

Three years ago we worked on a five-year Projected Plan. At that time, both men and women met together to review the county situation. Since then, the subject matter and special interest committees, of importance to women and 4-H members, have met to review the short-time goals and set up new short-time goals.

XII. PROBLEMS

1. More work to be done than personnel to do it. Need to depend more and more on leaders to carry on the programs while agent plans and organizes and trains. With so many new people with no knowledge of Extension, need extra person to educate about Extension and its purposes.

2. Need 4-H leaders who can attend training meetings and actually take responsibility for club meetings. Hope to recruit more of such leaders.

3. An Assistant Home Demonstration Agent stays only long enough to establish herself, learn to know the people, understand the program when she is moved. This is not too good for the 4-H and H. D. program.

Two home demonstration agents cannot do a thorough job of teaching or meeting all the needs of people in this county. However, we will endeavor to work together toward reaching as many people as possible, disseminating information and working toward better family living for all the people with whom we come in contact.

1. Schools

If work schedule permitted, would be glad to take some special course at a nearby school, such as the University of Maryland or the Department of Agriculture, Washington, D.C. Would be interested in taking course in Human Relations.

2. Short Courses

If any beneficial short course should be given in this area, I would make an effort to participate.

B. Reading professional books and other publications

Subscribe to, and read, a number of papers and magazines which given timely information about extension, homemaking, farm programs, action of Congress, etc.

C. Membership in professional organizations

Maintain active membership in State and National Home Agents Associations and State and National Home Economics Association, attend State and District meetings. Serve as corresponding secretary for State Home Demonstration Agents Association. Plan program for Northern Virginia District Home Economics Association meeting in February or March.

D. Participating in programs and workshops planned by other organizations.

Agent's program includes these whenever possible.

E. Plan and go on educational trips with home agents and home demonstration clubs. An annual trip is in the planning stage for home demonstration clubs.

XI. PLANS TOWARD A UNIFIED COUNTY EXTENSION PROGRAM

at January meeting.

b. Invite members of the Board of Supervisors, and other public officials to special programs, such as Achievement Days, Rural Life program, etc.

c. Make reports to the Board of Supervisors periodically.

D. Commercial Interests

Since home economists are not regular employees of business firms in this county, the agent gives subject matter demonstrations at times for various businesses. This type of demonstration is educational in nature and does not advertise for any particular brand or firm.

E. Other Professional Workers

Complete cooperation is the aim of the agent in the programs of other agencies which are set up for the general welfare of the people in the county.

IX. PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAMS

The Plan of Work sets up goals for 1959 which will be checked periodically. Monthly reports will be checked against the goals quarterly. Any apparent weaknesses will be given special attention.

Check sheets will be sent to presidents of the home demonstration clubs quarterly to see what progress they are making.

One evaluation study will be made and analyzed sometime during the year.

X. WHAT ARE YOUR PLANS FOR PROFESSIONAL IMPROVEMENT?

A. Organized Study

when the lighting program is presented to the clubs at the regular monthly meetings.

E. Other

The agent works with all agencies furthering the general welfare of the people in the county, such as: Farmers Home Administration, Veterans' Farm Club, Social Security.

VIII PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS

A. Co-workers

Efforts will be made to hold monthly staff conferences. The home agents will work on joint projects and will cooperate on general county projects.

B. General Public

a. Further good community relationship by participating in all possible civic and church activities.

b. Visit unorganized communities to impart to them specific subject matter occasionally; also reach them with timely news information.

c. Newspaper publicity will be obtained for result stories of outstanding work of individuals or families.

d. Promote good will of the general public by using all the facilities of the Prince William County Fair that are at our disposal.

e. Continue program at the local radio station to impart information to more people, and to tell them of the services of the Extension Service.

C. Elected Representatives

a. Report on 1958 activities and present Plan of Work for 1959

Plans will be formulated for organizing a YMW group of young couples, married and single, who have been 4-H club members. A number of young people in this age group have expressed an interest in having an organized group.

VII. PLANS FOR WORK WITH OTHER AGENCIES

A. American Red Cross

As already stated, we will be working very closely with Red Cross in Federation Program of Work, Safety, since emphasis will be on Civil Defense.

B. Civil Defense Coordinator

Mrs. W. L. Lloyd, Civil Defense coordinator for food and housing, is also our Program of Work Chairman. The Safety club program will be coordinated with Civil Defense Program through Mrs. Lloyd and the over all Civil Defense Coordinator for Prince William County.

C. Prince William County Library

Home Demonstration clubs will continue to take the mending of books at the library as a service project. The agent will work closely with the library officials in order that home demonstration club members can be kept informed.

D. Prince William Electric Coop and VEPCO

These two power companies are most cooperative with Extension personnel in lighting and 4-H electricity projects. A series of programs are planned with each power company for the 4-H club groups.

Both companies have participated to the fullest in establishing a good lighting result demonstration. Both will continue to cooperate

D. 4-H Club

No. in	Goal
<u>1958</u>	<u>1959</u>

Number of 4-H Club officers.	125	150
Number adult project leaders.	36	45
Number junior project leaders.	15	20
Number result demonstrators.	5	10
No. meetings at which leaders were trained		
by specialists.	2	5
No. meetings at which leaders were trained		
by district agent.	-	1
No. meetings at which leaders were trained		
by agent.	.9	15
No. meetings at which leaders were trained by		
personnel in 4-H Dept.	1	2
No. meetings at which leaders were trained by		
others.	-	3
Attendance at leader training meetings.	113	150
No. 4-H leaders trained individually.	30	35
No. club meetings held by leaders without		
agent present.	79	100
No. club meetings at which leaders assisted.	115	150
No. demonstrations given by adult leaders.	112	150
No. demonstrations given by junior leaders.	58	75

Project leaders training meetings will be held in each project where leaders are actively participating. All leaders will be invited to these training meetings. A training meeting will also be held for organizational leaders early in the year. Both Junior and Adult leaders will participate. Leaders are invited to attend home demonstration leader training meetings. The agent, with the assistance of specialists and 4-H Club Department personnel, will be responsible for training 4-H leaders.

E. Young Men and Young Women's Clubs

No. in	Goal
<u>1958</u>	<u>1959</u>

Number club officers.	16	20
Number adult leaders or sponsors.	30	4

The leaders in Young Men and Women's clubs will be trained in the same manner as the leaders are in home demonstration work.

B. Home Demonstration Club Leadership

	No. in <u>1958</u>	Goal <u>1959</u>
Number organizational leaders.	80	88
Number project leaders (subject matter).	190	198
No. Federation program of work chairman.	43	23
Number program development leaders.	23	23
Number result demonstrators.	20	25
Number meetings at which leaders were trained by specialists.	6	5
Number meetings at which leaders were trained by district agents.	2	2
Number meetings at which leaders were trained by agent.	20	20
Attendance at training meetings.	342	300
No. club meetings held by leaders without agent present.	210	150
No. club meetings in which leaders assisted.	266	200
Total number demonstrations given by leaders.	180	150
No. talks or discussions by leaders.	238	225

Leader training meetings will be held for all types of leaders preceding the project for which they are named. A summary of each training meeting will be sent to each leader following the meeting, including those who were unable to attend the meeting. Usually subject matter leaders are trained for two demonstrations and they choose at the training meeting the demonstration for which they will be responsible. At a time just preceding the meeting at which they will give the demonstration to their club, the agent will arrange to work with those persons individually, in small groups, or by letter.

Illustrative material will also be prepared for leaders to assist them in presenting the demonstration more effectively.

C. Over-all Youth Leaders
(Organization leaders for county
youth council)

No County Youth Council

b. Annual Achievement Program is given.

c. A vesper service, to be held on Rural Life Sunday will be observed by all the clubs. It will be held at Battlefield park.

d. County Council sponsors a float in Christmas Parade.

e. Four-H girls sell poppies for American Legion at Memorial Day time.

D. Young Men and Young Women's Work

Four home demonstration clubs are included in this group.

The agent hopes to get one more club in the group this year. The program is planned and executed in the same manner as other home demonstration club programs.

The agent also works with the Veterans' Farm Club.

V. SCOPE OF WORK

A. Organization	No. in	Goal
	<u>1958</u>	<u>1959</u>
Number of home demonstration clubs.	21	22
Membership.	525	535
Number of 4-H Clubs.	25	26
Membership.	293	400
Number of Young men and women's clubs.	4	Included in
Membership.	84	H.D. Section
Number community improvement clubs.	-	-
Membership.	-	-
Number home economics committees.	4	4
Number general interest committees.	1	1
Number youth committees.	1	1
Number other organizations.	6	6
Number farm and home development families.	3	3

VI. PLAN FOR LEADERSHIP

A. Over-all Program Leaders (Organization leaders for county extension service board)	No. in	Goal
	<u>1958</u>	<u>1959</u>
	No county extension service board.	

group basis.

C. 4-H Activities

1. Camps

Again this year, we plan to hold both a junior and senior camp. We hope to have, 100 girls attend at these two and the Conservation Camp. A number of older club members have responded generously to act as junior leaders at junior camp. We feel that this helps this age group to develop responsibility.

We hope to have ten girls attend Short Course this year.

2. Prince William County Fair

Each year we renew our efforts to have more and more club members participate and enter more exhibits in the fair.

4-H club exhibits, by all club groups, will be encouraged. These are judged on their educational value.

Record books will be brought to the fair for judging.

The County Council will again man an educational booth.

3. National 4-H Club Week

The county-wide Public-Speaking and Share-the-fun Contests are held during this week. We hope that, at least, 12 clubs will have exhibits in display windows. Members of the County Council secures advertising and write articles for the section of the newspaper which is devoted to 4-H activities at this time.

4. Other

a. Records are entered in state record contest and members compete in demonstration contests.

3. Teach bicycle safety

4. Teach fire safety

b. Procedure

1. Discussions

2. Outside speakers on fire and highway safety.

3. Demonstration given by member.

4. Movie on bicycle safety.

4. Electricity - Used as school and community project.

a. Objective:

1. Teach importance of electricity in the home and on the farm.

2. Teach care of electrical equipment.

3. Teach how to make and repair service cords and electric lamps.

4. Teach how to properly select, use and replace fuses.

5. Teach proper use of light in the home.

b. Procedures:

1. Demonstrations by members, agents and outside personnel.

2. Movies.

3. Tour of electrical farm and home.

6. Home Grounds Beautification.

7. Room Improvement

8. Laundry

9. Entomology

10. Food Preservation

Projects from 6 to 10, inclusive, are carried by individuals - not as clubs, and demonstrations and subject matter will be given on a

b. Procedures:

1. Demonstrate at club meetings.
2. Let members "Learn by doing" and demonstrating at

the meetings.

3. Use illustrative materials.
4. Set up exhibits at Fair and during National 4-H Week.

2. Clothing - Looking Your Best

So You'd Like to Sew

Make or Remake

a. Objectives:

1. Teach how to be well-groomed.
 2. Teach techniques in beginners' sewing.
 3. Teach styles, materials, for various occasions and types
- of figures.
4. Teach appreciation for and care of clothing.
 5. Teach how to construct garments.

b. Procedures:

1. Meet every week or every two weeks during summer months until project is completed.

2. "Looking Your Best" in school meetings through demonstrations by agent and club members.

3. Educate through use of exhibits.

3. Health and Safety - Both used as community project.

a. Objective:

1. Teach safety around the home
2. Teach highway safety

and for fair participation; will sponsor a Share-The-Fun and Public Speaking contest, county contests and dress revue, as well as activities for National 4-H Club Week, including the 4-H edition in the weekly paper.

3. All Stars

The All-Star Chapter will meet twice during the year. Their efforts are directed toward the improvement of the 4-H club program and they make recommendations for 1959 All Stars.

4. Honor Club

Four regular meetings will be held during the year, new members being initiated at the first. The Club chose, as their one big project for the year, to work to increase 4-H club membership. In addition, each Honor Club member will select one goal to work toward.

5. Project Planning Committee

This group will meet in the spring and again in the fall to review the program of the year, determine needs for the next year, and tentatively set up a schedule for in-school clubs and out-of-school clubs.

B. 4-H Project Work

1. Meal Planning and Preparation - Breads - Food Preservation

These projects are being conducted in community clubs now and will be conducted in summer clubs also.

a. Objectives:

1. Teach good work habits.
2. Teach different methods of food preparation and preservation.
3. Improve eating habits of club members.

a. Assist Miss Frances Crawford with her program, aid to visually handicapped.

b. Aid library with mending of books.

c. Achievement program will be held next fall.

d. Leaders assist with judging at neighboring fairs.

e. Work will be done in three unorganized communities.

III. FARM AND HOME DEVELOPMENT

At this time, there are three families in this program and the agent hopes to work with three more. There is no committee working on this. New families coming into the area and buying small places need assistance through an adjustment period. Money management seems to be a big problem in this area.

IV. COUNTY EXTENSION PROGRAM - Youth

A. Organization

1. County Youth Committee - From 10 to 15 members from All Star, Honor Club, County Council, and adults interested in youth problems, will meet early in the year to set up specific goals. They will evaluate the work which was done during the past year and make recommendations for this year.

2. County 4-H Council - composed of officers of all the 4-H Clubs.

The fall meeting will be devoted to the training of club officers. The group will hold, at least, four meetings throughout the year to discuss methods for improving the program; will urge regular clubs to participate in Rural Life Sunday; will set up requirements and plans for camp attendance

Bookmobile can provide most of these books.

2. Farm and home accidents and highway accidents, need to be stressed in your safety programs. Ideas for programs can be secured from Mrs. W. L. Lloyd, Safety Program of Work chairman, 331 N. West Street, Manassas.

3. Take advantage of Red Cross Emergency Feeding Canteen Classes organized under the direction of the Home Demonstration Agent. Classes will begin in January.

2. National Home Demonstration Week.

a. At least 10 club exhibits will be displayed in different areas in the county.

b. Radio and newspaper publicity will be given to H. D. work in county.

c. Agents will work in unorganized communities and try to get club started.

d. Have good representation at District Meeting.

3. Prince William County Fair

The Prince William County Fair, sponsored by the Veterans' Farm Club, is the largest project undertaken in the county, which benefits the entire rural and urban population. The Homemakers' Section is an excellent method of teaching the public about the work of the Extension Service, as the program is developed by the Home Demonstration Club women and the agent. Each club will prepare for competition an educational exhibit based on the home demonstration club program. Each club will be urged this year to have every member enter at least 1 item.

4. All Stars

Goals: 1. Cooperate with Civil Defense authorities in setting up adequate program in home, school and community.

2. Make survey of home, to find best place in home for family protection and safety.

3. Prepare and keep adequate supply of canned food, water and medical supplies sufficient for one week.

4. Every club member to register with Civil Defense.

5. Every club will assist Civil Defense Coordinator to enroll and inform other families of community about Civil Defense program.

6. Encourage members to obtain current certificates in First Aid, Home Nursing or Canteen.

b. Methods:

Program of work leaders will meet with agent and County Program of Work Chairman at least twice during the year. Plans and procedures will be discussed.

County Program of Work Chairman will write club Program of Work Chairman, giving monthly suggestions.

Home nursing, First Aid, and Canteen Classes will be organized.

D. Other Activities

1. Club suggestions

1. Each club has at least 1 copy of "Good Reading for H. D. Clubs 1958-1960". Many new and more recent books are included in this list. Read 5 of these books and report in October in order that Reading Certificates can be issued. The Prince William County Library and

Newspaper publicity

5. Clothing

October - The Stretchable Wardrobe

Beginners sewing class

a. Objectives

To help the housewife to be well-dressed at all times

To teach beginners sewing to assist the young homemaker

Teach the use of accessories

b. Methods

Monthly demonstrations

Tour to shopping center

Exhibits at fair

Plan weekly meetings in a series for the beginners sewing

class.

6. Rural Arts

November - Ideas for Successful Parties (Recreation for
teen-agers; parties; shows)

a. Objectives

To present ideas on how to give a successful and wholesome
party.

b. Methods

Each club will have leaders who will plan and conduct a
party, including invitations to refreshments.

C. Federation Program of Work - Safety

a. Aim: Home preparedness through Civil Defense for protection
from natural and man-made disasters.

Have families informed about legal matters.

b. Methods

Monthly demonstrations at club meetings by club leaders who have received leader training from home management specialist.

By all media, encourage homemakers to analyze their study area and make necessary changes.

For the July topics, persons well trained in their field will lead panels on discussions on one or more of the topics named.

Radio publicity

Have a workshop for making space savers

Demonstrations on exhibits at fairs

4. House Furnishings

September - Placing of Furniture for Beauty and Servicability.

Upholstery Clinic

Slip Cover Clinic

a. Objectives

To assist homemakers with room arrangement problems.

To teach homemakers to eliminate the "clutter" in their homes.

b. Methods

Demonstrations at fair: Exhibits to be reviewed by approximately 25,000 people.

Demonstrations at monthly meetings

Result demonstrations

Plan clinics where enough people want to learn upholstering and slip covering to justify.

Hold a home grounds institute

Train leaders by landscape specialist from agricultural college who will present the information to their club.

2. Foods and Nutrition

April - Cake Decorating

May - Colorful and Wholesome Luncheons at Moderate Cost.

a. Objectives:

Improve diet through study of nutrition foods.

Learn more about spending the food dollar wisely.

Learn how to prepare and serve meals attractively.

Instead of buying fancy cakes, learn to do-it-yourself for children's parties and special functions.

b. Methods

Train leaders by foods and nutrition specialist, V.P.I. for the two meetings.

Leaders and agent give demonstration at club meetings

Special exhibits during National H.D. week and at fair

3. Home Management

June - Space Savers for Kitchens

July - Hospitalization, Deeds, Wills, Social Security Credit

Improved lighting of study areas.

a. Objectives

Teach more about time and energy saving.

Have at least two homes in each club improve study area for school children.

Rearrange working utensils for more efficient operations.

B. Home Demonstration Club Program

Presidents of the 21 home demonstration clubs and county officers comprise this committee. The committee meets regularly in spring and fall and then once or twice more, as needed. At the spring meeting business covering events of the summer, such as fairs, and home demonstration food booth, is taken up, along with plans for program development. The program for the new year will be developed at the spring meeting, including program, club goals and program of work.

The committee plans to send delegates to state and district meeting.

Project Work

1. Landscaping

February - Identification and Placing of Plants and Shrubs.

March - Beautify Your Community. (Select some project)

a. Objectives:

Give homemakers knowledge of type of trees, shrubs and plants with suggestions for their placing.

Encourage proper placing and planting for beauty and comfortable living.

Improve appearance of homes and community.

b. Methods

Demonstrations at Meetings

Result demonstrations, 1 yard and 1 community project per club.

Radio

Exhibits at fair.

and make necessary changes and recommendations to the representative committees.

2. General Interest Committees

a. Landscaping - This committee will meet in January, review the long time goals and set up some short time goals. Serving on this committee are representatives of two housing developments, home demonstration clubs, one nurseryman and others interested in home and community beautification.

b. Youth Committee - Comprised of members of All Star, Honor Club, home demonstration clubs, 4-H clubs, and county council. This committee will review the long-time goals and set up short-time goals.

3. County Home Economics Committees

- a. Health and Nutrition
- b. Management of Time, Energy and Money
- c. Family Life and Recreation
- d. Housing and House Furnishings

Each of the above committees has members representing 4-H and Home Demonstration, and some non-club members. All are people who are interested in the welfare and development of people in our county. They are sensitive to the needs of others and are serving on the committee where this interest is greatest.

Plans are under way for these committees to meet in the near future to review the long-time goals, evaluate progress to date, and set up new short-time goals. The home demonstration club program has been developed and ties in very closely with the long-time goals developed by these committees.

1959 PLAN OF WORK

Leona K. Barlow
Home Demonstration Agent

Rubiette Miller
Assistant Home Demonstration Agent

Prince William
County

I. THE COUNTY SITUATION

Prince William County is a fast growing community on the fringe of the metropolitan area. Most of the new-comers are service people or they are employed outside of the county. Many women, too are working away from home, family earning power is increased but many other adjustments have to be made.

Farms are gradually decreasing and at the present there is an estimated 41,250 population, about double the 22,612 listed in 1950 census.

The per capita income for Prince William County is one of the highest in the state but the cost of living is listed in that category, also.

The fast growing communities bring with them problems, such as adequate school facilities, churches, recreational facilities, roads, etc.

II. COUNTY EXTENSION PROGRAM - Adult

A. Over-all Program.

1. Home Economics Council

Early in the year, the Home Economics Council will meet to study the entire county situation, analyze the programs and progress,