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HENRICO COUNTY
HOME DEMONSTRATION PLAN OF WORK
1955

Miss Mary Walker
AGENT

Mrs. Louise S. Rison
ASSISTANT AGENT

1955 Plan of Work

Miss Mary Walker
Home Demonstration Agent

Mrs. Louise S. Rison
Assistant Home Demonstration Agent

Henrico
County

I. County situation considered in working out 1955 program.

Henrico County's population (57,340 in 1950, 80,000 in 1954) was in 1950, 51% urban, 40% rural non-farm and 9% rural farm. The 10% negro population is served by a home demonstration home agent. The urban population is increasing at a rapid rate. The county is having many "growing pains" in connection with schools, sanitation, zoning, etc.

Only 30% of the county's farms are actually commercial farms. Most farm families and some rural non-farm produce food for family use, but only a small percentage of urban families produce any food at all.

The county spreads out around three sides of the city of Richmond, and is strongly influenced by the city. Most of the urban sections of the county are now served by Sanitary Districts which provide city-type services for these highly populated areas. Development of a county program is difficult because of the varying problems and interests of various groups in the county.

Housing is above average. Practically all homes for white residents have water systems and electricity. A large number have gas or electric ranges, adequate heating systems, telephones and other conveniences. Among the housing problems considered in planning the year's program were: inadequate storage space, and shabby and poorly cared-for furnishings and equipment.

There is a need for improving nutrition and health habits among families in

the county. Since very few families produce food at home, there is need for knowledge in planning, buying and preparing of foods to get the maximum nutrition from limited incomes. Increased production of vegetables and small fruits could also improve family diets. To encourage better family relationships, many women have expressed the need for help on easy and gracious hospitality in the home.

Concern about family financial matters and wise planning for the future led many homemakers to request assistance on proper procedure for banking, insurance, inheritances, wills, etc.

As a follow-up of previous years programs on stressing the family clothing budget, county women have expressed the need for help on making handbags and other accessories. Learning to make clothing plans, and to make the clothing budget meet this plan by wise buying and good quality home sewing is a need of the 4-H-age girls of the county.

© In 1954, Federation Goal programs on Citizenship and International Understanding awakened much interest in women of the county on the importance of being better citizens of the world as well as of the country. They felt that a continuation of this program would help more families in the county to be better active citizens.

II. The Adult program

A. Subject Matter Fields.

1. Food and Nutrition

a. Objectives

To help county families attain better health through a better understanding of nutrition and increased food production and preservation. To improve family relationships, and personality and character development through programs on easy and gracious home hospitality.

b. Program and procedures.

(1) Home Hospitality - a series of programs on easy and gracious entertaining in the home, including family parties.

(a) Leader-training meeting in December on "General Home Hospitality" and "One-dish Meals", followed up by agent with materials and additional training as needed.

(b) Leader-training meeting in May on "Table Setting and Arrangements", followed up by agent with materials and additional training as needed.

(c) Leader-training meeting in June on "Outdoor Cookery", followed up by agent with materials and additional training as needed.

(d) Leader-training meeting in June on "Buffet Meals", followed up by agent with materials and additional training as needed.

(e) Special interest meeting (county-wide), "Making Good Use of the Home Freezer", in February.

(f) Special interest meeting (county-wide), "Home Gardens and Small Fruits", in February.

(g) Demonstrations by leaders to Home Demonstration clubs and to Varina Junior Homemakers' Club at regular monthly meetings on Home Hospitality, One-dish Meals, Table Arrangements, Outdoor Cookery, and Buffet Meals.

(h) Radio - Talks by agent or leaders on each of these projects.

(i) Television - possibly 1 program by agent and leaders on one of the projects.

(j) Bulletins, correspondence, telephone - information on request.

(k) Exhibits and slide pictures at Achievement Day.

(l) Home visits by agent.

2. Housing and Home Furnishings.

a. Objectives

To help county families have more comfortable and convenient homes to

suit family needs. To help them to get better use of what they have, and to save money for other family needs by learning to care for repair, and rejuvenate equipment and furnishings.

b. Program and Procedures.

(1) Storage spaces for the home.

(a) Follow-up by agent and leaders of previous year's program on improved storage spaces, with individual help where needed.

(b) County-wide storage spaces tour during National Home-Demonstration, visiting homes of members who have made outstanding improvements.

(c) Result Demonstrations - 4 of the homes with outstanding improvements.

(d) Radio talk by agent with club member.

(e) Television program in February with 2 club members showing pictures of improvements they have made.

(f) Before and after slide pictures of good storage projects done as result of program.

(g) Home visits, bulletins, correspondence, telephone - information and help on request.

(2) Care and Repair of Small Electrical Equipment.

(a) Leader-training meeting in April, followed up by agent with materials and additional training as needed.

(b) Demonstrations by leaders to clubs in May.

(c) Special interest work meetings as follow-up in some club communities, conducted by leaders.

(3) Upholstery

(a) County clinic for leaders of clubs interested, in May.

(b) Community clinics conducted by leaders, in Fall.

(c) Exhibit at Achievement Day.

(4) General housing and landscaping.

(a) Home visits and individual help on request, by agent.

(b) Blueprints, plan books, bulletins - on request.

3. Home Management.

a. Objectives.

To help families to attain the most satisfactory family living through sound financial planning. To help women to be more efficient homemakers.

b. Program and procedures.

(1) Business Matters Which Homemakers Should Understand.

(a) Leader-training meeting in February on banking, family financial planning, wills, investments, credit, insurances, etc.

(b) Discussions in club in March, lead by leaders.

(2) Kitchen improvement, time and energy-saving methods and equipment, consumer buying.

(a) Assist individuals as requested.

(b) Give timely suggestions to clubs and groups.

(c) Bulletins, blueprints, telephone correspondence, home visits.

(d) Radio

4. Clothing

a. Objectives.

To develop in county women more artistic taste, and appreciation for quality workmanship and design. To inspire women to worthy leisure-time activities. To help meet the need of middle-aged women and older women for useful activities. To help women contribute to family economy by making attractive and useful articles for the home, for gifts, and for added income.

b. Program and procedures.

1. Swedish weaving.

(a) Leader-training meeting in January for leaders of clubs taking the project.

- (b) Demonstrations by leaders to clubs in April.
 - (c) Special interest work meetings as desired by clubs.
 - (d) Demonstrations by leaders to other groups.
- (2) Christmas Cards, including block-printing and spatter-printing techniques.
- (a) Leader-training meeting in September.
 - (b) Demonstrations by leaders to clubs in October.
 - (c) Workshop meetings, as set by clubs.
 - (d) Demonstrations by leaders to other groups.

B. Federation Goal - Citizenship and International Understanding (Second year)

1. Objectives

To develop in county women, families and communities, a deeper appreciation of the privileges and responsibilities of our American Democracy. To help county women to be better informed, active citizens of their own county. To stimulate more interest in and further understanding of the U. N. organization and of other nations.

2. Procedure.

- a. Discuss past year's accomplishments and general aims for 1955, with the county chairman.
- b. Have planning and training meeting for all club goal chairmen. Set up suggested program for clubs to carry out during year.
- c. Club program on the Goal at December meetings, and short programs at all subsequent meetings, led by club chairmen.
- d. Each club carry out one or more of the suggested projects, and urge members to carry out the individual projects suggested.
- e. County Goal Chairman to visit each club during the year.
- f. Take a group tour to New York to visit the United Nations headquarters. Invite club women from neighboring counties.
- g. Have exhibits or special features at Achievement Day.
- h. Carry out the following program, adopted by the Goal chairman at their

training meeting:

- December - Discuss the Citizenship Goal plans for the year, "Why I Am Thankful", and the U.N. tour.
- January - Discussion of history and general organization of Henrico County.
- February - Continue discussion of Henrico County Government, problems, and plans.
- March - Naturalization of our foreign-born citizens, and "Pennies for Friendship."
- April - The United Nations
- May - The Bill of Rights
- June - Our Flag
- July - I.F.Y.E. and pen pals. (Excerpts from letters of our District's I.F.Y.E., and of foreign pen pals of members.)
- September - Citizenship Day, with "buzz" sessions on Citizenship in home, county, country.
- October - Democracy
- November - Citizenship quiz.

(i) Projects suggested: foreign pen pals, U.N. tour (in March), foreign foods program, pledge of allegiance to Flag at all club meetings, continue subscriptions to the "U.N. Reporter", contributions for A.C.W.W. ("Pennies for Friendship"), Seeds for Democracy, attend a naturalization ceremony, 100% of members voting, citizenship skit by club members, cooperation with county or community programs on recreation, religious education, juvenile delinquency, etc.

C. Other activities.

1. Civilian Defense.

a. To help county women and families to understand the importance of a sound program of Civilian Defense. To help families prepare themselves and their homes for possible emergencies. To help communities organize and prepare their

families and facilities for Civilian Defense.

b. When county sets up a definite organization and program, enlist full cooperation of clubs and members as leaders in communities.

c. Encourage members to take First Aid and Home Nursing classes.

2. National Home Demonstration Week

a. Have county-wide Storage Spaces tour for members and others who are interested. Have group meet during lunch hour for a program.

b. Have a feature news article, a radio program, and a television program on Home Demonstration activities.

3. Achievement Program.

Have annual Achievement Day program in the Fall, with exhibits and reports of year's achievements given in interesting ways. Have at least 50% of members attend.

4. Fairs, judging.

Agent and leaders assist with Varina Community Fair, Elko Community Fair, County negro Fair, Atlantic Rural Exposition, and some neighboring County Fairs. Help Fair committees set up catalogs and general plans, help whenever possible with suggestions for improving arrangements, quality of exhibits, etc.

5. Reaching more people.

a. Encourage established clubs to sponsor new groups in their neighboring communities, according to the need.

b. Home Demonstration clubs meet more non-members through special-interest meetings, by passing on information to other individuals, and by leaders giving demonstrations to other groups.

6. Sponsoring Youth Work.

a. Encourage Home Demonstration clubs to sponsor 4-H clubs in their communities.

b. Urge Home Demonstration clubs to furnish 4-H leaders for year-round or part-time service.

c. Have County Girls' 4-H contests sponsored by Home Demonstration clubs.

d. Have a scholarship to the State 4-H Short Course furnished by County Home Demonstration Committee.

e. Have a youth chairman in each Home Demonstration club to keep adult club in touch with 4-H and other youth activities, problems, and needs.

III. 4-H Club Work

A. Project Work

1. Health

a. Objectives

1. To develop good health habits.
2. To acquire desirable food habits in keeping with a well planned family food budget.
3. To learn the value of young people developing sound bodies.
4. To gain an understanding of the sign of good health and common deficiencies relative to physical and mental health.
5. To share the responsibility for improving the health of the family and the community.

b. Program and Procedures

1. Explain the project to individuals and clubs.
2. Study the following topics:

Personal health

Family health

Community health

3. Health projects will be judged in May.
4. Awards will be given at County Rally Day to an outstanding boy and girl from the junior and senior clubs.
5. The county T. B. Association awards these scholarships to attend the State Short Course and Jamestown 4-H Club Camp.

6. Train leaders to assist with project.

2. Safety

a. Objectives

1. To share in the responsibility for improving the safety in your home, school and community.

b. Program and procedures

1. Explain project to individuals or clubs taking the project for the first time.

2. Awards will be given to members and clubs completing project.

3. Laundry

a. Objectives

1. To learn the best way to save time and energy in doing laundry.

b. Program and procedures.

1. Individuals will carry this project.

2. Requirements will be explained to all members taking this project for the first time.

3. Demonstrations will be given on how to make the small laundry equipment.

4. Demonstration on Sorting Clothes and Removing Stains.

5. Demonstration on proper washing of clothes.

6. Demonstration on how to sprinkle clothes.

7. Check on girls' records at close of project.

8. May enter county contest with records and giving a demonstration.

9. A leader-training meeting will be held in Spring.

4. Improved Ironing

a. Objectives

1. To learn the best way to save time and energy in doing ironing

b. Program and procedures.

1. Individuals will carry project.
2. Requirements will be explained to all new members taking this project.
3. At close of project, girls' records will be checked and award presented.
4. Girls may enter County Contest by submitting records and giving a demonstration.

5. Looking Your Best

a. Objectives

1. To develop good habits in having a neat and attractive appearance at all times.

b. Program and procedures

1. Demonstrations by leaders on all phases of becoming a better groomed person.
2. At completion of project, records will be judged and awards given.
3. Girls will have an opportunity to submit records and enter the County Contest.

6. Clothing

a. Objectives

1. To help h-H'ers be better dressed by better planning.
2. To help h-H'ers appreciate well designed and constructed clothing.
3. To teach the h-H'ers still in clothing construction.
4. To teach the h-H'ers how they may contribute to the family economy of clothing.

b. Program and procedures.

1. Teach girls to decide what garment to make, price to be paid and need for garment.
2. Measure figure to determine what size pattern will be needed.
3. Pick pattern suitable for material, amount of care needed and style.
4. Show them how to straighten material and shrink, if necessary.
5. Demonstrate to girls what a well-equipped sewing box should contain.
6. Demonstrate preparation of pattern, how to use the guide sheet, to understand the marks on a pattern and the placing of pattern on material.
7. Demonstrate threading a machine, care of machine and stitching.
8. Demonstrate the proper way to pin, baste and fit garment - how to press correctly.
9. Demonstrate how to put in zippers, fix on a band, collars, sleeves, hems, buttons and fasteners.
10. At completion of project records will be judged and girls have an opportunity to enter the County Contest.
11. A county-wide meeting on Spring fashions and accessories will be held in February by a local store.

7. Foods

a. Objectives

1. To learn to understand why we should eat properly and the best techniques to use in food preparation.
2. To help the girls to be healthier and happier through good nutrition.
3. To help the girls develop good eating habits and to influence their families.

4. To teach the girls to use standard measuring equipment.
5. To teach girls a safe method of dish washing.
6. To teach girls to plan, prepare and serve meals to their

families.

7. To help girls to plan with their families the amount needed to be canned or frozen for the family.

8. To teach girls good food preservation methods.

b. Program and procedures

1. Summer project groups and individuals will carry food projects.
2. Records will be judged at the completion of project.
3. Girls have an opportunity to demonstrate and submit records

in the County contest.

4. A county-wide training meeting will be held in June.

8. Housekeeping

a. Objectives

1. To learn the best techniques of keeping house to save time and energy.

b. Program and procedures.

1. Explain project to individuals taking it for the first time.
2. When individuals complete project, their record will be judged.
3. Girls have an opportunity to enter the County Contest.

9. Home Improvement

a. Objective

1. To learn to make our homes more convenient, comfortable and attractive.

b. Program and procedures

1. To explain project and requirements to individuals starting in project.

2. At completion of project, records were judged.

3. Girls have an opportunity to enter County contest.

10. Other 4-H Activities

a. 4-H Camp

Have all clubs represented at Jamestown Camp. Every member must have completed a project to be eligible to go. Junior and adult leaders will attend a week-end leadership camp, preceding the regular camp and a handicraft training meeting.

b. Conservation Camp

Have as many of our outstanding junior leaders attend as the quota allows. This camp gives excellent training in leadership and a good study of conservation.

c. Honor Club Week-end Camp.

Try to have all active Honor Club members attend this week-end outing. It is a privilege to attend this camp as an outstanding senior 4-H member.

d. Plans are to have a representative at Young Men and Young Women's Camp.

e. Community projects

Each club is to have a community project. Many projects are on safety, health, recreation and grounds beautification.

f. Rural Life Sunday

All clubs try to have representatives at the annual Rural Life Sunday Service. Honor Club members will be in charge of program. The Service rotates with Churches and communities.

g. County Contest

County contest will be held in the Fall in all projects for junior and senior 4-H club members.

h. National 4-H Achievement Day and National 4-H Club Week.

Give television shows, radio talks, newspaper articles, exhibits and displays on school bulletin boards, are ways in which Henrico 4-H'ers plan to celebrate.

i. Rally Day

Every club in county represented. Junior and adult leaders plan and conduct the activities throughout the day. This is an annual all day outing usually held at Swift Creek park.

j. Radio, Television, Newspaper

Plan a monthly radio program using leaders and members as often as possible. Try to have several T.V. programs a year using outstanding 4-H'ers.

Use Newspaper to announce county-wide meetings and special articles.

k. 4-H State Short Course

Send representatives from all senior clubs to Short Course. Be an outstanding senior 4-H member completing one or more projects in order to attend.

l. 4-H Public Speaking Contest

This contest is sponsored by the County's 4-H All Stars and is held in May. Scholarships to Short Course are awarded senior boy and girl winners. Intermediate winners receive a scholarship to Conservation Camp and junior winners receive a scholarship to Jamestown 4-H camp.

m. The "Share the Fun Talent Show"

This is a 4-H club recreational activity sponsored by the U. S. Royal Tire dealers. The County Council is in charge of conducting the talent show.

Scholarships will be awarded to junior and senior 4-H members to attend
Camp and Short Course

IV. Young Men and Young Women's Work

A. County 4-H All Star Organization

1. Objectives

- a. To encourage service through both individual and cooperative efforts.
- b. To keep in contact with All Stars in County and surrounding area.
- c. To encourage 4-H members in their project work.

B. Activities

1. Group meets once a month
2. All Stars sponsor the 4-H Public Speaking Contest.
3. All Stars publish one County-wide newspaper.
4. At business sessions, they discuss and select outstanding 4-H'ers who will probably be initiated into the organization at State Short Course.
5. Members assist with programs, etc at Short Course, camps, Rally Day and project groups.

V. Farm and Home Development.

The agents plan to work with 3 or 4 families this year. One of these families will be used as a training project for the agents of this district in February. Selection of these initial families will be made mostly by the four Extension agents, after careful consideration of possible farm families in the county. In order to have the necessary time for working with these families, the home agents will give even more responsibilities to leaders in the Home Demonstration Club and 4-H club programs.

VI. Scope of Work:

A. Organization

	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	No. in <u>1954</u>	Goal <u>1955</u>
No. of home demonstration clubs	21	22	23	23	24
Membership	610	625	650	674	700
Number of 4-H clubs	21	24	24	26	31
Membership (Girls)	534	489	500	834	1,062
No. young men & women's clubs	2	2	2	1	1
Membership	48	48	55	38	42
No. Community Improvement Clubs					
Membership					
No. other organizations (Varina Junior Homemakers)				1	1

VII. Describe plan for using the following organizations to strengthen the Extension program in 1955:

A. County Home Demonstration Committee.

Have 2 regular meetings, and 2 or more Executive Board meetings as necessary.

Have County-wide activities sponsored and directed by this group. Also, have the County club program planned by this group after discussion by all the clubs. Use sub-committees for all county-wide activities and special projects of the County Committee. Keep county chairman well informed at all times on club activities, discuss problems and needs with her, and help to broaden her outlook. Encourage county chairman to visit all clubs during the year.

B. A county advisory board will be used to discuss possibilities for the county submitting an application for the Master Farm Family award. The committee will also make the decision on which family will be recommended. This committee consists of the Chairmen of agricultural committees, Chairman of the County Home Demonstration clubs, and representatives from each of the county's previous Master Farm families.

C. County 4-H Council

1. Have 3 County Council meetings during the year.
2. Train officers
3. Have Council sponsor Rally Day and "The Share the Fun" contest.
4. Have committees to help plan program and assist with Rally Day,

Camp, etc.

5. Be sure 4-H officers understand their duties and responsibilities.
6. All officers of 4-H clubs are members of the County Council.
7. County Council sponsors a song contest to promote the Health project.

D. County Honor Club

1. Have 4 meetings a year
2. Have county and home agents to recommend new members. Members must be 14 years of age, have completed 3 or more years of project and be outstanding in leadership.
3. Discuss and vote on new members at Fall meeting.
4. Have a Candlelighting Service and Initiation party for new members.
5. Sponsor Rural Life Sunday
6. Have goals for all members - one that is exceptionally good is that every Honor Club member is to help 5 younger 4-H members in their 4-H Club work.

E. County All Stars (discussed in Section IV.

F. None

G. County 4-H Project Planning Committee

Have a Committee of 4-H members, leaders and teacher sponsors meet at a County Council meeting to make plans for the school project for the following year.

H. None

VIII. Plan for Leadership:

A. Home Demonstration

	No. in 1951	No. in 1952	No. in 1953	No. in 1954	Goal 1955
No. Project Leaders (subject matter)	261	340	464	480	500
No. federation goal chairmen	21	22	24	24	25
No. program development leaders	21	22	23	24	25
No. of result demonstrators	17	17	12	3	5
No. meetings at which leaders were trained by specialist	9	8	7	9	
No. meetings at which leaders were trained by district agents			1		1
No. meetings at which leaders were trained by agent	8	5	6	7	
Attendance at training meetings	281	365	483	462	
No. club meetings held by leaders without agent present	145	172	177	216	
No. club meetings in which leaders assisted	147	140	123	60	
Total no. of demonstrations given by leaders	265	300	315	330	345
Total number of talks or discussion by leaders			365	437	460

Plans for training and using all types of leaders in carrying out 1955 program.

Training meetings will be held for leaders on the following: Federation Goal, Home Hospitality, One-Dish Meals, Handbag-Making, Swedish Weaving, Program Development, Business Matters for Homemakers, Care and Repair of Equipment, Table Arrangements, Upholstery, Outdoor Cookery, Buffet Meals, and Christmas Caris. Agent will follow up training meetings with materials and help and suggestions as needed.

All clubs will appoint leaders for all club programs. These leaders will be given the responsibility for getting the training, preparing for the club programs, conducting special interest workshops as requested by the club, passing on the information to other individuals and organizations, checking on results, and doing whatever

follow-up work the project requires. The agent will strive to see that all leaders get a real satisfaction from their jobs.

B. 4-H Club

	<u>No. in</u> <u>1951</u>	<u>No. in</u> <u>1952</u>	<u>No. in</u> <u>1953</u>	<u>No. in</u> <u>1954</u>	<u>Goal</u> <u>1955</u>
No. 4-H Club Officers	105	120	120	130	155
No. adult project leaders	17	20	23	25	35
No. junior project leaders	16	23	30	32	35
No. result demonstrators					
No. meetings at which leaders were trained by specialist	1	2	3	3	4
No. meetings at which leaders were trained by district agent.					
Ⓢ No. meetings at which leaders were trained by agent	3	2	4	4	6
No. meetings at which leaders were trained by personnel in 4-H Department		1	1	1	2
Attendance at leader training meetings	124	130	160	26	200
No. 4-H leaders trained individually	28	23	25		
No. club meetings held by leaders without agent present	58	131	150	90	250
No. club meetings at which leader assisted	85	90	150	200	300
No. demonstrations given by adult leaders	129	131	150	170	250
No. demonstrations given by junior leaders	447	188	200	275	400

Plans for training and using all types of 4-H leaders in carrying out 1955 program.

1. Train adult and junior leaders at one or more County-wide meetings in Food, Clothing and Laundry by specialist.
2. Work toward securing more project leaders.

3. Train Honor Club members and All Stars as adult and junior leaders.
4. Train Camp leaders at a meeting held jointly with Hanover, by specialist and leaders.

C. Young Men & Women's Clubs

	<u>No. in</u> <u>1951</u>	<u>No. in</u> <u>1952</u>	<u>No. in</u> <u>1953</u>	<u>No. in</u> <u>1954</u>	<u>Goal</u> <u>1955</u>
Number of club officers	11	12	12	12	5
No. adult leaders or sponsors	2	2	2	2	4

Plans for training and using leaders in promoting the Young Men & Women's Club Program in 1955.

1. 4-H All Stars (report under IV.)

IX. Plans for work with other agencies

A. Have Public Relations Chairman of County Home Demonstration Committee serve as liaison between Home Demonstration clubs and other agencies and organizations. This Chairman suggests to clubs ways they can cooperate and take charge of county-wide projects.

B. Tuberculosis Association and Health Departments assist with 4-H Club Health project and contest. Home Demonstration Clubs to cooperate with T. B. Association in Seal drive and educational programs.

C. Cancer Foundation

Home Demonstration Clubs help promote educational program and assist with cancer bandage making.

D. Red Cross cooperates through Home Demonstration Clubs on hospital service work, educational classes, volunteer recruiting, furnish home made cookies twice each month for social activities at Fort Lee Army Base.

E. P.T.A. - Agents give talks and demonstrations when called upon. Have 4-H Clubs put on programs or exhibits for P.T.A. meetings. Secure cooperation of P.T.A. on Extension Service programs. Keep informed on P.T.A. programs and cooperate

with them.

F. Civilian Defense - Keep informed on local, State and National programs. Pass on information to Clubs. Urge Clubs to attend and sponsor First Aid, Home Nursing or Mass Feeding courses (or others as needed).

G. Dairy Council of Richmond - gives assistance with the 4-H Contest. They sponsor the 4-H Dairy Foods project. Cooperate with educational program during Dairy month.

X. Plan for developing good public relations.

A. Elected representatives. Agents and club leaders inform representatives on Extension program. Publicize community improvement and more fundamental programs so that these representatives as well as the general public will see the worth-whileness of tax money spent for Extension.

B. General Public

1. Through friendly, courteous, impartial service to all in office and field.

2. Develop better understanding among city residents and non-participants of the Extension program and its program, through well-planned radio and television programs, and newspaper articles.

3. Prepare carefully the report of Home Demonstration work done in the county to be printed in the county's annual report to the public. See that it gives a good picture of the work to the general public, to county and state officials, to other organizations and agencies.

4. Guide program development so programs will be based on needs of the people, then promote a spirit of enthusiasm among leaders and club members toward Extension programs, so that more of them will be goodwill ambassadors wherever they may be.

5. See that every club meeting, training meeting, committee meeting,

special interest meeting and special event is worthwhile, interesting, and well-conducted. Train leaders carefully. Check to see that they are prepared to do a creditable job. Be sure that agent's part in meetings is well-prepared, never "sloppy".

C. Co-workers

Have weekly conferences of farm and home agents and assistants. Invite negro agent once a month. Keep agricultural agents informed on home agents' programs. Strive for better mutual understanding on agricultural and homemaking programs, and for more cooperative programs. Have all four agents working together on Farm and Home Management projects. Cooperate with negro home agent, assist her when needed.

D. Commercial interests.

Get interest and support of local firms in Home Demonstration and 4-H work. Secure interest of local firms in sponsoring 4-H contests and projects. Maintain good will of firms, utility companies, and organizations which cooperate by allowing Extension meetings to be held in their buildings. See that proper appreciation is always expressed.

XI. Plan for recording progress and evaluating programs as planned for 1955.

- A. Agents check plan of work at least once a month.
- B. Have check sheet in Home Demonstration Yearbook to help members keep record of accomplishments.
- C. Train leaders to secure and evaluate information secured from members.
- D. Have reports from club officers and project leaders sent in to agent in September. Have evaluation discussions in clubs in October.
- E. Have evaluation discussion at County Program Development meeting.
- F. Train 4-H adult and junior leaders to help club members with records, and to assist with compiling and evaluating.
- G. Home agents evaluate together entire adult and youth program at end of year.

XII. Plans for Professional Improvement.

A. Organized study

1. Take a 3-day trip with Home Demonstration members to visit United Nations.

2. Attend Agent's Workshop in district.

B. Reading professional books and other publications.

1. Read regularly Journal of Home Economics, U.S.D.A. publications, Farm Magazines, also Time, Readers' Digest and Women's Magazine.

C. Membership in professional organizations, National, State, District and Local Home Economics Association; National, State, District and local Home Economics Association, Richmond U.S.D.A. club, Richmond Agricultural Grange.

D. Participation in programs, workshops, etc. of the other organizations, Garden clubs, business firms in the City of Richmond; the Virginia Museum of Fine Arts, Civil Defense, Red Cross, etc.

E. Planned Educational Trips

Attend National Home Demonstration Agents Association meeting and the State Home Economics Association meeting.

Assistant Home Agent

A.1-The agent plans to attend District training meetings, agents' conference and Institute of Rural Affairs.

2. Take a 3-day tour of the United Nations in New York in March.

B. Reading professional books and other publications

1. Read regularly Journal of Home Economics, U.S.D.A. publications and farm magazines. Also, Time, Readers' Digest and Women's Magazines.

C. Membership in professional organizations, National, State and District Home Economics Association; National, State, and District Home Agents' Association.

XIII. Plans for cooperating with the other Extension agents in the County toward a unified County Extension program or some phase of the program. Work together

particularly on the Farm and Home Management, 4-H, Master Farm Family, and Home Gardens programs. Try this year to have more joint work on landscaping, housing, and consumer marketing.

XIV. Most difficult problems in carrying out the Extension program in the County.

A. Inadequacy of Extension office and storage space. Agents will continue to work on this problem with the County Manager.

B. Need for meeting room for training meetings and other county-wide activities. Agent will continue to work with County Manager toward getting a kitchen-meeting room.

C. Crowded school situations, and lack of suitable facilities for school meetings of 4-H clubs. Agents will continue to work with community leaders, principals, and teachers on improving this situation.

D. Need for more 4-H leaders.

Agents will continue to work through Home Demonstration clubs, teachers, principals, and 4-H members to get more interested and efficient adult leaders. To handle the large membership of girls, the county should have about 50 adult leaders.