

PLAN OF WORK - 1958

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I. County Situation

The County Home Demonstration Program was planned to meet the needs and problems of the people. The conditions being the same in various communities were discussed and determined through home visits, county committee meetings and personal contacts. As a result of such information the problems and needs of the people in the county were realized.

The county has a population of 951 farm families, 477 negro farm families and 432 non-farm families. The chief types of agriculture are general truck farming, home gardens and poultry. A large percentage of the county land is in timber, therefore, many people earn a livelihood from the lumber mills and many families grow such cash crops as cucumbers, tomatoes, Blackeyed peas, soybeans, wheat, corn and tobacco. Men are frequently found employed in the pulp mill at West Point and nearby army and navy bases. Women find employment in the canning factory at Walkerton and domestic work in the county near-by towns. In each section of the county many families depend entirely on farming for their source of income.

The county being long, the people group themselves according to the neighborhood church. The people from the two extreme ends of the county are brought closer together as a result of the extension program and the consolidation of the two high schools into one centrally located one. Because of the size of the county it is often necessary to hold training meetings and the like in two separate groups, in order to reach all of the people. County wide meetings are called to plan the home demonstration program, the 4-H pro-

gram and to inform other groups of extension activities planned in various sections of the county.

The average family consist of from 5 to 7 members and with a limited income it is often extremely difficult to meet the family needs. The income is usually spent for food, housing, clothing, health, recreation and a few other necessities which help make for more comfortable living. Realizing the great need for improvement in family living conditions, in the county, it was the request of the people for more work in clothing, food preparation and preservation, health, and home improvement. The long-time goals the county chose are "Health and Reaching More People".

II. County Extension Program - Adult Organization

A. County Agricultural Extension Service Board or Advisory Board - The County Agricultural Extension Service Board has been working cooperatively with the County Home Demonstration Committee in publicizing the extension program in the county and in familiarizing the people in the county with the benefits which can be obtained as a result of the extension work. This group service as sponsor for all of the county wide activities carried on by the extension program.

B. County Home Demonstration Club Committee- County-wide home demonstration committee meetings was the media used to determine the county needs, and to plan the home demonstration program, to evaluate results obtained from previous work, and to inform other groups of extension activities planned in various sections of the county.

Careful consideration was given the various problems which affected the county program. The program development leaders and other leaders studied and discussed the problems presented, and major emphasis was placed on the areas which the group felt to be of most importance to the majority of the people.

The areas of work which seemed to be of major importance were set up in the program calendar to be worked on monthly. The conditions which the committee considered in planning the program for the year were: variety and economy in food preparation and preservation, health, clothing (renovating garments), and home improvement.

C. Project Work

I. Subject Matter Fields - Clothing

a. Renovation or Restyling of Garments.

1. Objectives

- (a.) To reduce family clothing bill by restyling old garments and bringing them up to date.
- (b.) To develop sewing skills.
- (c.) To have more appropriately dressed family members.

2. Procedures

- (a.) Demonstrations in club meetings.
- (b.) Obtain information on recent styles from fashion magazine, Television, Newspaper clippings, stores and style books.
- (c.) Each member will restyle one garment.

II. Food

a. Planning and Serving a Meal Including the Basic Seven.

b. Food Preservation - Freezing of fruits, vegetables and prepared foods.

1. Objectives

- (a.) To become familiar with the basic seven food groups and include them in the daily diet more regularly.
- (b.) To learn the fundamentals of meal planning.
- (c.) To learn to save time and money through the proper use of the home freezer.
- (d.) To become more familiar with the freezing of baked and prepared foods.

III. Health

- a. Personal Grooming and Cleanliness.
- b. The Home Medicine Chest.

1. Objectives

- (a.) To emphasize the importance of being well-groomed at all times.
- (b.) To stress good personal and family health conditions, and have happier, more healthy families.
- (c.) To realize the importance of a well equipped medicine chest.
- (d.) To become familiar with all of the articles which should be in a home medicine chest.
- (e.) To work toward having each club member bring their own medicine chests up-to-date.

2. Procedures

- (a.) Slide films and other illustrative material will be used to emphasize points on health and personal grooming.
- (b.) Bulletins, leaflets and other publications will be distributed pertaining to the project.
- (c.) An exhibit will be set up including all of the necessary articles to be placed in a medicine chest.
- (d.) Home visits will be made to emphasize the importance of good health practices.

IV. Home Improvement

- a. Accessories for the Home - How to Use Them.
- b. Flower arrangements for the interior.

1. Objectives

- (a.) To learn to choose accessories for the home which will add interest and make for attractive environment.
- (b.) To become familiar with what type of accessories to use in the various rooms and in what manner they should be used.
- (c.) To learn to arrange flowers for the home in attractive and interesting ways.

- (d.) To create a greater interest in the importance of arranging cut flowers to add meaning and interest to the arrangement.
- (e.) To develop

2. Procedures

- (a.) Leaders Training Meetings.- leaders will learn basic information and give demonstrations in monthly club meeting.
- (b.) Demonstrations will be given by leaders and members will participate in making some type of floral arrangement.
- (c.) Exhibits of various types of floral arrangements will be set up.
- (d.) One of the florist in a nearby county will assist in demonstrating the various arrangements.

V. Gardens

a. Planning year-round vegetable gardens

1. Objectives

- (a.) To cut down on family food bill.
- (b.) To have a larger variety of vegetables.
- (c.) To have a variety of vegetables all year round.
- (d.) To have more vegetables for home canning and freezing.

2. Procedure

- (a.) A leader training meeting will be held to bring out the basic ideas on planning year round vegetable gardens.
- (b.) Circular letters, bulletins, and leaflets will be distributed.
- (c.) Method and result demonstrations will be held.

VI. Special Interest Groups

- a. Renovating Lampscreens
- b. Repairing Pictures frames.

1. Objectives

- (a.) To encourage homemakers to use what they have on hand.

- (b.) To develop more attractive and comfortable homes.
- (c.) To learn to repair and refinish picture frames.
- (d.) To learn to renovate and make use of old lampshades.

2. Procedures

- (a.) Workshops
- (b.) Method and Result Demonstration
- (c.) Written Material
- (d.) Exhibits and Discussions.

C. Federation Program of Work

The federation program of work is health and reaching more people. Our objective is to increase the interest of the people in Home Demonstration work and to emphasize the importance of good health. We also plan to continue work on the community health chest.

D. Other Activities

1. National Home Demonstration Week - In celebrating National Home Demonstration week in the county, we plan to sponsor a fashion show and tea at the local high school. The fashion show was regularly scheduled to be held this past fall, but the time was changed in order to include all of the work being done on clothing in the county.

A. Objectives

1. To have all members of H. D. clubs in the county participate.
2. To display or model work done on clothing in Home Demonstration Clubs.
3. To recognize members and leaders for their contributions to extension work.
4. To advertise home demonstration work in both organized and unorganized communities.

B. Procedures

1. Appoint Committees

2. Plan and publicize the program.
3. Carry out program during national Home Demonstration week.

2. Achievement Day

A. Objectives

1. To help evaluate years work.
2. To help other people outside of extension program see what home demonstration clubs are doing.
3. To establish special interest programs in an effort to increase home demonstration club enrollment.

B. Procedures

1. Appoint committees
2. Publicize through radio, newspapers, and circular letters.
3. Discuss and plan in meetings ways of reaching more people.
4. Have each club set up an exhibit
5. Have each club give a progress report.

3. Live-At-Home Work

A. Objectives

1. To teach the value of community improvement.
2. To teach the advantage of working together.
3. To help improve communities that need it most.
4. To increase the demonstration community taking in more families.

B. Procedures

1. Make frequent visits through the community to check progress.
2. Have the committee to score the community twice a year.
3. Sponsor a garden and home improvement contest within the community.
4. Give community all possible publicity.
5. To make home visits and explain program.

4. State Advisory Board Meeting

A. Objectives

1. To note progress made in other parts of the state and report to club members in the county.
2. To cooperate with extension programs outside the county.

B. Procedure

1. Appoint two delegates, one man and one woman to attend advisory board meeting.
2. Have delegates make a report on their return from the meeting.

5. Farm and Home Week ProgramA. Objectives

1. To urge the importance of seeing and hearing some of the accomplishments made on a state wide basis.
2. To help people realize the benefits which can be obtained from such a program.
3. To encourage more people to attend the program.

B. Procedure

1. Send out circular letters giving people all of the necessary information concerning program.
2. Announce in meetings.
3. Appoint a committee to plan transportation for delegates attending the meeting.
4. Have reports made in each club.

6. Community ProjectA. Objectives

1. To help the people realize the advantages of cooperating and working together.
2. To make the maximum community improvements.
3. To work together in making the community more attractive.
4. To try and reach more people.

B. Procedures

1. Have each club select a community project.

2. Check on improvement of projects in monthly meetings.
3. Sponsor tours so that other people might observe work done.
4. Evaluate work.

7. Work in Unorganized Communities

A. Objectives

1. To create interest in extension work.
2. To reach more people.
3. To distribute helpful information to more rural people.
4. To help farmers and homemakers realize the need for this information.

B. Procedures

1. Personal contacts through home visits.
2. Attending churches.
3. Distributing circulars, bulletins, and other important information.

III. Farm And Home Development - The agent is now working with three farm and home development families. These families were chosen by the County Advisory Committee which works closely with the families in setting up their program.

They will receive information through leader training meetings, circular letters, bulletins, home visits by agent, workshops, result demonstrations, and method demonstrations.

IV. County Extension Program - Youth

A. Organization

1. County 4-H Council - This council is composed of officers and members from each 4-H club in the county. The council's membership consist of 4-H members, leaders, and parents.

(A) Objectives

1. To establish stronger and more effective 4-H programs.

2. To interest more girls and boys in the benefits of 4-H Club work.
3. To aid county 4-H clubs in planning more effective programs.

B. Procedures

1. Having more parents and leaders participation in 4-H club work.
2. Having more county-wide 4-H programs.
3. Publicizing 4-H work through radio, television, circular letters, newspapers and 4-H meetings.

2. Project Planning Committee - We plan to have project planning committees in each club to help plan and work out projects to be carried by 4-H'ers for the coming year.

1. Objectives

- a. To establish more interesting and meaningful projects.
- b. To publicize project work.
- c. To encourage more project completion.
- d. To encourage more members to work harder in order to receive more county and state awards.

2. Procedures

- a. 4-H training meetings (leaders)
- b. Circular letters, bulletins, leaflets, and demonstrations.
- c. Exhibits
- d. Tours

B. 4-H Project Work

1. Your Room Pep It Up

- a. How to plan an attractive room.
- b. Short cuts in caring for your room.
- c. Arranging your bedroom furniture.
- d. How to make a dresser scarf or towel
- e. Selecting and framing pictures
- f. The right lampshade for your room.

2. Looking Your Best

- a. Check Sheet - How Do you Rate?
- b. Storing your clothing seasonally.
- c. Your posture - Your voice.
- d. Care of the hair.
- e. Your Skin - Its Care
- f. Learning to make quick repairs.
- g. How to hang up your clothes properly.

A. Objectives

1. Each club will meet once a month.
2. To create more interest among 4-H members.
3. To develop skills through project work.
4. To make our room more attractive and comfortable.
5. To encourage the importance of good grooming and looking our best at all times.
6. To have each member keep a complete record of work accomplished.
7. To encourage orderliness in the bedroom, and have each member realize their needs and make plans for improvement.
8. To make simple accessories for the room.

B. Procedures

1. Method demonstrations will be given by members with the help of the leaders and agents.
2. Discussions by leaders and agents.
3. Written material, exhibits and tours.

C. Other 4-H Activities

1. Rural Life Sunday

a. Objectives

- (1) Have 4-H members assist with the church service on Sunday.
- (2) Encourage members to go to church more often.
- (3) To have all 4-H members in the county come together to worship.

- b. Procedure
 - (1) Appoint Committees
 - (2) Have members work cooperatively in planning the program.
 - (3) Have each club participate in program.
 - (4) Each club will join in a county-wide celebration.
- 2. State 4-H Short Course
 - A. Objectives
 - (1) To receive all of the available information of benefit to the 4-H program outside the county.
 - (2) To encourage better 4-H participation from members.
 - B. Procedure
 - (1) Delegates will be selected according to their achievements and interest in 4-H club work.
 - (2) Reports will be made by the delegates in the junior council meeting and 4-H club meetings after the short course.
- 3. Wildlife Conference
 - A. Objectives
 - (1) To enable 4-H'ers to be able to receive information concerning 4-H activities in other counties.
 - (2) To promote better 4-H club work.
 - B. Procedures
 - (1) Delegates will be elected in the June council meeting.
 - (2) Delegates will give a report of the activities of the conference.
- 4. Achievement Day
 - A. Objectives
 - (1) To evaluate years work
 - (2) To give others a chance to see the results of 4-H club work.
 - (3) To check progress of work done against that of other clubs.
 - (4) To learn how to judge good work.
 - B. Procedures

B. Procedures

- (1) Appoint a committee to plan programs.
- (2) Each club will put up an exhibit.
- (3) Each club will make a report of the years work.
- (4) Prizes will be given to the club with the best exhibit, and to the members with the best record.

5. National 4-H Club Week

A. Objectives

- (1) To publicize the work members in the county are doing.
- (2) To recognize the outstanding members and leaders.
- (3) To encourage more boys and girls to join a 4-H club.
- (4) To develop skill in planning and promoting program,

B. Procedures

- (1) Appoint a committee composed of officers and leaders to plan a program.
- (2) Publicize 4-H work during the week through newspapers.
- (3) Have each club recognize outstanding members and leaders.
- (4) Have a county-wide program in the celebration of National 4-H club week.

6. 4-H Club Tour

A. Objectives

- (1) To sponsor an educational tour for the 4-H club members in the county.
- (2) To visit some historical spot in Virginia.
- (3) To teach 4-H members to appreciate the educational benefits received from tours and other trips.

B. Procedures

- (1) Organize committees to plan and map out tour .
- (2) Inform members of tour through 4-H club meetings and letters.

V. Scope of Work

A. Organization	<u>No. in 1957</u>	<u>Goal 1958</u>
Number of home demonstration clubs	12	12
Membership	210	250
Number of 4-H Clubs	6	6
Membership	584	600
Number of young men and women's clubs	0	1
Membership	0	25
Number community improvement clubs	2	2
Membership	60	60
Number home economics committees	0	1
Number general interest committees	0	1
Number youth committees	1	1
Number other organizations	1	1
Number farm and home development families	3	3
VI. Plan for Leadership	<u>No. in 1957</u>	<u>Goal 1958</u>
A. Over-all Program Leaders (Organization leaders for county extension service board)	<u>17</u>	<u>25</u>
B. Home Demonstration Club Leadership	<u>No. in 1957</u>	<u>Goal 1958</u>
Number organizational leaders	17	24
Number project leaders (subject matter)	36	
No. Federation program of work chairmen	2	2
Number program development leaders	12	12
Number result demonstrators	4	12
Number meetings at which leaders were trained by specialists	5	5
Number meetings at which leaders were trained by district agents	0	2
Number meetings at which leaders were trained by agent	3	6

	<u>No. in 1957</u>	<u>Goal 1958</u>
Attendance at training meetings	28	72
No. club meetings held by leaders without agent present	23	30
No. club meetings in which leaders assisted	22	35
Total number demonstrations given by leaders	24	35
No. talks or discussions by leaders	35	40

Plan for training and using - Leader training meetings will be held every month or every two months to help strengthen the leadership. The sheets for reporting leader training will be used to evaluate work done at the end of the year. The leaders will conduct at least one meeting during the year without the agent present. Two or more meetings will be conducted by the leader with the agent present.

C. Over-all Youth Leaders (Organisation leaders for county Youth council)	<u>No. in 1957</u>	<u>Goal 1958</u>
	12	18

D. 4-H Club

Number 4-H Club officers	42	42
Number adult project leaders	24	24
Number junior project leaders	12	18
Number result demonstrators	0	6
No. meetings at which leaders were trained by specialist	0	2
No. meetings at which leaders were trained by district agent	0	1
No. meetings at which leaders were trained by agent	12	15
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	1
No. meetings at which leaders were trained by others	0	1
Attendance at leader training meetings	56	85

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. 4-H leaders trained individually	9	15
No. club meetings held by leaders without agent present	18	25
No. club meetings at which leaders assisted	17	35
No. demonstrations given by adult leaders	15	25
No. demonstrations given by junior leaders	9	15

Plan for training 4-H Leaders - Adult and junior leaders will be trained during the year at various intervals. Organizational, project and junior leaders will be trained in each individual field. Training meetings will be held in different sections of the county in order to have better attendance. Records will be kept to evaluate the work at the end of the year.

VII Other Agencies

- a. American Red Cross Association
- b. T. B. Association
- c. Parent-Teachers Association
- d. County Teachers Association
- e. County Health Department
- f. U. S. Saving Bond Drive

The home agent and leaders plan to cooperate with these agencies in whatever way possible; working with these agencies should develop in farm families a better understanding of world problem and a better relationship between the home and these agencies. And at the same time there will be an opportunity to emphasize the extension program.

VIII Public Relations

A. Elected Representatives - The county Board of Supervisors will be informed of the work going on in the county by the home agent. They will receive monthly and annual reports during the year. Program calanders will also be sent to the board so that they will know of other county activities prior to the date.

B. General Public - Plans include publishing news articles informing people of county activities, visiting churches and schools throughout the county and assisting whenever possible with worthwhile programs. The agent will also attend other gatherings and visit homes in the county.

C. Co-Workers - The home demonstration program and other problems affecting the county extension program will be discussed with other professional workers and the farm agent, in order that ideas and information may be exchanged to develop a better program.

IX Evaluation of 1958 Program

Programs will be evaluated and progress recorded through the assistance of the members, leaders, and the agent. Observations will be made in meetings of the quality of the meeting and the atmosphere. Enthusiasm of members and attendance of members in meetings will be recorded by agents and leaders and pooled at intervals. Home visits will be made to see and observe the results of project work during the year. Accomplishments will be noted through questionnaires filled out by members and leaders.

X Plans for Professional Improvement

A. The agent will read extension publications, and other professional books through out the year which will be of help in developing an interesting and worthwhile extension program.

B. The agent will attend programs and workshops given by other organizations whenever possible.

C. The agent plans to take an educational and recreational trip on vacation this summer.

D. The agent participates in the Virginia Agents Association and plans to work with other professional organizations, as well as attend the annual Agent's Conference at Virginia State College.

XI Plans for cooperating with other extension agents - I plan to cooperate with other extension agents in the county towards a more unified extension program, by having conferences to discuss similar county problems and working out a basic solution. To share with them bulletins and other information which I might have. By so cooperating we will be able to make the extension program in the county a more united and successful one.

XII County Problems - The most difficult problem now in carrying out extension work in the county is lack of employment. The job opportunities in the county are few. Therefore, the majority of the people have to work in Richmond and other nearby towns. Because of this, several of the club meetings are held at night in order that these women might attend.