

PROGRAM OF WORK

CHARLOTTE COUNTY

1958

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COUNTY HOME DEMONSTRATION AGENT

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1958 PLAN OF WORK

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Charlotte County H. D. Agent

I. COUNTY SITUATION

Charlotte County is an agricultural county located in the Southern Piedmont plateau with an area of 496 square miles.

Agriculture is the main source of income, although in recent years several small textile manufacturing plants have located in the county. These plants employ around 600 workers, mostly white farm women. Nearly all women living on tobacco farms assist with preparing the tobacco for market.

According to the 1955 Census there are 1904 farms averaging 112.7 acres in size. The Census states that 75% of the population lives on farms. The county population is 52% white and 48% negro.

Tobacco both flue-cured and fire-cured, provides more than one half of the value of sales from farm products. The median income from farm products is \$1372. Timber manufacturing and cutting pulpwood are also important industries.

The 1955 Census states that 97% of the farm homes are wired for electricity, 90% have radio, around 60% have television, 33% have piped running water and 6.5% have telephones. This should be higher as four communities, Red Oak, Wylliesburg, Aspen and Phenix, have secured phone service since the Census was taken.

Drakes Branch, Charlotte Court House, Phenix and Keysville are incorporated towns have a total population 1,787 in 1950.

There is one consolidated white high school serving the entire county with an enrollment of around 600. There are seven white elementary schools. Each school operates a cafeteria. Four community canneries are operated seasonally. These are located at Wylliesburg, Aspen, Madisonville and Charlotte Court House. There is no community frozen food locker within the county. The 1955 Census reported 230 farm homes with home freezers.

## II. COUNTY EXTENSION PROGRAM - ADULT

### A. Organizations

#### 1. County Agricultural Extension Service Board

The County Agricultural Extension Service Board is composed of representatives of the 10 communities. It has for its purpose program planning and determining policies for the promotion of agricultural progress in the county.

Chairmen of commodity groups and leaders in other organized groups in the county are included on the board.

#### 2. Home Economics Council

The Home Economics Council is composed of a group of key women representing the ten communities of the county. They are responsible for studying the county situation and selecting the areas of work to be emphasized in the county program. They also serve to interpret the program to individuals within their own communities.

#### 3. County Nutrition Committee

The County Nutrition Committee composed of four members, a former

home economics teacher, two home demonstration members and one non-member are responsible for obtaining such facts as are available as related to the nutritional level of the county population. They will recommend for emphasis those areas in which there seems to be a need for further information. This information will be presented through home demonstration club programs, it will be taken to non club members by those enrolled in the home demonstration clubs. The radio and the local weekly newspaper are other means which will be used to get information to the public.

4. Improved Home Lighting

The Improved Home Lighting Committee composed of the home demonstration club members and one non club member has as its objective acquainting the public with the need for improved home lighting.

With the cooperation of local power suppliers a representative group plan to visit a home in an adjoining county to observe improvements in lighting. This is an effort to increase interest in an improved lighting program. Information will be presented in club discussions, through the weekly newspaper and on the weekly radio programs from time to time and through the 4-H electric project which is being carried by all 6th and 7th grade members enrolled in 4-H Clubs. An effort will be made to get several result demonstrations in improved lighting set up during the year.

5. County Home Demonstration Club Committee

The County Home Demonstration Club Committee is composed of the presidents of the thirteen home demonstration clubs, the county goal

chairman and the executive officers whose responsibility it will be to meet twice yearly to transact business related to the county as a whole. At the spring meeting, progress will be reported on goal activities, plans will be made for attendance of district and state federation meetings and for the observance of Home Demonstration Club Week, tours and other activities will be planned.

B. Project Work

1. Home Management Receives Major Emphasis in 1958 Program

Six demonstrations have been planned to enable the homemaker to make better use of her time and resources. These are: Stretching the Food Dollar; Stretching the Clothing Dollar; Time Savers in Housekeeping; Timesavers in Ironing; Selection and Care of Fabrics for Draperies and Slip Covers; New Fabrics and Finishes in Clothing.

Objectives are as follows:

1. To make available to the homemaker the newest information on fabrics and finishes for both clothing and household uses.
2. To enable the homemaker to select materials for economy, durability and ease of care.
3. To enable the homemaker to use time saving methods in home-making tasks and to acquaint her with new products designed to make housekeeping easier.

Method demonstrations will be given by project leaders of their respective clubs who have been previously trained either by the extension specialist or the agent. Leaders will be provided with appropriate illustrative material, bulletins, and the necessary

mimeographed material.

Members will assume responsibility of taking information to certain homemakers not enrolled in home demonstration clubs. Other means of reaching non members will be timely articles in the weekly newspaper and the weekly broadcast over station WFIS.

2. Food and Nutrition Receives Continued Emphasis

There will be two monthly topics devoted to Food and Nutrition. In December, Party Sandwiches and Refreshments met a timely need and was used in connection with the annual Christmas party. In October a demonstration is planned on Winter Meals for Health and Nutrition.

Objectives are these:

1. To enable the homemaker to prepare attractive and inexpensive refreshments for club and informal parties.
2. To help the homemaker to prepare more nutritious meals planned around the Basic 7 Food requirements.
3. To help the homemaker to become more aware of nutritional needs of her family.
4. To help improve the nutritional standards of the county as a whole.

Two method demonstrations will be held by trained leaders of each of the 13 clubs. Mimeographed recipes and charts will be supplied each member. An effort will be made to get this material into the hands of homemakers not enrolled in the club. Publicity will be given through news releases and on radio broadcasts.

3. House Furnishings of Interest to Homemakers

1. Window Treatment

Two demonstrations pertaining to window treatment will be given, one, Selection and Care of Fabrics, has been described under Home Management. Another, Window Treatment, will deal with styles of curtains and draperies and fittings most appropriate for windows of different types.

Objectives are these:

1. To enable the homemaker to choose appropriate and suitable materials for her windows.
2. To acquaint her with the characteristics and qualities of different fibers and blends used in window treatment.
3. To enable the homemaker to choose the most becoming method of treating her windows.
4. To acquaint her with those materials requiring the least possible care to be used in creating a more attractive home.

Method demonstrations will be given by the house furnishings leaders of each club who in turn have been previously trained for the demonstration. These leaders will be supplied with exhibits of material, with appropriate illustrations, posters and mimeographed material which will contribute to the demonstration. If the need arises, special interest groups will be conducted on construction of draw drapes and cafe curtains. Homemakers having special problems will be given individual help during home visits. A field trip will be arranged

to give those most interested an opportunity to visit the drapery department of a near by department store to see at first hand the materials available. Several homemakers who have done especially good jobs with their window treatment will be asked to use their homes for result demonstrations.

4. Clothing Receives Renewed Interest

Two demonstrations pertaining to clothing have been planned. One on Selection and Care of Fabrics has been described under Home Management. The other, Selection of Line and Design to Suit the Individual, will follow:

Objectives are as follows:

1. To enable the individual to choose both patterns and ready to wear that will help her to make the most of her figure.
2. To help the individual to select becoming clothes.
3. To enable the homemaker to recognize good workmanship in the ready to wear garment.
4. To acquaint her with the characteristics and care of the new fibers and blends.

Method demonstrations will be given<sup>by</sup> previously trained leaders of each of the 18 clubs. Appropriate exhibits and illustrative materials will be provided.

The press and radio will be used as a means of further reaching the public. Exhibits on special occasions will also be used as another means of teaching.

5. Recreation and Community Life

One demonstration has been planned on Planning for Family and Community Recreation. July has been left open for a family picnic or for club choice.

Objectives are:

1. To promote fellowship and friendly relations among the members of the group.
2. To provide for wholesome fun and fellowship in the county which is rural and removed from entertainment which urban communities provide.

Each club will provide for the recreation of its own community group, using the talents of those especially interested in recreation. Picnics, community suppers and informal parties will be held in each community at least twice during the year. A bus tour may furnish further recreation to a limited group.

C. Federated Program of Work

Home and Community Beautification is being carried as the Federated Program of Work for the second year.

Objectives are as follows:

1. Each club participate in a community project.
2. Each club participate in sponsoring a clean-up campaign.
3. Timely information will be presented by the club program of work chairman on such topics as Pruning Shrubs, Planting Bulbs, Transplanting Native Shrubs, etc.
4. A special interest demonstration will be given in March on

Pruning Shrubs by the Extension Horticulturist, who will also assist with planning community landscape demonstrations.

Each club has appointed a program of work chairman who will present timely material at each club meeting taking 10 minutes or less for her presentation. She will be responsible for working with the president and other committee members on the community project and on the Clean-Up Campaign.

Tours will be made to observe the results of landscaping done in past years, still used as result demonstrations.

D. Other Activities

1. District and State Federation Meetings

Each club will be urged to send representatives to the district and state federation meetings. The county federation will pay the expenses of one or more delegates to the state federation meeting and an adult sponsor to the State Short Course.

Individual clubs will be encouraged to pay the expenses of a delegate to the state federation meeting if means are available.

2. National Home Demonstration Week

National Home Demonstration Week will be appropriately observed. Publicity will be given through news articles, radio and television. A committee will be appointed to arranged a window display in at least one of the local stores.

An especial effort will be made to enroll new members during the month of May. Observance will continue throughout the month in order that each club may have an opportunity to participate.

3. Tours

A countywide tour will be planned during the year to visit result demonstrations and remodeled homes. This is designed to stimulate interest in home improvement, to add interest to club work and to publicize certain phases of home demonstration work.

4. Fairs and Judging

Trained leaders will assist as superintendents and judges of local fairs. These leaders not only make a valuable contribution through their time and efforts, but they encourage club and individual exhibits which publicize effectively some of the activities of home demonstration club members.

5. Organized Drives

Home demonstration club members will serve as chairmen for annual drives such as Red Cross, March of Dimes, T. E. Seals, Cancer and Heart funds.

6. Work in Unorganized Communities

An attempt will be made to reach people in unorganized communities through new releases, bulletins, radio and television.

Requests for assistance will be given through home visits in-so-far as time will permit.

Home visits to L-H Club members will offer opportunities for becoming acquainted with families otherwise not contacted through club organizations.

Home demonstration will be publicized through:

1. Local newspapers in weekly news releases dealing with the

activities and projects of the local clubs. Each club will have its reporter who will be responsible for reporting activities relating to her individual club.

2. Activities of interest will be reported over radio station WFLO which covers the county.
3. Result demonstrations.
4. Tours.
5. Exhibits and displays at fairs and during National H. D. Club Week.
6. Through the enthusiasm of the agent and members it is hoped that the public will become better acquainted with the program.

### III. FARM AND HOME DEVELOPMENT

Charlotte County is a pilot county in Farm and Home Development in which in the past work was done on an area basis. Around 40 families within the Red Oak and Madisonville areas have been contacted and offered the services of the program. The agent feels that no more than ten of these have actually availed themselves of the opportunities offered through her services.

With the assistance of a half time agent beginning February 1st, and with the change of policy enabling the agent to work intensively with any family within the county desiring her help, the agent feels that she will be able to work on management problems with 25 or 30 additional families. Several visits will be required to become acquainted with the homemaker, to help her to recognize her problems and to assist her in working out alternative solutions. Further visits will be made to families previously

worked with in order to offer further help on plans already started. Current bulletins and outlook material will be made available to families being worked with.

Group meetings will be held on Social Security and Income Tax returns and on such subjects as Home Ground Improvement, the Home Vegetable Garden and Management Practices, if interest justifies.

Outstanding progress will be recognized by a tour at the end of the year to visit the farm or home to observe the improvements that have been made.

#### IV. COUNTY EXTENSION PROGRAM - YOUTH

##### A. County Youth Council

The County Youth Council composed of 16 adults and 2 senior 4-H Club members meets upon request to advise in matters regarding the establishment of a more effective 4-H Club program.

Objectives are as follows:

1. To better acquaint local key people with opportunities offered in 4-H Club work.
2. To use their aid in securing project leaders.
3. To secure their help in determining the phases of the 4-H program to be emphasized.

Council members assist in training members for county and district competition. They will provide facilities for member training such as dairy, livestock and poultry.

They will provide transportation to county and district events and will encourage participation in same.

They will encourage members to exhibit at fairs and farm shows and will assist in collecting exhibits and in entering them for competition.

2. County 4-H Council

The County 4-H Council is composed of officers of the 18 clubs. This council will meet twice a year. The first meeting will be held immediately after club organization has been completed to train officers and to set up goals for the current year. The second meeting will be held in the spring at which time progress on goals will be checked and plans will be made for participation in camps and other summer events.

3. All Stars

County All Stars will meet during January to recommend candidates for 1958. Of the 6 All Stars in the county, only one of these is enrolled in high school. Those taken in in more recent years are either in college or employed out of the county. One boy and one girl will be recommended for membership during 1958.

4. Honor Club

A committee from the Honor Club will meet during the month of January to select candidates for 1958 membership. At a later meeting, those accepting will be initiated, officers will be elected and goals for the year will be chosen. Honor Club members will assist as junior leaders of 4-H project groups and with exhibits for 4-H Club Week and the local fairs.

5. Project Planning Committee

A committee, composed of representatives of the 16 clubs and their advisors, will hold one meeting before the beginning of the club year to select projects and activities for emphasis.

B. 4-H Project Work

1. Electric Project

Seven clubs with a membership of 79 girls selected the Electric Project II as an in school project. With the exception of Madisonville, which includes the 5th grade, these members are 6th and 7th graders.

Objectives are:

1. To become familiar with electrical terms.
2. To learn to care for equipment found around the home.
3. To read a meter and compute their light bill.
4. To plan improved lighting for their home or farmstead or to build a piece of electrical equipment.

Instructions will be given by representatives of the local power companies. Agents will furnish record books and other appropriate material.

2. Safety

Junior 4-H Club members composed of members of the 4th and 5th grades in six of the seven elementary schools of the county are enrolled in Safety as an in-school project. Ninety five girls are enrolled in this project.

Objectives are as follows:

1. Make the club member more safety conscious by having him make a safety survey of his home and farm.
2. Have members report hazards found and corrections made.
3. Teach members to give short demonstrations on various phases of safety.

Agents will supply record books and survey sheets and will assist members in planning their demonstrations.

### 3. Food Preparation

Food Preparation, including Bread, will be carried by 230 members as a year around project.

Objectives are as follows:

1. To enable girls to read and follow a simple recipe.
2. To help members acquire basis skills in preparing simple meals.
3. To stimulate interest in preparing simple, nutritious foods.
4. To encourage the girl to become a more responsible and useful member of her family group.

Method demonstrations will be given by the agent or adult leaders where possible. Members who cannot conveniently work in groups will work under their mother's directions. Members and leaders will be supplied with project bulletins and appropriate mimeographed material. Members will be encouraged to exhibit at fairs and shows.

### 4. Clothing I and II

There will be 110 members enrolled in clothing and related projects. Of this number 55 are enrolled in Make or Remake; 55 are enrolled in So You Want to Sew.

Objectives of these projects are as follows:

1. To enable members to develop basic skills in the construction of a simple garment.

2. To encourage the member to make a clothing plan.
3. To enable the member to select a simple appropriate pattern and material and to construct a simple fitted garment.
4. To encourage pride in personal appearance.

Method demonstrations will be given by trained leaders or by the agent in the basic techniques of clothing construction. Group instruction will be given by trained leaders in three communities. Members unable to work in groups will work under the instruction of their mothers.

Necessary project material and mimeographed material will be supplied by the agent.

5. Food Preservation

Around 25 members will be enrolled in canning and freezing projects.

Objectives are these:

1. To demonstrate correct methods of packaging foods for freezing.
2. To demonstrate correct methods of canning.
3. To encourage member to make a food plan.
4. To enable member to judge quality of canned and frozen food.
5. To add variety and interest to family meals by canning and conserving a greater variety of fruits and vegetables.
6. To improve the nutrition of the family by conserving a greater abundance of fruits and vegetables.

Method demonstrations will be used by group instruction by

agents and trained leaders or experienced homemakers.

Project material and mimeographed material will be supplied by agents.

Members will be encouraged to exhibit at county and area fairs.

6. Housekeeping

Housekeeping has been selected by 40 members.

Objectives are as follows:

1. To teach the member correct methods and work habits in caring for her room.
2. To encourage her to assume responsibility for certain selected tasks and thereby become a more efficient member of the family group.
3. To encourage her in developing habits of neatness and orderliness in caring for the house.

Club members will be supplied project material and instruction by the agent and will work under the direction of their mothers or a trained leader.

7. Room Improvement

Room improvement has been selected by 10 members as a year around project.

Objectives are these:

1. To encourage the member to assume responsibility for the care of her room.
2. To encourage the member to rearrange her room for appearance and convenience.

3. To help the member to develop judgment in the selection of furnishings for her room.
4. To help the member to develop skills in making or refinishing articles for her room.

Individual assistance will be given members by agent or leaders. The agent will supply necessary bulletins and information for the completion of this project.

8. Family Laundry

Twenty four members are enrolled in the home laundry project, 4 in laundry and 20 in ironing.

Objectives are as follows:

1. To enable the member to acquire skills in ironing different types of garments.
2. To demonstrate improved methods of doing the family laundry and to develop her skill in same.
3. To encourage the member to improve her laundry and ironing equipment.
4. To enable the member to assume responsibility for the care of her clothes and those of other members of her family.

Members will work under the direction of their mothers. The agent will supply project material and will visit and work with them individually at intervals.

9. Home Vegetable Garden

The Home Vegetable Garden project will be carried by approximately 20 members. Of this number around 8 will be beginner gardens and 12

family garden.

Objectives are these:

1. To teach the member to make a garden plan.
2. To encourage variety in planting the vegetable garden.
3. To help the member gain experience in planting and in cultivating a garden.
4. To teach proper methods of pest control.
5. Through record keeping, to help the member to appreciate the value of the home garden.

Members will be given individual instructions by their agents who will advise with them and will visit them at least four times during the summer. Girls will work closely with their parents who will supervise and advise them and give needed assistance. Circular letters will be mailed monthly carrying timely information. Members will be encouraged to exhibit at available fairs and contests.

16. Home Ground Improvement

Home Ground Improvement will be carried by around 10 members.

Objectives are these:

1. Encourage the member to improve the appearance of her home grounds with orderly arrangement of flowers, trees and shrubs.
2. Encourage members to assume responsibility for the care of her yard and surroundings.
3. To teach an appreciation of flowers, shrubs and shade as they contribute to attractive, comfortable surroundings.

Individual instructions will be given members by the agent who will visit members twice during the time that this project is in progress. Bulletins and mimeographed material will be supplied by the agent.

C. 4-H Activities

1. Camp and Short Course

An estimated 25 girls will attend Holliday Lake District Camp. Two or more older members will attend as junior leaders. An estimated 4 or 5 older 4-H Club members will attend senior 4-H Club Camp to be held for the first time at Holliday Lake.

It is planned to send our full quota to State Short Course and to State Conservation Camp.

2. Achievement Day

Achievement Day will be observed as in the past with a one day fair to be held at Randolph-Henry High School in October. This activity will be held in connection with the Vocational Education Department of the high school with exhibits and activities limited to members of 4-H, F.H.A. and F.P.A. organizations.

Every club member will have an opportunity to attend and will be urged to make an exhibit.

3. District Contests

An effort will be made to enter the county winner of each project in the district contest. Club members will also be encouraged to enter record books for competition for Achievement Awards.

Club members taking the electric project will be represented at the A-H Electric Congress in Richmond.

4. Fairs and Exhibits

Members will be urged to make both individual and group exhibits at the county and the Five County fairs. A committee of members taking the electric project will prepare an exhibit for the Electric Congress which will also be displayed locally and at the Five County Fair and Lynchburg Farm Show.

5. A-H Club Week

A-H Club Week will be observed with publicity in the county paper, over station WFLO and with appropriate exhibits in Keysville and in Drakes Branch.

6. Rural Life Sunday

An effort will be made to observe Rural Life Sunday with an appropriate service in at least one community this year. This observance will be sponsored by All Star and Honor Club members with A-H members taking part in the service.

V. SCOPE OF WORK

A. <u>Organization</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
Number home demonstration clubs	13	13
Membership	262	280
Number 4-H Clubs	18	17
Membership	277	280
Number young men & women's clubs	0	0
Number community improvement clubs	0	0
Number home economics committees	3	3
Number general interest committees	1	1
Number youth committees	1	1
Number other organizations	0	0
Number farm and home development families	40	60

VI. PLAN FOR LEADERSHIP

	<u>No. in 1957</u>	<u>Goal 1958</u>
A. Over-all Program Leaders	12	12
B. Home Demonstration Club Leadership	<u>No. in 1957</u>	<u>Goal 1958</u>
Number organizational leaders	74	74
Number project leaders (subject matter)	67	113
No. Federation program of work chairmen	13	13
Number program development leaders	13	13
Number result demonstrators	8	10
Number meetings at which leaders were trained by specialists	6	3
Number meetings at which leaders were trained by district agents	0	0

	<u>No. in 1957</u>	<u>Goal 1958</u>
Number meetings at which leaders were trained by agent	2	2
Attendance at training meetings	141	150
No. club meetings held by leaders without agent present	44	30
No. club meetings at which leaders assisted	65	70
Total number demonstrations given by leaders	109	110
No. talks or discussions by leaders	77	80

Plan for training and using leaders in 1958 Program

1. H. D. Club Officers

There will be 13 presidents, 13 vice presidents, 13 secretary-treasurers, whose responsibility it will be to preside over the club, to transact all business related to the club and to conduct discussions in program planning and those related to the program of work. New presidents will be elected before the fall meeting of the county federation in order that they may be trained in the duties of their office and observe the way in which the program is made up before taking office.

2. Project Leaders

There will be around 26 food leaders, 26 house furnishings leaders, 24 clothing, and 24 home management leaders who will be responsible for attending leaders' training meetings and presenting or helping present the demonstration in their particular field.

There will be three training meetings conducted by extension specialists and two by the agent using material prepared by the specialists prior to the time when these demonstrations will be given.

3. Federation Program of Work Chairmen

The 13 federation program of work chairmen will work directly with the county program chairman in presenting a program of activities to their respective clubs. They will meet as a committee early in the year and will at that time plan together for activities to be presented throughout the year.

4. Program Development Chairmen

The 13 program development chairmen will be charged with the responsibility of ascertaining needs on a community and countywide basis and for suggesting a program to meet these needs. They will help to formulate objectives and long time goals. With suggestions from the members they will prepare a summary of recommendations for the county planning meeting and will collect information from their members for the annual club summary of activities.

5. 4-H Club Leaders

The 4-H Club leaders will be responsible for keeping their clubs informed as to 4-H Club activities within the county. They will assist in securing project leaders for out-of-school clubs and for supervising projects of members working individually. There will be three out-of-school project groups conducted by adult leaders. These are located in Phenix, Oakview and Midway communities. Leaders who have been previously instructed by the agent will be responsible for project instruction.

C. <u>Overall Youth Leaders</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
Leaders for County Youth Council	3	3
D. <u>4-H Club</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
Number 4-H Club officers	107	90
Number adult project leaders	8	12
Number junior project leaders	4	5
Number result demonstrators	11	12
No. meetings at which leaders were trained by specialist	0	0
No. meetings at which leaders were trained by district agent	0	0
No. meetings at which leaders were trained by agent	0	2
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	0
No. meetings at which leaders were trained by others	0	0
Attendance at leader training meetings	0	12
No. 4-H leaders trained individually	4	4
No. Club meetings held by leaders without agent present	24	40
No. club meetings at which leaders assisted	2	2
No. demonstrations given by adult leaders	25	32
No. demonstrations given by junior leaders	6	8

Plans for Training and Using Leaders for 4-H Club Work

1. Organizational Leaders

There will be 17 club presidents, 17 vice presidents, 17 secretaries,

10 tre asurers, 17 song leaders and 17 reporters whose responsibility it will be to preside over each club meeting and to transact the business of the club related to their offices.

These officers will be trained at the fall meeting of the County Council immediately after their election. Those not attending will be trained individually.

2. Project Leaders

Adult project leaders will be secured for at least four out-of-school summer groups and for six out-of-school year around project groups. These and other leaders who will work with individual club members will be instructed by the agent.

3. Junior Leadership Activities

Junior leaders who are Honor Club members will be entirely responsible for one out-of-school project group which meets monthly in the home of the leaders, and for assisting with instruction in two other groups.

Junior leaders will assist with A-H Club Camp activities and in the preparation of exhibits for fairs and for special events.

VII. PLANS FOR WORK WITH OTHER AGENCIES

1. Woman's Clubs

The agent is Citizenship Chairman for the Keysville Woman's Club. In addition she will be responsible for putting on a demonstration for the club at one of its monthly meetings and for working with the garden chairman in putting on the spring flower show and in securing judges for this and other events relating to Christmas Decorations.

She will put on one program for the Drakes Branch Woman's club and will cooperate with the Charlotte C. H. Woman's Club in special activities.

2. County Health Department

The agent will at all times cooperate with any program of the county health department, and will help in publicizing any program which is to the best interest of public health in the county.

3. County T. B. Association

The agent will be a contributing member of the T. B. Association and will encourage her club members to cooperate through participation and services. She will assist in contacting leaders and in distributing material for drives and campaigns.

4. County Fair and Five County Fair Associations

The agent is an active member of the board of directors of the above mentioned fair associations and will gain assist local leaders in putting on their annual fairs in the fall. She will encourage club and individual exhibits from adults and 4-H Club members.

5. County P.T.A.'s

The agent will cooperate with the various P.T.A.'s in the county by putting on appropriate programs as requested.

6. Ruritan Club

The agent will again cooperate with the Ruritan Club by arranging for groups to serve at their monthly dinner meeting.

VIII. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS

A. & B. Elected Representatives and General Public

The agent will endeavor at all times to develop good public relations with elected representatives and with the general public by using every opportunity to inform them of the work being done by the extension service and by cooperating in answering requests for services in so far as possible. She will at all times avoid participation in activities of a political nature or those of a controversial nature or anything that would savor of partisanship.

C. & D. Co-workers and Other Professional Workers

Public relations with co-workers and other professional workers will be strengthened through a discussion at staff meetings of problems of mutual interest that arise from time to time. An effort will be made to understand the duties and responsibilities of each and to exhibit professional courtesy and understanding at all times.

E. Commercial Interests

When advisable, commercial demonstrators will be asked to assist with leaders training and special interest groups.

IX. PLANS FOR RECORDING AND EVALUATING PROGRAM AS PLANNED FOR 1958

The agent will review her plan of work at intervals to check the progress that is being made. She will also study monthly and annual reports and check her own progress against state summaries and statistics as received from the state extension office. These will be reviewed with the district supervisor for help in correcting weaknesses that may be evident.

X. PLANS FOR PROFESSIONAL IMPROVEMENT

The agent will continue to maintain active membership and to fill an office in both the State and National H. D. Agents' Associations and in the State Home Economics Association. She will attend all professional meetings both on district, state and national level.

She will endeavor to keep herself informed by reading subject matter articles in the several professional magazines to which she subscribes.

She will attend agent work shops and short courses when available in order to develop needed skills and techniques which will contribute to her efficiency.

She will avail herself of any trips, field or educational, and will attend district and state and national professional meetings which will enlarge her capacity for service.

XI. PLANS FOR COOPERATING WITH OTHER EXTENSION AGENTS TOWARD A UNIFIED COUNTY EXTENSION PROGRAM

Through frequent staff conferences and discussions of the several plans of work and by careful planning of countywide activities by the staff members, it is believed that a Unified Extension Program may be accomplished. This will be especially important in working on the Farm and Home Development phase of the program. Not only will frequent discussions be needed, but joint visits to the farm family in order that each member of the family partnership and both agents may understand the problems to be solved and may plan together for their solution.

XII. PROBLEMS IN CARRYING OUT 1958 PROGRAM AND PLANS FOR MEETING SAME

1. Improving 4-H Project Completions

There is a need for improvement in project completions and for following more closely the work that the club member is doing. This can be improved by closer supervision of the club member, by more frequent home visits and a better understanding with his parents and by his participation in out of school project instruction under an adult or junior leader.

Definite responsibility will tend to hold the interest of the older club member. It is hoped that more adult and junior leaders may be secured and that the quality of 4-H Club work and the percentage of completions may be improved in this way.

2. Need for Reaching Non Members

An especial effort will be made to reach more non members through active home demonstration club members. These members are being encouraged to take responsibility for taking information to one or more people unable to attend the meetings.

3. Improving Attendance at Meetings

During the tobacco harvesting season many women are unable to attend club because of the need for having to help with the crop. In one or more communities night meetings will be tried, which will be conducted by leaders entirely. This is an effort to allow the busy homemaker a chance to attend.

4. Need for Increased Telephone Service

Charlotte County as yet does not have telephone service available to all parts of the county which frequently necessitates a trip which could otherwise be avoided.

Communities without this service are being encouraged to make every effort to secure it and it is anticipated that at least two additional communities, Madisonville and Red House, will have telephones before the end of the year.