use in working with adult volunteer leaders.</p>	Summer	Gulley	
	<p>2. Encourage Extension agents to help leaders use the "4-H Leaders Handbook."</p>	Conf. with agents.	4-H Staff	
	<p>3. Help Extension agents understand the value in having a "County 4-H Yearbook."</p>	Conf. with agents	4-H Staff	

VIRGINIA AGRICULTURAL EXTENSION SERVICE

ANNUAL NARRATIVE REPORT

Project 6

4-H AND OTHER EXTENSION YOUTH PROGRAMS

January 1, 1962 - December 31, 1962

*J. M. TYREE, STATE 4-H CLUB AGENT - CHAIRMAN

*W. E. SKELTON, ASSISTANT DIRECTOR

R. W. BLANTON, ASSISTANT STATE 4-H CLUB AGENT
(Joined Staff June 1)

EVELYN BARKER STARLING, ASSOCIATE STATE 4-H CLUB AGENT
(Resigned June 31)

MARGARET J. GULLEY, ASSOCIATE STATE 4-H CLUB AGENT
(Joined Staff May 1)

SHIRLEY J. PATTON, ASSISTANT STATE 4-H CLUB AGENT

J. A. REYNOLDS, ASSOCIATE STATE 4-H CLUB AGENT

G. E. RUSSELL, ASSOCIATE STATE 4-H CLUB AGENT
(Educational Leave August 31)

A. R. SLAYTON, ASSOCIATE STATE 4-H CLUB AGENT
(Returned from Educational Leave June 7)

W. A. TURNER, ASSOCIATE STATE 4-H CLUB AGENT

Entire staff devoted 100% of time to 4-H Program.

*W. E. Skelton became Assistant Director of the Extension Service March 1, 1962, and J. M. Tyree replaced him as State 4-H Club Agent on the same date.

January 31, 1963
Date Submitted

Jack M. Tyree
State 4-H Club Agent

Date Approved

State Director of Extension

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INTRODUCTION

Progress has been made toward our primary objective of providing a maximum number of the youth of Virginia with learning experiences which will help them to grow and develop mentally, spiritually, socially, and physically so they, and those whom they influence, may live useful and satisfying lives and also be better prepared and eager to accept and fulfill their citizenship responsibilities.

In addition to the major emphasis areas reported upon in this narrative, the State 4-H Staff has continued work in other areas important to an effective State 4-H Club Program. Considerable time was also devoted to committee work on a Regional and National level. Another activity of importance has been obtaining, analyzing, discussing, and reporting the youth situation in Virginia as a part of the VPI Role Study. Several staff members serve on Agricultural Faculty Committees such as Recruitment, Recreation, Scholarship and the like.

The smooth operation of the State 4-H Club Program has been impeded to some degree by the writer learning his job as State 4-H Club Agent. The experiences of employing and orienting two new State 4-H Staff persons and three new secretaries have been interesting and challenging. The loss of one secretary whose time was divided in working in Extension Training and 4-H continues to be a burden.

Phase: Adult Leadership

Objective. To promote a better understanding on the part of Extension agents on how to effectively involve adult volunteer leaders in conducting a more educational, successful, and progressive 4-H program.

Why This Phase Received Major Emphasis:

1. The number of adult 4-H leaders in counties over the state varies. In 1961, one county with 1677 4-H members did not have any adult leaders while another county with 192 club members reported 36 leaders.
2. There is a wide variation in the amount of responsibility given to the leaders and assumed by them in school and community clubs and in county-wide activities.
3. The increased number of requests by agents for help in leader training.

Methods Used and Progress Made:

1. Individual contacts and office conferences with agents by 4-H Staff members throughout the year helped agents see more clearly the adult leader's role in 4-H Club work. Agents' annual reports give credence to their changing attitudes toward the leader's role in 4-H Club work.

2. The training meeting for new agents gave major emphasis to the role of the agent in directing a leader-gearred 4-H Club program. Following this training, many of these agents requested conferences with the 4-H Staff to discuss recruiting, training, and involving leaders in their county.
3. A session at Annual Extension Conference for agents doing 4-H Club work included a section on involving adult leaders in the club program. The question and answer period disclosed the fact that many agents are concerned about how to effectively involve leaders.
4. Training Meeting for Agents:
 - a. All agents in the state received some training on the need for adult leaders in the 4-H program in district or area meetings.
 - b. A 4-H Handbook was prepared, distributed, and discussed with agents in district meetings. The Handbook includes:
 - (1) a section on "The Virginia 4-H Club Program" giving the procedure for conducting 4-H Club work in the counties. It states: "The volunteer 4-H adult leader is identified with the club and receives recognition for the club's success. 4-H Adult Leader training must be planned and conducted; thus, the training of leaders becomes a major responsibility of Extension personnel.

(2) a section devoted to the 4-H publications available for use in organizing a club includes the "Virginia 4-H Club Leaders Handbook" - Bulletin No. 270. Agents reported preparing notebooks for leaders including the "4-H Club Leaders Handbook" and other literature pertinent to their responsibilities. The material was explained by agents when they gave them to the leaders in training meetings and in personal visits.

c. West Central District Meeting for Agents:

Two 2-hour periods were devoted to "Effectively Involving Leaders in the 4-H Program." Agents responded with questions concerning changing roles of leaders and agents. As a result of this meeting, 4-H Staff members have had requests from some agents to discuss with leaders and parents the need for leaders and their role in the club program. Other agents have asked for office conferences to discuss plans for a 4-H leader's program.

3. Page County:

At the request of the agents in Page county and their District Agents, a 4-H Staff member worked with the county staff in evaluating their 4-H program and planning a program for recruiting, training, and involving 4-H leaders. All the Junior 4-H Clubs met in the schools without the assistance

of an Organizational Leader. The agents were skeptical about needing or using Organizational Leaders in the school clubs. Following three days of office conferences, the agents decided:

- a. what they wanted leaders to do in the local 4-H program
- b. to recruit Organizational Leaders for each club in the county. Each agent was responsible for recruiting in a certain community.
- c. to have a series of leader training meetings
- d. to do their own training
- e. the information to be given at each meeting
- f. to have publicity before and after each meeting

The agents were surprised at their success in recruiting, training, and using leaders in the monthly meetings of the school clubs. This is a quote from these agents annual report -

" -- the effects of this program have been two-fold. The county staff has learned and the 4-H leaders have learned. There has been a marked improvement in local club meetings in terms of member participation; there has been an improvement in attendance at county-wide events; a change in attitude towards club work by the adult leaders. They are gradually considering it to be their program and their club. Several club meetings have been entirely leader conducted, and others have been partially leader conducted."

To continue quoting: "The fact that this staff is moving out of the itinerant project and organizational leader role and into the role of trainer of adult leaders is resulting in

growth on our part. It, too, will result in a more effective Extension youth program."

An Assistant Agent in training in Page county moved to Rockingham county and began a series of leader training meetings involving the entire county Extension staff.

Other counties are quoting Page county agents, trying some of their methods, and requesting similar help from the 4-H Staff.

6. State Leaders Conference:

This year, the program committee of Virginia Adult Leaders Association chose "Confidence for Leadership" as the theme for their State Conference. The discussion groups centered around responsibilities and problems of -

- a. Organizational Leaders
- b. Project Leaders
- c. Junior Leaders

A separate discussion group was set up for agents. This provided opportunity for both agents and leaders to explore the role of the leader in the county 4-H Club program. This year, 49 counties had representatives at State Leaders Conference in comparison to 41 in 1961. Agents have reported that the leaders attending the conference have revised the program at their county 4-H Leaders meetings.

A summary of the conference program was sent to all 4-H leaders in the state through "Program Ideas" a quarterly publication for 4-H Leaders.

7. National 4-H News:

To provide regular training aids for leaders, agents were encouraged to secure subscriptions to National 4-H News for their 4-H Leaders. A state donor, arranged for earlier, provided \$500 to help get the job accomplished. Subscriptions were provided first-year leaders who served in 1962 and continued to serve in 1963. Seventy-four counties responded with the names of 566 leaders. In addition to this, 33 counties sent in additional subscriptions for their experienced leaders.

8. Other evidences that agents are getting a clearer picture of how to involve leaders in the 4-H Program -

- a. Agents have requested help in organizing County Leaders Association to assist in planning and executing the 4-H Program. The State 4-H Staff has been unable to comply with all these requests due to full schedules.
- b. Light Horse and Pony Project - This is a new area to most agents, and as project groups are organized, they are depending on leaders to plan the subject matter and activities in connection with the project as well as to carry out the plan. Agents see themselves in the role of advisor to this project. This is helping them to see their role in other phases of the 4-H Program.
- c. More agents are reporting training meetings for program leaders as well as organizational leaders.

d. Quotes from Annual Reports:

- (1) "We are switching from 'paper leaders' to 'active leaders'."
- (2) "Personal contacts and observation of leaders' activities has shown that 4-H Club adult leaders do understand their responsibilities as a 4-H Club Adult Leader."
- (3) "Through this constant improvement in our relations with these adult 4-H leaders, we note a continued improvement in the quality of over-all county program. 4-H'ers now depend on leaders more for much more help than we agents could provide to them alone."

e. As agents understand and accept the role of the Adult Leader in the 4-H program, they are requesting more help from the 4-H Staff in setting up a leader training program. Due to the large number of requests, the 4-H Staff has been unable to give necessary assistance for these counties to develop an effective program in this area. All Staff members have put emphasis on this phase. Special leadership was provided by Miss Margaret Gulley. Prior to Miss Gulley's appointment, May 1, 1962, leadership was provided by Miss Shirley Fatton and G. E. Russell.

Phase: Organization of the 4-H Club

Objective: To better equip the Extension staff with knowledge and skills of working with Community 4-H Clubs and to have the Extension staff recognize and understand the role of the adult leader in a Community 4-H Club.

Why This Phase Received Major Emphasis: The number of 4-H Clubs in the state has increased over the past 10 years. With the increase, there has been a shift from school 4-H Clubs to Community Clubs. More than one fourth of the 4-H Clubs are now organized on a community basis. Since 4-H Club work has traditionally been conducted in the schools in Virginia, the community approach is a new procedure for most Extension agents. With the shift of the organizational emphasis, there is a need for county Extension agents to know and understand Community Club organizational procedure and the practice of placing the focus on the Volunteer Adult Leader.

Methods Used and Progress Made: A new bulletin, entitled "Community 4-H Clubs" was written, printed, and distributed for the first time in 1962. This bulletin was designed to assist Extension agents and adult leaders with organizational procedure in establishing and working with Community 4-H Clubs. The bulletin received wide acceptance and, based on comments made by agents and leaders, was most beneficial to those assisting with Community Clubs.

Requests were answered to work with county staffs and adult leaders to give training in organizational procedure throughout the year. This

was included as part of the training offered leaders in the leadership developmental phase.

A series of training meetings was held throughout the state by 4-H Staff members for all county Extension personnel in which organizational procedure was taught. This subject was enthusiastically received by agents attending. A change in attitude was observed on the part of agents when they recognized the role which adults will take in Community 4-H Clubs.

Early in 1962, a report entitled "Virginia 4-H Facts and Trends" was prepared and distributed to all agents. This publication brought into focus the number of 4-H leaders each county had and their participation in certain county and state leader training functions. This served to assist agents in establishing a bench mark in their adult leader program.

At the State 4-H Adult Leaders Conference, the role of the Organizational leader was discussed which served to help leaders see their role in the Community 4-H Club. One county reported that "leaders have acquired more knowledge about their duties as a 4-H leader". One county reported that "special training is being given to six adult leaders who will assist with the organization of Community 4-H Clubs".

At the New Agent In-Service Training Conference, 4-H Staff members taught classes which gave major emphasis to the role of the agent in directing a leader-gearred 4-H Club program. Likewise, a section taught by 4-H Staff members at the Annual Extension Conference for Agents in August gave emphasis to procedures in working through adult leaders in the local 4-H Club.

Numerous requests, some of which have been honored, have been made of 4-H Staff members to assist with organizing 4-H Clubs on a Community basis.

As county Extension staffs have gained more knowledge of organizational procedure, community-type 4-H Clubs have increased in the state. In 1962, approximately 27 per cent of all clubs in Virginia were Community clubs. This compares with approximately 21 per cent Community clubs in 1961.

All 4-H Staff members put emphasis on the phase with special leadership provided by Mrs. Evelyn Starling and W. A. Turner.

Phase: Project Literature

Objective: To develop and make available 4-H literature designed to meet the age and developmental needs of 4-H members.

Why This Phase Received Major Emphasis: We know that youth comprehend and make better use of literature which is written to match their age and developmental needs. County Extension agents are requesting better 4-H literature.

Counties are involving more leaders in the local 4-H Club program. These leaders need and are asking for more training.

Specialists are requesting assistance in developing project literature for 4-H members in each age group and leader project guides. Specialists want guidelines for the format, style of writing, size of publications, and type of record.

Methods Used and Progress Made:

1. The State 4-H Staff collected and reviewed material on age and developmental needs of youth between 10 and 21 years of age.
2. They also collected project literature and records that have been developed according to age and developmental needs in other states.
3. The Director of Extension and State 4-H Club Agent discussed the 4-H literature situation.

4. In August, the Director appointed a 14-member 4-H Literature Committee, composed of agents, district agents, specialists, and the 4-H Staff, with State 4-H Club Agent as Chairman, "to review present 4-H literature and to then develop 'guidelines' and recommendations which will be important when present 4-H literature is revised or new materials written."

The committee has met twice. On August 20, opportunities and responsibilities were discussed and each member charged with reviewing present literature and listing items needing attention in literature revision.

A two day session with all members present except one was held in December. Preliminary steps for developing the guidelines for 4-H literature were taken. The committee listed areas needing attention and sub-committees were set up to develop each area. The sub-committees met and made tentative recommendations. These will be revised and adjustments made.

The 4-H Literature Committee plans to make its report early in 1963. Special leadership was provided this area by J. M. Tyree, State 4-H Club Agent.

Phase: Programs for Different Age Levels

Objective: To help Extension agents recognize the need for and plan balanced county 4-H Club programs based on junior and senior age groups, abilities and developmental needs.

Why This Phase Received Major Emphasis: During recent years less than 20 per cent of all 4-H Club members in Virginia have been in the senior age group (14-21.) Many county Extension agents report that boys and girls seem to lose interest and drop out of 4-H Club work before they reach the age of 14. These conditions point to the need for balanced 4-H Club programs which not only provide opportunities for maximum development of the 10 through 13 year-olds but also promote interest and provide constant challenge to the 14 through 21 year-old senior members, as they continue their four-fold development.

Methods Used and Progress Made: In attempting to help specialists, district agents and county Extension agents understand the need for balanced 4-H Club programs based upon 4-H members' abilities and developmental needs, members of the State 4-H Club Staff discussed this topic during district meetings, county staff conferences, and through individual conferences with specialists, district and county staff personnel.

Even though there is no completely accurate method of evaluating results of these discussions, several developments during 1962 indicated an increased awareness, particularly among county personnel, regarding the importance of gearing 4-H projects, programs, and activities to developmental needs of boys and girls at various age levels.

Some of these developments were:

1. Project Emphasis - Agents and local leaders gave considerable attention to a number of 4-H Club projects which were designed especially to help meet the developmental needs of senior 4-H members. For example, the Automotive Care and Safety project was conducted in 61 different counties among 1,057 senior 4-H Club members during 1962.

Not only did the Automotive project provide these older boys and girls opportunities to learn skills in preventive maintenance of automobiles, but also they were taught to recognize their responsibilities to operate motor vehicles safely. Several agents reported that interest in the Automotive project had contributed to a sizeable increase in senior 4-H Club enrollment in their counties. Subject-matter material and instructions in this project are provided by Mr. E. B. Rele, Agricultural Engineer.

The 4-H Career Exploration project also attracted a great deal of attention during 1962. A total of 1,261 older boys and girls from 47 different counties were enrolled in the project. One hundred and eighty-two of these individuals were involved in the project for their second year. Agents

reported that they and adult leaders recognized the importance of providing opportunities whereby older 4-H members might satisfy their developmental need to explore many different careers. This project is co-ordinated with Dr. George Blume in Rural Sociology.

While not yet available on a state-wide basis, the Town and Country Business project was reported by agents in pilot counties, to be an excellent incentive for older 4-H'ers to remain in 4-H Club work. Subject matter is provided in this area by a Specialist in Agricultural Economics.

A fourth project for older members, Junior Leadership, was designed for the express purpose of providing additional opportunities for senior 4-H Club members to develop their leadership ability and, at the same time, to help younger members develop in a four-fold manner. A total of 2,495 older boys and girls were enrolled in this project during 1962. Several agents reported that emphasis placed upon the Junior Leadership project had resulted not only in an increase in senior member enrollment but also an increase in size and quality of the junior member program in the county.

2. Programs and Activities - A variety of programs and activities for club members of various age levels were reported by agents in a large number of counties. The role of 4-H Honor Club programs and activities in the success of senior member programs was emphasized in many ¹⁶ counties. Projects undertaken

by Honor Clubs and responsibilities delegated to Honor Club members often were cited as key factors in holding older boys and girls in 4-H Club work.

Comments from agents' reports indicate that they are beginning to recognize the importance of providing younger club members with satisfying learning experiences if these individuals are to stay in club work through their senior years (14-21.) The involvement of more, better trained adult leaders in project instruction at the local level is a major step toward providing these important experiences for club members of all ages.

The organizational structure of 4-H Clubs (also discussed in another part of this report) has become a major concern of agents throughout the state. Community 4-H Clubs have been recognized as an important tool in helping to meet specific needs of 4-H members while in-school clubs also continue to offer certain advantages.

Greater involvement of 4-H members, both at junior and senior age levels, in planning and conducting all 4-H programs and activities has been reported by agents to be adding breadth and depth to the total youth program.

Through the judicious use of incentives and awards at county, district, and state levels, important needs of 4-H Club members at all age levels are being met.

3. Literature - In recognition of the importance of gearing all 4-H literature to specific abilities and developmental

needs of 4-H members at various age levels, a state-wide 4-H Literature Committee was appointed by the Director in the summer of 1962. The appointment of this committee, charged with the responsibility of suggesting guidelines for all literature development in Virginia, resulted from interest expressed by county, district, and state personnel.

A second method proposed to help Extension agents expand the use of the age group approach in planning balanced county 4-H Club programs was to prepare and send to agents a publication entitled, "Planning a Balanced 4-H Club Program to Meet the Needs and Abilities of Different Age Groups." This method was not applied because of changes of personnel on the State 4-H Club Staff.

Special leadership was provided this phase by A. E. Slayton, G. E. Russell, and J. A. Reynolds.

Phase: Other Extension Youth Programs -YMW

Objective: To further develop potential leadership among older youth and to make effective use of this leadership in the county Extension program.

Why This Phase Received Major Emphasis: More than 20,000 rural youth between the ages of 18 and 30 are involved in some type of Extension organized and sponsored groups, Extension and other organization cooperatively sponsored groups, or in individual contacts with Extension personnel. These young people represent a storehouse of potential leadership within counties and they can contribute significantly to the success of educational programs sponsored by the Extension Service. The challenge in providing effective learning experiences for these individuals is an important one, not only because it will help prepare them to accept responsibilities of mature and useful citizens, but also because they in turn will assist others in developing in like manner.

Methods Used and Progress Made:

1. In striving to help county Extension agents recognize this is an important area of work, members of the State 4-H Club Staff conferred with agents through county-staff conferences and through individual contacts. An attitude change among

some agents was noted through later visits with these agents and through the following type of statement by agents on their annual reports: "We have turned more of the work over to the older (4-H Club) officers and leaders . . . agents provide leader training." (Buckingham)

2. Involving agents in such programs as the State Leadership Training Camp was another method used to help county staff better understand the value of having young adults participate in this type of program. At this point, it is difficult to evaluate the results of using this method. Even though the quality of participants in Leadership Camp seems to improve each year, the attendance decreased slightly over the past two years. County Extension agents who assist with Leadership Camp appear to return to their counties convinced of the value of the program in the training of individuals in the 18-30 age group but they do not always send delegates to the camp the following year.
3. The value of 4-H All Star members to the county Extension youth program was discussed with agents during new workers training conferences, district conferences, and through personal contacts by members of the State 4-H Club Staff. Through observation of improved relationships between All Stars and county staff, it appears that this method was reasonably successful. A total of 36 counties reported

organized All Star chapters during 1962. These chapters met a total of 86 times. As an example of the type of activity conducted by All Stars, one agent (Rockbridge) reported that "All Stars in his county sponsored the county 4-H Public Speaking Contest".

4. One method used in helping young men and woman increase their skills in working effectively as leaders was to provide opportunities for individuals to assume leadership roles through All Star organizations, Leadership Camp, and Collegiate 4-H Alumni Clubs. As an example of these opportunities, more than 250 older 4-H Club members and former 4-H Club members received valuable leadership training as members of Alumni Clubs at five Virginia colleges (VPI, Radford, Ferrus, Madison, and Mary Washington). By observing the effectiveness with which these young adults performed in key leadership roles, members of the State 4-H Club Staff (Blanton and Patton) concluded that this method of developing leadership skills was quite successful.

Another example of methods used in helping young adults increase their skills in working effectively as leaders was the International Fara Youth Exchange Program. Virginia sent four outstanding young adults abroad as IFYE delegates during 1962. They were: Mary Ball Massey, Westmoreland county; Nancy Burch, Warren county; Wilson Greenlaw, Stafford county;

and Curtis Absher, Montgomery county. One need only to observe these individuals as they share their IFYE experiences with Civic Clubs and other such groups upon their return to Virginia to recognize the leadership skills which they have developed through participation in this program.

Special leadership was provided this phase by Slayton, Russell, and Reynolds.

Phase: 4-H Re-enrollment

Objectives: The program objective was to re-enroll a larger percentage of 4-H members. Teaching objectives were: To develop a better understanding among Extension agents of the re-enrollment situation on the club, county, and state level; to make Extension agents aware of the program content and methods which are important in meeting the developmental needs and interests of boys and girls; to improve the skills, effectiveness, and confidence of Extension agents in program planning and using materials that are available.

Why This Phase Received Major Emphasis: Re-enrollment was selected as an area for major emphasis in 1962 because the 1961 reports showed that only 63.3% of the 71,962 4-H members in Virginia in 1960 re-enrolled in 1961. Many of the drop-outs were first-year members. Over 30% of the beginners dropped out during or immediately following their first year in 4-H. Studies show that 65% of the drop-outs could have re-enrolled while only about 35% could not re-enroll for reasons beyond their control. Based on this study, over 17,000 of the 26,000 who dropped out of 4-H in 1961 could have been retained.

Methods Used and Progress Made: Extension agents were made more aware of the drop-out situation on the county and state levels through the

publication of Virginia 4-H Club Facts and Trends in 1962. Facts and Trends gave the re-enrollment on the state level and made provisions for each county to determine their re-enrollment. A letter pointing out the value of re-enrollment was sent to each county and re-enrollment was discussed in individual office conferences with agents. Also, a suggested Plan of Work outlining the re-enrollment situation suggested objectives and possible solutions. This plan was provided each agent.

The re-enrollment situation and possible solutions were discussed with Extension agents participating in the Youth Section of the Annual Extension Conference Program. This was also a topic at district and area meetings.

Correspondence to county Extension agents and encouragement for each county to develop and use a County 4-H Yearbook was provided as planned. Also provided were radio programs on planning a yearly 4-H program. Extension agents have been encouraged to use the 4-H Leaders Handbook in working with adult volunteer 4-H leaders and to provide county 4-H yearbooks.

Provisions were not made in the 1962 Plan of Work for evaluating the effectiveness of Facts and Trends, office conferences, and the correspondence on re-enrollment. The annual narrative reports, however, showed that approximately one-fourth of the counties selected re-enrollment as an area for major emphasis for 1962. Counties recognize that re-enrollment of a larger percentage of club members cannot be accomplished in a short period of time. One county stated that this was a five-year objective. Other counties show plans for maximum

involvement of adult leaders in planning and carrying out a plan for re-enrollment with their 4-H members.

Re-enrollment of 4-H members for 1962 showed a slight increase. During 1962, 65.1% of the 66,096 club members were re-enrolled in club work. This is an increase of 1.8% over 1961.

Special leadership in this phase was provided by J. N. Tyree with assistance from other 4-H Staff members.