

Brief Evaluation of Accomplishments (Continued)

Some things considered in evaluating the supervisory program were:

1. The number and kind of activities planned and followed through.
2. The quality and quantity of work accomplished.
3. The recognition that was given to the Extension Service Programs.
4. The growth and development of the agents, as noted in the maturity of their thinking and attitudes toward their work.

More current literature was purchased and read. Cooperative Extension Work was studied from a new publication. Through conferences and study opportunities were seen whereby the Extension Service Supervisory Work could be improved.

Outlook and Recommendations

1. More time is needed in office to study reports, plans, and literature.
2. There is need for assistants in training for replacements and new work.
3. Some assistance should be provided for counties with unorganized home demonstration work.
4. Assistance is needed for improving the 4-H club work in the counties.
5. More intensive training is needed from specialists to help leaders with their problems.
6. More clerical help will release agents from routine jobs and increase the efficiency of office procedure.

A study of the Farm Family Outlook Materials indicate that there will be need and opportunities for the Extension Service to assist the families in this State.

Brief Evaluation of Accomplishments (Continued)

Numerical Goals for 1949 Indicated		Accomplishments	
	Counties	:	Counties
(g) Secure office space and equipment needed for	2	:	Space for 3 - Equipment for 6 counties.
(h) Assist with better management in existing offices in	28	:	28 reported helped.
(i) Secure county appropriations for developing work in	4	:	2 appropriations secured.
(j) Use more time in evaluating the work of agents	28	:	28 agents plans and programs checked, visits, county activities, monthly reports, Extracts published.
(k) Train agents to use previous year's annual reports and current plan of work as a basis of evaluation for making annual reports in	28	:	Discussed with 28 agents.
(l) Train agents to make better use of time spent in making annual reports	28	:	Circular letters, discussions at annual conference, narrative stories for 28 counties.
(m) Visit County A-H Councils and other activities	18	:	2 county councils visited, 4 other activities.
(n) Assist agents with plans		:	
1. Summer Study	1	:	2 assisted and did summer study.
2. On Job Improvement	28	:	27 given help.
(o) Plan study schedule for supervisors		:	
1. Daily reading and study		:	Purchased more current literature. Purchased new books. Read Extension publications.
2. Visit State College and other institutions to secure information		:	

The supervisors attended 36 personnel meetings this year which afforded training to conduct the work. Thirty-four other meetings attended gave contact with State and County leaders who could help in promoting the home demonstration program. Conferences were held with the State Agent and the District Workers for discussions on future plans. Conferences were held with the Director and Associate Directors, the A-H Club Agent for Girls' Work. Attended the Regional A-H Camp at Nashville, Tennessee where contacts were made on a broad level.

Brief Evaluation of Accomplishments (Continued)

Numerical Goals for 1949 Indicated	Counties	Accomplishments
	:	Counties
(a) Work with part-time supervisor in making monthly itineraries and plans. Hold monthly staff conferences. Make plans for	10	: Plans made for 10 : organized counties. : Regular conferences held.
(b) Replace agents in	1	: 3 replacements made.
(c) Train agents in	28	: 29 trained - 29 counties.
(d) Secure specialist help for 1. Work scheduled in agents' Program Calendars in	28	: 28 counties worked.
(e) Arrange for leader-training 1. Meetings a. Foods	8	: In 5 counties and 2 conferences. 1 workshop, School Lunch.
b. House Furnishings	15	: In 11 counties.
c. Home Management	2	: 2 conferences.
d. Poultry	6	: Held in 6 counties.
e. 4-H Organization	4	: 4 by district agents.
2. Workshops a. Home Management	2	: 2 held for agents.
3. Clinics a. House Furnishings	3	: 3 held.
b. Mat Clinic	1	: 3 held.
4. Conferences a. Home Management	1	: 2 held.
b. 4-H Organization & Planning	4	: 2 held.
c. Older Youth	1	: 1 held.
5. Home Visits a. Yard Beautification	8	: 1 county demonstration : 29 agents writer material.
b. Home Storage Fruits & Vegetables	4	: 4 demonstration meetings.
c. Remodeling Homes	1	: 1 county visited.
6. Surveys a. Home Water Supply	3	: Surveys made 3 counties.
(f) Assist with 25 district and 5 State meetings in	5	: Assistance given 5 state meetings and meetings in 29 counties.

Brief Evaluation of Accomplishments

The time the two supervisors gave to Extension Supervision was summarized as follows:

Blanche D. Harrison

1949

## SUMMARY OF ACTIVITIES

Thelma T. Hewlett

Days in Office	219	Leaders interviewed	653	Meetings attended—continued	
Days in Field	190	County officials interviewed	46	H.D. or Farmers Club	156
Days Annual Leave	26	Result demonstrations visited	73	Co. H.D. Committee	22
Days Sick Leave	38	Other homes or farms visited	98	Agricultural Board	8
Days Leave without Pay	-	Meetings attended:		County 4-H Council	2
Individual letters written	1144	Adult	9	County 4-H Committee	-
Circular letters prepared	45	Leader Training	2	At result demonstration	5
New articles prepared	19	4-H Agents	6	Extension personnel	36
Extension agents visited	140	4-H Club	4	Other	34

### Urban Work (Continued)

city and rural areas. A contest in Yard Beautification was conducted by a Negro Weekly Newspaper. This did not include rural families as had been hoped. However, encouragement was given to promotion of the project. Information gained was used to stimulate home improvement.

### Evaluating and Checking Results

It was planned (1) to use more time in evaluating the agents work, (2) to train agents to use the previous years annual reports and current plan of work as a basis of evaluation for making annual reports, (3) to train agents to make better use of time spent in making annual reports.

Work toward this was done. Improvement was noted this year over the past 3 years. Assistance with checking results was one of the most difficult tasks of the supervisors. Encouragement and help was given through study and check of plans with agents, by visits made to farm homes and other homes. There were 73 visits to see result demonstrations and 98 visits to other farms and homes, meetings at 5 result demonstrations were attended.

Plans of Work for 28 agents were checked and discussed individually on visits as a means of helping them to evaluate their work.

Assistance was given in writing monthly reports. Monthly extracts served as an incentive to some of the agents to report accomplishments in better form. In early fall 27 home agents sent as requested, narrative stories of best work done among A-H and adults this year. These served as a check on work accomplished and as motivation for improved writing of narrative reports.

### Creating Favorable Sentiment

Key people were contacted in various ways not already mentioned. The purpose was to give a clearer understanding of the work and make it less difficult for leaders and agents to launch Extension programs.

Publication of Extracts from agents monthly reports were one of the chief ways of giving publicity to Extension activities in counties. Two agents prepared and sent out News Letters to give publicity.

Two agents attended monthly meetings by request of County Boards and made reports.

Local Home Demonstration Agent presented demonstration on Home Improvement at State Farmers' Conference in April were approximately 3500 farm people were in attendance. More than 1000 saw this demonstration. A similar demonstration was presented to approximately 300 farm families at a large District Fair.

One agent had the opportunity to broadcast weekly. Assistance was given by suggesting timely topics for this program. Both home agents of that county worked closely in keeping this broadcasting program interesting throughout this year.

### State Short Course (Continued)

The 22nd Annual Meeting was held at the college June 1 - 4 with 311 persons attending from 41 counties. Leadership training classes were conducted for two days with the 23 adult leaders in attendance.

### Wildlife Conference

The Wildlife Conservation Conference was attended upon return from Nashville, Tennessee. The conference was in the hands of committees of agents and was conducted by them. Special assistance was rendered this committee by the local home agent-at-large. There was a total attendance of 147. The delegates came to help spread information in the counties.

### Food Preservation Contest

Sixteen counties made entries in the State Food Preservation Contest with results as follows:

Records were submitted by agents for 16 girls showing 2356 quarts were canned alone and 2388 quarts helped with. Twenty pints of vegetables were frozen. Ten girls submitted stories ranging from Fair to Very Good. A story was one of the requirements.

Joan C. Bland, a 15 year old club girl member of Loving Union 4-H Club, Prince George County won the Food Preservation Award for 1949 with her top record of 375 quarts canned and 250 helped with. Joan received a silver dish from the National Garden Institute as a prize for outstanding work in this project.

The second best contestant was Eloise Ashton of Westmoreland County. Eloise canned 342 quarts alone and helped with 196 quarts for home use. A Food Preservation Medal was awarded for this close runner-up.

Honorable mention in Food Preservation Work goes to Peggy Winston, 14 years old of Louisa County and Vernice Hare, 16 years old of Hansemond County. Peggy canned and help with a total of 364 quarts while Vernice canned and help with 265 quarts. Both girls had good stories and reports with records of leadership above the average.

### Garden Contest

To stimulate interest in home production for the family a Home or Market Garden Contest was sponsored by the Extension Service. Two \$25.00 Saving Bonds and \$200.00 in cash were awards made possible by Colonial Stores, Inc., Norfolk, Va.

Nine girls received prizes in the group of 22 winners in the State. There were 13 counties with home agents who had contestants in the Home Garden Contest. Home agents supervised the work of 7 of the boys and girls who were winners this year.

### Urban Work

Although there was no organized urban work, one home agent with headquarters in a large city affiliated with organizations which promoted better living in the

### Farm And Home Unit Demonstration (Continued)

Prince George County was visited during the fall and a visit made with home agent to see work in progress at a Farm and Home Unit Demonstration. When the family arrived from a shopping trip in the city, we had looked around the home grounds, the barn, and some of the farm. The first packages removed from the truck were products from the frozen food locker. Food produced for home use is both canned and frozen.

These demonstrators are 100 Bushel Corn Club Members and work with livestock and other crops. The farm and home were used this year for a Storage of Vegetables Demonstration by the specialist, Mr. Flood S. Andrews, Blacksburg.

Another demonstration meeting was held when the Agricultural Engineer made a survey for completion of the home water supply and bathroom installed.

The home agent reported, "Mr. & Mrs. Bruce Greene, Route 2, Disputanta were first approached and asked to be demonstrators by the Advisory Board. They accepted the idea with interest. The agents later worked out yearly plans with the couple and visited them frequently to make suggestions and to study possibilities of carrying out improvements planned. In the home, running water was installed in the kitchen, electric refrigerator purchased, brick siding was put on exterior of home, wood trimmings painted. Two cement porches and steps were added and a sanitary toilet built".

### National Home Demonstration Week

Plans made for celebrations in 28 counties were successfully carried out with 16 reporting activities conducted during the designated week of May 1 - 7. Reports and visits of counties show the following methods used: Banquets, Membership Drives, Window Displays, Programs and Exhibits, and Workshops. There was a total attendance of 2793 rural people at various events reported.

Values resulting from home agents reports show the following as a result of the National Home Demonstration Week Celebration:

1. Much general information was given.
2. Increased interest among people.
3. A broader knowledge of the growth and development of county home demonstration programs was obtained.
4. Special interest groups were organized.
5. Both men and women were made conscious of the large scope of work covered in home demonstration clubs. More appreciation noted.
6. Spread of recommended practices and ideas indirectly carried.
7. Interests of more leaders aroused.
8. Desires to set higher goals observed.
9. Recreation provided adults.

Follow-up plans and suggestions were made to sustain interest in Home Demonstration Work.

### 4-H Activities

#### State Short Course

Work was done with the 4-H State Short Course Committee, consisting of a group of farm and home agents in outlining plans and procedures for the annual 4-H State Short Course.

### State Advisory Board (Continued)

A summary of facts on delegates revealed among many other things that 42 of the 125 delegates were home demonstration members, 95 were members of County Advisory Boards, 53 members of Community Clubs, the latter included women and men, 66 of the delegates made major improvements or repairs to their homes, 43 improved storage space in their homes, 84 had electric lights, 31 had telephones, 55 of the 125 delegates had painted homes with 2 coats of paint during the past 5 years. Total cost of these improvements and repairs was \$35,420.00. Fifty-four of the delegates had bought labor saving equipment for the farm and home which amounted to \$50,670.00.

These among other things showed the women's influence and indicated that home demonstration work had assisted many families with improving living standards.

Service was rendered as secretary of the State Advisory Board which held its 23rd Annual Meeting for 2 days of September in Gloucester County. All reports centered around the theme "The Farm and Home as a Unit for Better Living". This State Board fosters the Live-at-Home Work which is designed to improve the farm family living. A contest was conducted on a community basis and sponsored by the County Boards.

### District Home Demonstration Committee Organized

Plans that were made in 1948 for beginning a District and State Organization of Home Demonstration Committees were carried out in May 1949.

Three days during National Home Demonstration Week were spent in meetings in different parts of the State where 86 leaders and agents representing the 28 counties met to discuss interests and needs of their county people. The objectives were to give women an opportunity to see the home demonstration program as a broad and important phase of family living, to help women to see their problems in relation to the problems of other women of the State, and to give women a chance to exchange ideas and discuss them among themselves.

Two women from each county were selected by the county for the meeting. A discussion of interests and needs in the groups showed a similarity of general problems. The desire was definitely indicated for improved home conditions with the home water supply taking precedence. Three of the most outstanding needs were voted upon by each group. Officers selected in the groups served as an executive committee. This committee met later to study findings from the three groups. After this study a report and recommendations were made to the State Advisory Board at its regular session, September 1949.

According to the findings, needs listed as most urgent in 28 counties with home agents then employed were: Better Housing, Reaching More People, and Better Health.

### Farm And Home Unit Demonstration

The farm and home as a unit demonstration was used as a method of teaching. This was intended to show that systematic planning and management would increase efficiency on the farm and in the home. It would afford the community an opportunity to see good farming methods. It would solve some of the major home and farm problems, and it would teach the family the value of keeping records.

## Program Execution

### Plan of Work

After the content of the program was determined and specialists help requested, a plan of work was made for the purpose of defining the objectives for 1949 toward the program thus far developed. This was the responsibility of the agents, following an outline provided.

Most of the 219 days in office work and 190 days spent in the field were used to further various phases of plans for the year. There were 140 extension agents visited and 653 leaders interviewed, to assist with executing plans. The different conferences held with all agents helped to clarify their thinking. Agents got a clearer vision of what was to be done, how it would be done, and by whom.

Home agents used organized clubs as the main vehicle for taking extension information to rural families. There were 294 clubs with 5021 members in the adult program and 346 4-H clubs with (1922 boys and 6054 girls) a total of 7976 members supervised by home agents. The 7976 4-H members were enrolled in 13,915 projects of which 9385 were completed by 6004 members.

The method demonstration was the chief means of teaching used by agents. This was aided by home visits, result demonstrations, parent contacts, community meetings, and audio-visual aids of various sorts.

In addition to the organized clubs for adults, juniors, and other young people, there were County Advisory Boards, County Home Demonstration Committees or Leaders Organizations, and Junior Councils who sponsored home agent activities. These organizations were composed of representatives of the clubs. Their objectives included training for spreading the extension activities through leadership work.

Leaders were selected by clubs to carry out various parts of the program according to their abilities. Assistance was given leadership work by the supervisors. There were 653 leader interviews, attendance at 17 leader-training meetings and 34 other meetings for help and information to agents.

Leaders were trained in small groups and at times individually. Specialists help secured gave assistance to agent-training, for subsequent leader-training when leaders were not trained in groups. Supervisors gave assistance in 156 group meetings of farmers and home demonstration clubs to aid in carrying out plans.

### State Advisory Board

Supervisors assisted with conducting the 23rd Annual Meeting of the State Advisory Board which was used to mark the 43rd Anniversary of the establishment of Extension Work among Negroes in Virginia. This State Board is composed of representatives of the County Advisory Boards.

The Live-at-Home Work was sponsored by the State Advisory Board as its major activity over a period of time. The 10 highest winning scores were announced at the 1949 annual meeting. Five of the 10 ranking counties had a home agent. Scores ranged from 1742 to 350 points.

That the State Advisory Board served for Agricultural Extension Service Leadership training was shown by the 125 delegates who attended the annual meeting from 43 organized counties.

Improvement of County Staff Relationships (Continued)

The overall county situation was studied as a basis for County Program Planning.

County Agricultural Agent in one county made it possible for the home agent to have needed conveniences in the office building where all workers are located. The home agent and county agent in this county have most cordial relations and confer regularly. This is largely the situation in the State.

Program Planning And Development

All home agents were assisted in the December 1948 annual meeting with studies of Program Plans and Execution.

Because home agents Program Calendars were made in county planning meetings early in the fall of 1948, meetings were held for special training with inexperienced workers. Conferences were held with 5 agents to assist with plans for county meetings. Sixteen agents were assisted by actively engaging in the planning meetings held in different counties. During the year supervisors attended 22 county home demonstration committee meetings which had to do with planning procedures.

In order to be of most assistance in determining programs, the following procedure was used: Trends and situations affecting homemaking were presented to agents to serve as a background for their thinking. In most counties, leaders were appointed to develop plans during the year through observations made and information gained from club meetings, home visits, county and district meetings.

County programs were made with the help of County Advisory Boards and Home Demonstration Committees who work in conjunction with such boards. There were 28 county committees working with agents this year. Representatives from groups who work with rural people, including ministers, school teachers, veteran instructors, vocational instructors served as consultants and in other ways in making program plans.

In 16 meetings attended by the supervisors during planning periods, 207 leaders presented their county needs and problems for discussion before formulating a program for 1949.

Information was compiled by agents and leaders for consideration. This study gave agents help in guiding the club representatives who determine what should be included in the calendar for the year. The 28 counties held program planning meetings with or without the presence of the supervisor. Programs were made based on needs and desires expressed in club planning groups. Special efforts were made to make programs timely, serving immediate needs but based on long-time plans and execution. Goals established were those that might be obtained by families with whom planned. Although this was not carried completely when plans were finally prepared work in that direction was noticeable.

Specialists help needed was requested on the program calendars. This enabled specialists to begin meeting most urgent requests immediately. In making plans work with 4-H and adults received like recommendations and consideration.

In counties with both farm and home agents, the farm agent was invited to planning meetings to present facts about the farm situation. This tended to strengthen the family program.

### Training Agents (Continued)

Specialists help was secured for agents in 28 counties. Leader-training through agent-training in workshops, clinics, and conferences kept agents abreast with effort on their part to continue.

Special help was rendered with statistical and narrative reports in groups and individually. Books and the narrative outline were studied to clear up some of the problems before the time to make reports.

To carry out plans for better use of time in report making and in evaluating the work, agents were requested to submit narrative stories of their best work by October 1, 1949. This material was checked and used. It will be of value throughout 1950 in training work.

Contacts were made in various ways to secure prospective agents for training. Promising 4-H members were encouraged to remain in school to train for service in rural areas.

The tentative start made in 1948 toward some affiliation at the college with 4-H members was followed further. A conference was had with the late president of the college and advice given by him.

Seven home agents now employed were former 4-H members in Virginia or North Carolina.

### Professional Improvement

More interest was noted among the home agents to improve themselves professionally. Plans included assisting one agent for summer study and to help all agents with on the job improvement.

Four agents were conferred with about summer study. Two agents arranged to use annual leave time without pay to attend summer school. One studied at Columbia University, the other at Cornell University.

Six different colleges and 4 universities were represented in the training of the home agents. Twenty-two of the 29 home agents were trained in the State.

All agents were assisted with on the job improvement through group conferences, workshops with and without specialists, leader-training groups, and through the study of professional literature, current bulletins and circular letters.

Evaluation of reports and plans were made with agents and served as a check on improving their procedures. Methods used were visits to farms and homes, result demonstrations, leader interviews, and the publication of "Extracts" from monthly narrative reports.

### Improvement of County Staff Relationships

County Staff Relationships were generally on a high level. In the county where new work was started October 1949 the reception was most cordial both from county officials and other professional workers. Conferences were planned for and held with the county home demonstration agent the county Agricultural Extension Agent, the Superintendent of Schools, Jeanes Teacher, Veterans Teacher, Vocational Agricultural and Home Economics Teachers.

### Personnel Placement (Continued)

farm population is 625 according to 1945 figures. An agent was secured and inducted into service in this new territory October 1, 1949.

One agent who was given maternity leave in 1948 returned to the service in February, 1949. This allowed the assistant agent serving there to fill a vacancy of several months standing in another county.

Two resignations occurred during 1949. Replacements were made for both positions in late fall.

The large outlay of funds needed to begin the work of a home agent still retards securing agents. A good car is needed and prices are still very high. This year, however, with a much better salary scale, more experienced workers were available for prospective agents. All agents were required to own and operate a car when beginning service. Travel allowance increases, though not fully compensating, greatly assisted with this outlay.

### Training Agents

The period of apprenticeship was far too short for agent training for the past few years. This short period was caused by the increase in the number of agents and the rapid turnover among the group. Improvement was made this year. It was the policy to provide at least three months training for inexperienced workers by serving as assistants in counties with agents who had experience and were willing and capable of handling such situations.

Young women were accepted for positions as home demonstration agents who had completed 4 years of college training in home economics from a recognized college. A training guide was used by the trainee which designated some of the kinds and amount of training needed before being placed in a county alone.

Plans were completed for three agents to train as assistants for three months each. One, a former rural home economics teacher, was inducted into service after a two months training period.

The 28 home agents received training in a five days agents' conference at Virginia State College, December 6-11, 1948. Topics discussed were related to problems in their fields. These were handled in discussion groups as a workshop and summaries were made at the close of the week's meeting.

Twenty-nine agents were trained in the Annual Agents' Conference the week of October 24 - 29, 1949 on completing the years work and program plans and execution for 1950. Home agents used the opportunity to meet in groups for discussion of subject matter and topics relating to their work.

In addition to the State-wide meetings held for agents training, individual conferences were held by supervisors in 25 counties to train for program planning and execution procedures. Much time was used by supervisors in assisting agents to study the 1949 Plans of Work and monthly reports. Plans were made and discussed for carrying out the activities. These conferences helped to clarify the agents thinking and give them a clearer vision of what was to be done, how and by whom. Several groups of agents were met whenever situations warranted this. Supervisors attended 22 County Home Demonstration Committee Meetings, 8 Agricultural Board Meetings, and visited 140 agents in the activities toward training. The 45 circular letters sent carried timely suggestions and information.

#### Adult Education Committee

One supervisor attended the Adult Education Meeting in Richmond, Virginia to serve as consultant in planning for the Annual Adult Education Conference held during summer. The other supervisor attended the Adult Conference July 27 - 29 at the University of Virginia and made a contribution to the group discussion by giving a report of the Hanover Community Recreation Building and other phases of our program in keeping with the topics discussed.

#### Camp Site Committee

A visit was made to inspect the newly purchased camp site at Capahosic, Virginia with the Committee appointed by the Central Committee of the Negro Organization Society of Virginia. The Committee studied resources available and made estimate of repairs necessary and equipment needed for operating the Camp in 1950. Service was rendered as secretary of this Camp Site Committee.

This camp will be available for use of youth of this State.

#### Womens Organizations

Upon invitation by the president of the organization the supervisor spoke to the Women's Club Convention composed of groups from three counties on Family Relationship. This same topic was discussed at Women's Day Program in Gloucester County.

Service was rendered the Hanover County Council of Church Women by serving on a Committee to write a constitution for this organization.

Affiliation was continued as a member of the National Association of College Women of the Virginia State College.

Seniors in the School of Home Economics were interviewed in the interest of securing home agents. One young woman was secured and put in training this year.

#### CRCP

Assisted with the collection of contributions of the Christian Rural Overseas Program in Hanover County.

#### Personnel Problems

##### Personnel Placement

In 1948 personnel problems were many and varied. The year 1949 had few changes in the personnel.

The 1949 Plan of Work indicated that there were 23 counties in the State which warrant organized home demonstration work. In 16 of these counties service was rendered by 14 local farm agents. Fifteen home agents now work in counties alone. Fourteen home agents work in counties with local farm agents.

Henry County was added this year as a new county. It was one of the seven counties mentioned in plans that was without a farm or home agent. The Negro

#### Annual Agents' Meeting

Supervisors assisted with plans for the Annual Agents' Conference held in October and filled assignments made by the State Agent for execution of plans. Twenty-nine home agents representing 100% attended.

#### State Farmers' Conference

Assistance was given throughout the planning period for the program and demonstrations rendered at the State Farmers Conference where over 3000 farm men and women were in attendance. Special features were model kitchen of two types, home improvement, poultry, livestock, early vegetable growing, and farm machinery demonstrations.

#### County Advisory Boards

Assistance was given 8 agents directly with County Advisory Board Meetings. Twenty others were assisted otherwise. Detailed discussions were given of the Plans of Work. Committees were appointed to assist in execution of plans made. Guidance was given in selection of committees and in clarifying the plans of work. Special assistance was rendered the Hanover County Board in planning for the Recreational Center. Service was rendered as consultant to building and finance committees, and Corner Stone Laying Ceremony and Program for this County Center.

#### County Farmers' Meetings & Other County Meetings

Supervisors helped with County Farmers' Conferences, County-wide Meetings or Institutes in 14 counties by securing speakers and assisting in other ways with carrying forth plans. The local agent-at-large discussed Nutrition for Farm Families or Interior Decoration in 5 different counties where 1000 farm families were reached.

Supervisors served as judge for 2 different county fairs and gave similar service to the 8 county District Fairs where homemaking products were displayed.

Five counties held their first home demonstration achievement program this year. Supervisors assisted with Achievement Day Programs in 25 counties by planning, Judging, speaking, and making awards.

#### Other Assignments

##### Better Homes Work

As State Chairman of the Better Homes Division of the Negro Organization Society of Virginia opportunity was used to make contacts with the leaders and educators in the State. Both Supervisors served as members of committees and gave special service to the following: Executive Committee, Committee on Home as Headquarters; on Camp Site for the Juniors of the Society. Service was rendered as a member of the Central Committee, the working committee of the Executive Committee.

Time was used to plan and conduct the Better Homes Program at the Annual Meeting November 17, 1949.

### Clerical Help (Continued)

per hour paid by the State. This relieved the agent of a little of routine work. More of this well used would greatly speed up execution of plans in the counties.

### Supervisory Responsibilities

Specialists help was secured for agents in the 28 counties with organized work throughout the year. Supervisors studied and compiled the requests made by agents from program calendars. These requests were determined by the needs and interests expressed by the county people. Calendars were tabulated and sent to the State office. Contacts made with specialists necessitated arranging for groups to meet at designated places to facilitate the work. Specialists rendered this service through workshops, clinics, meetings, both group and individual conferences with agents.

Much time was used during the year in conferences and staff meetings to use to best advantage the part-time supervision service. This resulted in time well spent.

Training was given by specialists in House Furnishings, Home Management, Clothing, Foods, House Improvement, Remodeling, Home Storage of Fruits and Vegetables, Poultry, Home Grounds Beautification, Home Water Supply Surveys, Gardening, 4-H Organization and Planning, Older Youth Work.

Program plans included the whole family in order to work with plans of 4-H groups and phases of farm programs. This work was especially noticed in 14 counties where home agents worked alone. Men and women agents in 14 counties worked together on Home Storage of Fruits and Vegetables, Remodeling of Homes, Home Water Supply Surveys, Home Ground Improvement, Home and Market Gardens, Livestock, Pasture Improvement and Corn Yields. It was felt that whatever contributed to increase of home production and improvements added comfort and happiness to the entire family.

Men sometimes assisted with housefurnishing programs where the added strength in manipulating tools was much appreciated.

### Regional 4-H Camp - Nashville, Tennessee

Much time was used in leadership work for the Second 4-H Regional Camp at A. & I. College, Nashville, Tennessee July 26 - August 2. Service as a leader was given 4 girls from 4 different counties in the State. Four boys also attended as delegates from Virginia.

Assistance was rendered on committees at this Camp to the Virginia Group as well as other States assigned. Service was given as one of the 10 working committees of the Delegates Conference. This assignment was carried as scheduled. A group of 12 delegates, representing 12 different States were met each day immediately after the addresses by speakers at the Camp to discuss topics of interest and report on same.

Improved Working Conditions (Continued)

Seven home agents received an increase from county funds totaling \$1126.00. This represented a range of \$66.00 to \$300.00. One new county appropriation was made which gave an increase in county finances totaling \$1726.00 as of July 1, 1949.

In addition to appropriations mentioned above improvements were made by counties in assuming responsibilities for agents' offices.

Retirement

When agents enter the service they automatically enter the State Retirement Service. Opportunity was extended agents to enroll for Federal Retirement in 1946. Four entered; others have joined since the beginning. At present the mandatory is not required as a prerequisite. Participation is now on a current basis. Payroll deductions are handled at the State Office which is of assistance to participants.

All agents in service were instructed concerning this service.

Leave

Two home agents were on leave without pay for study during the summer. One was at Columbia University for six weeks; another attended the Extension Service Workshop at Cornell University for three weeks. Two other agents desired leave for summer study but plans were not started early enough.

Assistance was rendered agents in planning for leave. After leader-training by agents, work was conducted as planned. One agent reported 11 adult and five A-H clubs held meetings with 128 attending to receive demonstrations presented. Evidence was seen during other meetings that the work was effective.

Office Equipment

Eight of the 29 agents were located at county seats, in office buildings. Four counties needed better office space because of unsuitable situations. Four offices, Charlotte, Southampton, Norfolk, and Prince George Counties, moved into better locations during this year. Another office, Pittsylvania, was moved to more roomy quarters on another floor of the office building.

Office equipment requested was added in 12 offices such as desk letter trays, waste baskets, chairs, costumer, file, storage cabinet, typewriter. Re-painting of offices was done locally in offices.

County Advisory Boards have supplied a movie projector in Norfolk County, and in Chesterfield County.

The county officials in Henry, the new county added this year, provided an office for the agent and the State office supplied full equipment.

Clerical Help

All agents had 60 hours per year for clerical assistance at the rate of 50¢

### Increased Financial Support

Plans included securing appropriations in four new counties. Those with the highest Negro farm population, and with indications of the greatest need and interest aroused would first be contacted.

It was found that two counties - Prince George and King & Queen were already in the State budget and only one or two others might be considered. Two county boards were asked for home demonstration appropriations. Two boards complied with requests.

The Henry County Board of Supervisors was met early in the year to invite them into the service by making an appropriation for a home demonstration agent to work with the 1371 Negro families with 625 of these farm operators. This request was considered by the board and a unanimous vote was made for an appropriation of \$600.00 as of July 1, 1949.

Contacts were made with the Fauquier County Board of Supervisors for a home Demonstration agent appropriation. The assistance of leaders in that county was given and an appropriation of \$600.00 was made by this Board. This county was placed on the list awaiting State funds.

Plans were made early in the year to secure an appropriation from the Franklin County Board of Supervisors. After making contacts it was considered advisable by the State Agent to ask for a farm agent for that territory. The request was granted.

Leaders in Richmond County had considerable interest aroused for a home agent to work in that county with the Negro Farm Agent. The Richmond County Board of Supervisors was met upon request from this board to explain the requirements necessary for placing an agent there. The matter was left for the Board's consideration.

Home Demonstration work was begun in Henry County October 1, 1949.

Prince George and King & Queen Counties had their first full year of home agents work ending this year. These County Boards of Supervisors made appropriations effective July 1, 1948.

The year 1949 was started with 28 agents but ended with 29 full-time home agents.

### Improved Working Conditions

In order to get the maximum service from agents it has been felt for a long time that improved working conditions would draw into the service the type and caliber of young women needed. It was also apparent that agents already in service would be better prepared financially, physically, or otherwise to render a larger measure of service.

It was pleasing to note that improvements made in 1948 for better working conditions were justified in 1949. On July 1, 1948 the average salary was \$2474.04. Because of the reclassification of agents in Virginia, salaries were increased beginning July 1, 1949 for the 29 home agents. The salary increase gave a range of salary from \$2652.00 to \$3336.00 for local home agents. Merit increases were made to 28 home agents.

### Assigned Administrative Responsibilities

Home demonstration work was conducted in 29 counties during 1949. This was one more county than in 1948. Supervision was given in 10 of these counties by Mrs. Thelma T. Hewlett, Local Home Demonstration Agent-at-Large, who gave part-time service to district work and part-time to local home agent work in Hanover County.

The full-time district agent was directly responsible to Ross W. Newsome, State Agent, and worked with him as State and District Agent for home demonstration work among Negroes. Work was done with Stanley B. Marshall, District Agent, in local farm agents' territory in coordinating the programs throughout the State affecting farm families.

On the State level, the following responsibilities were assigned: Secure county finances for maintenance of home agents in service; Create sentiment for the development of new work and secure finances for the same; Maintain friendly relations with county officials and with other county people; Secure agents for replacements and for beginning new positions; Plan for training and inducting home agents into the service in counties; Check reports from trainees and evaluate them; Make recommendations for placements to the Assistant Director in charge of Home Demonstration Work; Help the State Agent to determine the number of counties which may be considered for readiness to develop new home demonstration work; Secure office space and equipment as needed for home agents.

Time was divided for office and field duties. Practically one-half of time was devoted to office work. Routine work of conferences, reports, correspondence, complying with requests, evaluating program plans and monthly reports were among State assignments. The annual statistical and narrative reports were prepared for home demonstration work. This included combined work for the county home agent-at-large.

Adjustments in district programs presented problems. These were met. District home agents conferences were held regularly for checking accomplishments and planning itineraries.

In coordinating programs with the district agents, assignments were made for work in three counties with unorganized home demonstration work. Work was also assigned in five counties to assist at farmers meetings.

On the district level both workers did the following: Assisted with or inducted agents into county work; Checked with agent trainers to know how trainees were grasping extension procedures; Assisted agents in determining the needs of the people as a basis for program planning; Assisted committees with Program Calendars of Work planned for 1950; Assisted agents with planning their county activities for better division of time; Met county officials; Participated on county programs; Secured specialist help for conducting extension activities in the counties; Planned and participated in various workshops for agent and leader training; Checked agents' Plans of Work; Evaluated monthly reports; Assisted with scheduled County, State, and National Observances; Attended District Agent Staff Meetings with State Agent.

7

TABLE OF CONTENTS

	<u>Page</u>
Assigned Administrative Responsibilities.....	1
Increased Financial Support.....	2
Improved Working Conditions.....	2
Retirement.....	3
Leave.....	3
Office Equipment.....	3
Clerical Help.....	3
Supervisory Responsibilities.....	4
Regional A-H Camp - Nashville, Tennessee.....	4
Annual Agents' Meeting.....	5
State Farmers' Conference.....	5
County Advisory Boards.....	5
County Farmers' Meetings & Other County Meetings.....	5
Other Assignments.....	5
Better Homes Work.....	5
Adult Education Committee.....	6
Camp Site Committee.....	6
Womens Organizations.....	6
CROP.....	6
Personnel Problems.....	6
Personnel Placement.....	6
Training Agents.....	7
Professional Improvement.....	8
Improvement of County Staff Relationships.....	8
Program Planning And Development.....	9
Program Execution.....	10
Plan of Work.....	10
State Advisory Board.....	10
District Home Demonstration Committee Organized.....	11
Fara And Home Unit Demonstration.....	11
National Home Demonstration Week.....	12
A-H Activities.....	12
State Short Course.....	12
Wildlife Conference.....	13
Food Preservation Contest.....	13
Garden Contest.....	13
Urban Work.....	13
Evaluating and Checking Results.....	14
Creating Favorable Sentiment.....	14
Brief Evaluation of Accomplishments.....	15
Outlook and Recommendations.....	18

### Foreword

Twenty-nine counties in which home demonstration work was conducted with thirty-two different agents in 1949.

Mrs. Thelma T. Hewlett, Local Home Demonstration Agent-at-Large (Part-time worker in ten counties starred).

<u>County</u>	<u>Name</u>	<u>Postoffice</u>
Amherst	Rachel R. Carter	Amherst
Bedford	Marian L. Calender	Box 78, Bedford
Brunswick	Sara M. Harrison	Box 626, Lawrenceville
Charlotte	Juanita A. Peel	Box 104, Charlotte C. H.
*Chesterfield	Elsie V. Copeland	Rt. 3, Box 162-A, Petersburg
Dinwiddie	Mrs. Golden Young Ford	Box 236, Dinwiddie
*Fluvanna	Grace C. Jennings	Falgsyra
Greensville	Amanda L. Thomas	Box 209, Emporia
Halifax	Nannie E. Jennings	Box 33, South Boston
*Hanover	Ora E. Jennings	117 Hanover Avenue, Ashland
*Henrico	Mrs. Evelyn G. Solomon	Henrico C. H., Richmond
Henry	Beatrice E. Curry	501 Fayette Street, Martinsville
Isle of Wight	Clarice A. Pretlow	Smithfield
*King & Queen	Mrs. Wilhelmina H. Baughan	King & Queen C. H.
*King William	Ella A. Bradley	Upshaw
*Lancaster	Mary Elizabeth James	P. O. Box 43, Lancaster
*Louisa	Mrs. Estelle Hunter McCadden	Box 205, Louisa
	Mattie Leah Walker	Box 501, Louisa
Mecklenburg	Mrs. Delores G. Morse	Box 127, Boydton
Nansemond	Hattie Sue Powell	Box 350, Suffolk
Nelson	Heidi E. Ford	Shipman
Norfolk	Cleopatra Williamson	Box 2122, Norfolk
*Northumberland	C. Ernestyne Godley	Heathsville
Nottoway	Lulu B. Pruitt	Nottoway
Pittsylvania	E. Alice Hobday	Box 457, Chatham
Prince Edward	Mrs. Etta L. Smith	110 S. Main Street, Farmville
Prince George	Mrs. Vivian F. Lindsay	Box 17, Disputanta
Southampton	Florence E. McGuffin	Rt. 3, Box 7, Franklin
	Mrs. Alma B. Gravelly	Box 335, Franklin
Sussex	Gloria V. Cottman	Stony Creek
*Westmoreland	Mrs. Sadie R. Roane	Kinsale

COOPERATIVE EXTENSION WORK  
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AGRICULTURE AND HOME ECONOMICS  
STATE OF VIRGINIA

1949

U. S. Department of Agriculture  
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Cooperating

Extension Service  
Cooperative Extension Work

THIRTY-SEVENTH ANNUAL

Narrative Report

of

HOME DEMONSTRATION WORK

Date January 6, 1950

Blanche D. Harrison  
District Agent

Date \_\_\_\_\_

\_\_\_\_\_  
Extension Director