

PLAN OF WORK

1961

BRUNSWICK COUNTY

VIRGINIA

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HOME DEMONSTRATION AGENT

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1961 Plan of Work

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Home Demonstration Agent
Brunswick County

I. County Situation

Brunswick County is on the southside of Virginia bordered by the North Carolina line, Mecklenburg County, Greenville County, and Dinwiddie County. Lawrenceville is the county seat. There are 579 square miles in Brunswick County. According to the 1959 Census of Agriculture there are 1949 farms in the county, the average size farm being 103.7 acres. Of the 1949 farms in the county 973 are operated by white operators and 976 by non white. There is a 36.3 per cent tenancy. Alberta, Brodnax, and Lawrenceville are the only small towns in the county.

Farming is the chief occupation. Tobacco is the chief source of income with other income being derived from the sale of other field crops, poultry products, livestock and forest products. Dairy ranks second and field crops third. Industry included is a furniture factory, shirt factory, lumber mills, garment factory, and a brick plant. Work has been done by various business people to expand industry already located in the county and to encourage the location of other industries, with the results that a shoe factory has decided to locate here and work on erecting this structure has begun. In the matter of communication a local radio station is now in operation which gives the agent an opportunity to give more timely information.

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Brunswick County has been losing white population rather than gaining. This has been going on for a long time. The realization that something needs to be done in the way of opportunities for the younger is apparent.

In many families the homemaker supplements the income by being employed in industry in Lawrenceville and in Roanoke Rapids, North Carolina. Telephones have increased in number in the homes, there are 415 phones in rural homes. New homes are being built. The general economy is low on the whole. New ideas and methods are not adapted at a very fast rate. Water systems and better lighting are still needed in many homes.

Socially the towns have a large number of organizations for towns of this size which can only support so many sponsored activities. Recreation is school and community centered.

II. County Extension Program - Adult

A. Organization

1. County Agricultural Extension Service Board

It has been difficult to set up the county organization as suggested. Continued efforts will be made to accomplish this goal.

2. Home Economics Council

This council will be formed with two representatives of each home economics committee and general interest committees. The home economics committees are: home lighting, home grounds beautification, food and nutrition, and family life.

The committee will review the present county situation and give recommendations for long time as well as short time goals. Progress of the committee will be reviewed at the end of the year.

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The council will meet twice a year. Each committee member will serve for two years. Half of the membership will change each year.

3. General Interest Committees

General interest committees will be formed where it is found they will serve a definite purpose.

4. Home Economics Committees

The following committees are planned for the year; home lighting, home grounds beautification, food and nutrition, and family life.

These committees will review past results, survey the county situation, plan the goals and objectives and assist in carrying out a planned program. The frequency of meetings will be planned by the committees. The agent will attempt to encourage committee chairmen and members to take a more active part in planning and carrying out the goals and objectives set up by the committee.

5. County Home Demonstration Club Committee

The county home demonstration club committee will meet twice a year with special call meetings when necessary. This committee is composed of county home demonstration officers, home demonstration club presidents, and club program chairman. This committee will plan the demonstrations and federation program for the year. The agent will assist in an advising capacity.

B. Subject Matter and Special Emphasis Area

Subject Matter Area Home Management

Problem:

In planning the year's program homemakers were asked to state what they considered to be their problems in homemaking.

These were the problems mentioned most often in the home management field.

1. How to plan the days work in order to get more done in a specific time
2. How to clean house using energy saving methods and proper equipment.
3. How to keep up with important papers.
4. How to prepare a meal in less time and straighten kitchen afterwards.
5. How to use portable appliances to best advantage.

Topics to be Included:

1. "Help the Homemaker Plan her Daily Tasks"
2. "How to Clean House with Ease"
3. "Planning the Home Business Center"
4. "Arranging the Kitchen for Most Efficiency"
5. "Proper use of Portable Appliances"
6. "Making Kitchen Space Savers"

Number of Clubs, groups, or committees involved

Fourteen home demonstration club groups will be involved in the first five topics listed. A special workshop on "Making Kitchen Space Savers" will involve the fourteen home demonstration clubs and other interested persons.

Goals: Changes expected to be brought about in people.

1. The homemaker will plan her daily tasks according to a time schedule.
2. The homemaker will identify her main needs in learning how to do everyday tasks in a minimum amount of time.
3. The homemaker will use this plan to advantage with flexibility.
4. Will use cleaning equipment to maximum advantage.

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5. Will clean house in reasonably length of time with energy saving methods.
 6. Will set up a filing system on family business
 7. Prepare a good home business center and keep records of family business.
 8. Will set up preparation, serving cleaning areas of the kitchen.
 9. Will arrange small equipment for convenience in use.
 10. Will put into use time saving devices necessary for use in kitchen.
 11. Use portable appliances to do more tasks in order to save time and energy.

What people are to Learn:

1. How to plan a time schedule to include her daily tasks
2. How to change her plan to suit certain situations
3. Learn to do certain homemaking tasks in less time
4. Will learn how to use the cleaning equipment to best advantage
5. Will learn new techniques in cleaning that will save time and energy
6. What business papers should be filed
7. Learn how to set up a filing system
8. The importance of a filing system
9. What constitutes a good business center
10. How to keep family records
11. Will learn the different work areas of a kitchen and how to arrange space for proper use
12. How and where kitchen appliances and small equipment should be placed for best advantage.

13. What small equipment could be added to save time and energy in the kitchen

14. Will learn the various uses of portable appliances

15. Will determine which small appliances are most useful

Plans for Carrying out program and measuring results:

The methods to be used for the first five topics will be leader training meetings. Four demonstrations will be given by the Extension Specialist and one will be given by a local home economist. The workshop on kitchen space savers will be demonstrated by the home agent.

The leaders from each of the fourteen home demonstration clubs will attend the training meetings and then give this training at their regular club meeting.

The workshop will be held for any person who is interested.

Use of Mass Media

The following methods will be used as mass media:

The newspaper will be used to announce training meetings, home demonstration club topics and special meetings and workshops as well as the results of such meetings.

The home demonstration newsletter will give information on each home demonstration topic. Non club members will receive this letter and will be invited to attend the meetings.

Radio will be used to announce meetings, topics, and results of programs.

Agent will give information on request and hold programs for organizations and other clubs when asked.

Evaluation

1. The program development leader will be asked to assist in finding out how successful a demonstration has been and will be asked to record each month any suggestions for a follow-up program on that particular topic for another year.
2. A questionnaire will be prepared at the beginning of the year for members to keep a record of work they have done. They will be expected to report at the end of the year on results or lack of results and give further requests.
3. Some changes will be observed by the agent in making visits.

Notes on Results, Adjustments and Accomplishments:

Visits Made:

Questionnaire Used:

Subject Matter and Special Emphasis Area House Furnishings

Two areas in house furnishings considered for this years home demonstration program are "Selection of Linens" and "Decorating the Home with Color".

The main problems related to the area are stated as follows: Due to the big change in materials and finishes what are the best buys in bed and table linens for the home. In color planning homemakers wanted to know how to plan the entire color scheme of the home, fabrics, walls, floors, and all to be co-ordinated and also what present day ideas on color could be followed. What is considered to be in good taste and lasting in color schemes.

Topics to be Included are:

1. "Selection of Linens"
2. "Decorating the Home with Color"
3. "Home Lighting"

Number of clubs, groups or committees involved.

Fourteen home demonstration club groups will be involved in the two demonstration topics listed.

A home economics committee will review the county situation and set up goals and objectives to be worked on in the area of home lighting. Home demonstration club members and all interested persons will take part in the home lighting program.

Goals: Changes expected to be brought about in people.

1. The homemaker will select linens considering economy and durability.
2. Make a wise selection of colors considering size of room, furniture, lasting value, light reflection, the principles of good design and other factors.

3. Make the necessary changes for good lighting in the home.

What people are to learn:

1. The principles in selecting towels, sheets, pillow cases, pillows, table linens and bedspreads.
2. How to plan the number of linens required for a household.
3. What are the various color schemes
4. How to mix and blend colors
5. The principles of good design
6. How to plan the color for the entire house
7. How to use the neutral colors to best advantage and then how to accent the home with color in the accessories.
8. What the requirements are for a good reading lamp.
9. What the requirements are for good lighting throughout the house
10. The importance of good lighting to health and well-being.
11. How to plan the outlets for an old house.

Plans for Carrying Out Program and Measuring Results:

Leader training meetings will be held for the two demonstration topics listed.

The house furnishings specialist will train on one topic and a local home economist on the other. Leaders from the 14 home demonstration clubs will attend.

The home economics committee will make plans for the lighting program.

The local power suppliers will be asked to assist with the program.

The agent will make home visits on the lighting program. Home demonstration clubs and others interested will work with the program.

The newspaper will be used to give information and announce programs.

Radio will also be used to give information, announce programs and results.

Evaluation:

1. The program development leader will be asked to assist in finding out the success of the demonstration and will record suggestions for any follow-up programs on that topic.
2. A questionnaire will be prepared for members to report work they have done on that subject.
3. Some changes will be observed by the agent.

Notes on results, adjustments, and accomplishments:

Questionnaire Used:

Subject Matter and Special Emphasis Area Foods and Nutrition

Problem:

Homemakers find meal planning a never ending task. The topic "Meals to Cook Outside" was selected because it was decided the rural women were moving to the outside grills and fireplaces in the summer and do some of the families meals as much as the urban areas. Refreshments for meetings and events were considered to be a problem from the standpoint of being nutritious. The homemaker working away from home wanted help in planning one dish meals that met the requirements of good nutrition.

"Weight Reduction" was selected as a special topic for the year as over weight is a big problem among many women.

Topics to be Included:

1. "Meals to Cook Outside"
2. "Nutritious Refreshments for Meetings"
3. "One Dish Meals"
4. "Foods for the Holidays"
5. "Weight Reduction"

Number of Clubs, Groups, or Committees Involved

Fourteen home demonstration clubs will be involved in the demonstration topics and the special interest meetings. Non-club members will also be asked to participate.

A Food and Nutrition Committee will set up goals and objectives for the year.

Goals: Changes expected to be brought about in people.

1. Will plan and prepare nutritious cook-out meals for her family.
2. The homemaker will plan and prepare refreshments for all occasions considering good nutrition.

- 3. One-dish meals will be properly prepared and served.
- 4. Members of the weight reduction group will plan diets, exercise, and good health practices and carry out these plans in the process of losing unnecessary weight.

What People are to Learn:

- 1. How to plan a cook - out
- 2. What equipment is involved
- 3. How to prepare the food properly and serve it attractively
- 4. What is good nutrition
- 5. How to plan good refreshments
- 6. How to prepare one dish meals and what other foods that should go with it
- 7. What constitutes a good diet
- 8. How to plan a diet for weight reduction
- 9. What part physical exercise plays in maintaining good health
- 10. Why it is dangerous to be overweight

Plans for carrying out the program and measuring results:

Leader training meetings will be held on the first three topics. The specialist will train for two topics and a local home economist on one. Leaders will take the information back to clubs.

Special meetings will be held on foods for the holidays and weight reduction. The agent will plan and conduct these meetings with the help of the people. Resource people in the community will assist with the program on weight reduction.

The radio will be used to announce meetings and give special information. The newspaper will also be used for announcements and information.

Non-club members will be invited to attend programs. The agent will work with any other groups who request assistance.

Evaluation:

1. The program development leader will assist in determining the value of the training among the club members. She will record any suggestions for follow-up demonstrations on a particular topic.
2. A questionnaire will be prepared for members to report work they have done on that subject.
3. Some changes will be observed by the agent.

Notes on results, adjustments, and accomplishments:

Questionnaire used:

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Subject Matter and Special Emphasis Area Clothing

In discussing the topic of family clothing homemakers mentioned these problems:

1. The variety of materials and finish makes it necessary to learn how to handle each fabric.
2. Homemakers wanted to know the techniques of sewing on wash and wear and woolen material
3. What to look for in buying material
4. How to care for and use a sewing machine
5. How to fit a pattern - Not being able to buy a garment ready made to fit therefore homemakers are having to make their clothes
6. Several construction details were also listed as major problems
7. How to have professional looking clothes made at home.

Topics to be Included:

1. "Tailoring"
2. "Making the Wool Dress"
3. "Beginners Sewing"
4. "Use of the Sewing Machine and Some Attachments"
5. "Making Draperies and Curtains"

Number of clubs, groups, or committees involved:

All topics will be held as special interest meetings. Those who are interested in these topics will attend.

Goals: Changes expected to be brought about in people

1. Use labels in selection of material and ready to wear
2. Analyze needs when planning wardrobe and know what color, style, and fabrics are best suited for individual

3. Will construct a well made garment taking into consideration proper use of pattern, altering, handling material, construction, detailed finishes and proper pressing.

4. Will learn the care of various material

5. Use and adjust machine properly

What people are to learn:

1. What information is found on a good label

2. Why it is important to read labels before buying

3. How to plan wardrobe according to needs, considering style, color and material

4. Will learn how to use a pattern, how to alter a pattern, how to handle materials

5. Will also learn construction details in making a dress or suit.

6. The techniques of pressing a garment versus ironing

7. Identify different types of material

8. Will learn adjustments necessary in using machine.

Plans for Carrying Out Program and Measuring Results:

The agent will hold demonstration meetings on Beginners Sewing, Wool Dress and Tailoring. Six meetings for each topic will be held. The agent will demonstrate techniques and ask members to participate as much as possible. Members will work on their garments at home. Any problems or questions will be discussed at the meetings. Members will bring their garment to class to show results of their work.

Notes on results, adjustments, and Accomplishments:

Subject Matter or Special Emphasis on Safety

The outline for the Federation Program of Work was made by the committee with Mrs. Myrt Wesson, chairman. The Federation chairman of each club is responsible for the program each month.

The topic is listed for each month and the necessary materials are sent to each chairman.

December - Christmas Safety

January - What is Civil Defense (You and Your Government - Civil Defense pamphlet). Show film strip.

February - Facts about Fall-out Protection (pamphlet - Radiation Fall out on the Farm)

March - Fall Out on the Farm

April - Shelter - How to Prepare a Shelter. (Discuss places for shelters in community).

May - Preparing Food and Water for Shelters

June - First Aid Kit and other Equipment

July or August - Either month - Go over Brunswick County Survival Plan

September - Bandaging Radiation Burns

October - Correcting Fire hazards. Check sheet given out in October turn in November

November - Check Sheet - review work done by members. Pamphlets will be sent out on each topic.

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C. Other Activities

Home Demonstration Club Community Projects

The home demonstration clubs have various community projects. Some of the projects include charity drives, home grounds improvements, community recreation, club house improvements, catering for various organizations, remembering the ill and older people, giving to hospitals, and rural arts projects. The agent will assist where needed in an educational capacity.

County Home Demonstration Objectives

The individual clubs have been encouraged to list goals they feel are important to their work and to the community. The county home demonstration trophy committee has set up a point system to help encourage clubs to carry out certain projects.

County objectives were listed as: National Home Demonstration Week, Local Fairs, Christmas Tea, National Farm and Home Week, Achievement Day, Educational Tour, Institute of Rural Affairs, District Home Demonstration Meeting and Yearbook.

The committees on these programs will be set up by the county chairman at the beginning of the year.

The agent will counsel with the chairman and give help to committees where it is needed in carrying out their plans.

All of these activities will be held to encourage participation in home demonstration work and its educational values and publicize extension work. Other objectives will be added when the committees hold their first meeting for the current year.

National Home Demonstration Week

A committee will be selected by the county home demonstration club chairman to make plans for working on this program. Exhibits, radio programs, news articles, open house in the clubs have been held in the past and it is felt that they will continue to be a part of the celebration.

The agent will as usual give assistance where needed and will encourage activities during this week to: (1) Bring about greater interest in home demonstration work (2) Stimulate more active participation among the club members (3) To increase club membership (4) Publicize the home demonstration club activities to make the county more aware of home demonstration work (5) Help club members all over the county work together (6) Increase pride in club accomplishments and (7) Encourage members to accept more responsibility for their club work.

Achievement Program

A county committee will be appointed by the county chairman this year for working out plans early in the year for the achievement program in the fall. Some of the suggestions given on last year's program will be taken into consideration such as to give out a guide for club members to go by in computing what she does during the year, therefore compiling a more complete report at the achievement program. Each club makes a written report for the achievement program. The agent will help in evaluating club accomplishments and in any other way necessary. More completed plans will be made later on in the year.

Fairs

Another media for telling the home demonstration program is the use of local fairs, four possibilities are available of which the home demonstration clubs may take advantage. The county chairman will select a committee to formulate plans in preparing and exhibiting in the various fairs. Club fairs will be encouraged pertaining to individual exhibits. Information will be supplied by the agent on educational booths and individual exhibits.

Tours

The possibility of educational tours will be discussed at the county committee meeting. The members will work out plans for such a tour. The agent will assist with information and in any other way necessary.

Judging by Leaders at Special Events:

Leaders from the various home demonstration clubs may have the opportunity to go to other home demonstration clubs in the county and those who have had special training may assist at fairs. Some leaders may help judge at h-H contests in the county as in the past. The agent will try to give information on judging where it is necessary.

D. Plans for Adapting and Carrying Out Programs with Urban Families in the County

There is not a great deal of difference in urban and rural families since the county is mostly rural.

Plans for the year:

1. Try to get across the idea that the extension programs are for all county people.
2. To include urban women in special programs of the year.

3. Publicize special programs on radio and in the newspaper.
4. Invite urban women to join home demonstration clubs.
5. Work will be done with urban population by special requests.
6. Urban families are included and more will be added to the mailing lists.
7. Publications of various kinds are sent to garden clubs and other clubs where it is felt information will be helpful. The homemakers newsletter is sent to both urban and rural on topics of general interest.

E. Farm and Home Management

Twelve families were worked with in 1960. The goal for 1961 is to try to increase this number and to do a more thorough job with the present homemakers. Plans for locating additional families will be through personal contacts and requests for help on different topics by making the program known to various individuals. Home visits will be the major means used.

Objectives

The overall goal is to help families improve their family living.

1. To help families analyze their situations
2. To help determine the needs and the problems
3. To help establish goals
4. To explore possible situations for the particular problems and ways of attaining particular goals
5. To help families evaluate during the process and the end results
6. The final decision is the family's.

Procedures:

The procedures that will be followed in working with homemakers and families on their problems will be by first helping in discussing and analyzing their present problems which may develop by a home visitation.

Information will be given in various forms suitable to the problem; in written form, demonstration, or tours.

Other people may be called in to assist on specialized problems.

Sources of information will be given.

Plan for recording help

The agent will use outlines provided from the Extension office for recording situation and other material. The agent will use monthly forms for reporting.

Other means such as notes and records will be kept where necessary in recording progress.

III. County Extension Program - Youth

A. Organization

1. County Youth Council

In the past years adult leaders have served in the capacity of advisors. Plans are to organize the adult leaders and others who are interested to help with the 4-H organization in the county. It is hoped this will bring about the establishment of the council.

2. County Youth Committee

This is not an organized group as this would come from the county youth council.

3. County 4-H Council

The council is made up of the officers of the county 4-H clubs, interested parents, leaders, and Extension personnel. The agent will work closely with the council in carrying out the plans for the year such as National 4-H Week, 4-H Share-the-Fun, recreational programs, Rural Life Sunday, fair exhibits, project completions, and the planning of other programs.

4. All Stars

The agent will work with the county All Stars and enlist their help in carrying out the 4-H program. The All Stars may serve as junior leaders, judges for contests, help stimulate interest among the 4-H members with their project work. Any new information on All Star activities will be sent to the All Stars.

5. Honor Club

There is an organized honor club in the county of approximately 27 members and leaders.

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This group of senior boys and girls and leaders have shown a great deal of progress in the past. Plans for this coming year as set up by the members are as follows: (Goals and Objectives)

1. Complete projects
2. Participate in Share the Fun program
3. Each member work on demonstration
4. Exhibit an educational booth at a local fair
5. Each member give a radio talk
6. Club sponsor educational tour
7. Club sponsor a club banquet

6. Out of School - (Community and Project Clubs)

Eight community or project club groups have been established. Five of these groups have club leaders, the remainder are supervised by the agent. The club programs are planned by the members with assistance from the leaders and agent. All of these groups meet after school, nights, and Saturdays. The frequency of those meetings are set by the club group.

Four clubs are taking foods projects and three clothing projects. One group is a joint club of boys and girls. They meet together for the business and entertainment and separate for project work. The individual club senior members take home projects. These projects are supervised by the agent as much as possible by visits and other contacts.

B. h-H Project Work

Project: Home Grounds Beautification

Eleven school h-H clubs are taking this project. The project selection is made by the county council with assistance from agents and leaders.

Topics to be Included:

October - (1) Organization (a) Explanation of h-H work (b) Enrollment of Members (2) Project Requirements (a) Project discussion (b) Explanation of officers duties and qualifications.

November - (1) Project emphasis (a) Distribute project record books and literature and explain. (2) Officer training (a) Plans for county wide h-H officer training (b) Elect county council officers (3) h-H demonstrations (a) by Extension agents (b) Show how to collect, mount and identify leaves. (4) Recognition (a) Announce achievement program (b) Award club officer pins

December - (1) Project emphasis (a) Film "A Tree Grows for Christmas" (b) Safety in the home for the holidays (2) Special activities that members can do for the holidays (a) Show simple decorations members can do and have fireproof materials (3) Leadership Training (a) Continued training on officers duties by participation (b) Encourage as many as possible to give talks, demonstrations and work on club programs such as: list names of leaves collected, list work to be done next month, clean yard and rake leaves. Record work in record book.

January

1. Project emphasis and personal development (a) Demonstrations by club members - show how to plant bulbs (b) Report on progress in project work (c) Record work in project books
2. Officer Training (a) Show and discuss filmstrip on parliamentary procedure

February

1. Project emphasis (a) Demonstration on planting tree or shrub (b) Record in record books
2. Club Activities (A) Discuss plans for Share-the-Fun program

March

1. Project emphasis (a) Show and discuss mulching materials and how to mulch plants
2. Club activities (a) Emphasis on h-H club work, h-H Club Week, h-H Share-the-Fun Contest, and h-H window display, news articles, and radio program

April

1. Project emphasis (a) Slides or filmstrips on landscaping
2. Club activities (a) h-H Club Sunday (b) Plans for h-H camps and h-H Short Course

May

1. Project emphasis (a) demonstration on how to care for lawns
2. Complete plans for summer training (a) Complete requirements for attending camps and short course (b) completion of over-all project (c) Select projects for summer and explain meetings to be held during summer.

June

1. Club activities (a) Community and project club meetings continued (b) All Star conference June 23-25 (c) State Short Course June 26 - July 1 (d) Forestry Camp (e) 4-H Junior and Senior camps

July

1. Club activities (a) Community and project club meetings continued (b) 4-H All Star Weekend - Camp Farrar (c) 4-H exhibits

August

1. Club activities (a) Electric Congress (b) Leadership Camp (c) County Forestry School

Project: Home Grounds Beautification

Goals:

1. To develop leadership talents and to work toward achieving the broad objectives of character and effective citizenship.
2. To gain a knowledge of plants and their artistic uses.
3. To learn how to correctly plant and care for grasses, flowers, shrubs and trees for beauty, and to control soil erosion.
4. To make home surroundings more attractive, to provide an area for family recreation and outdoor living, and to develop a feeling of pride and joy in rural homes.
5. To develop happy family relationships through working with the other members of the family in beautifying the home surroundings.

What members are to learn:

1. How to participate and lead group meetings
2. Learn to identify trees and flowers
3. Methods necessary for improvement of home grounds

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4. How to develop a recreation area for the home

5. To work with other members of the family in a cooperative effort to make the home attractive.

Plans for carrying out project:

1. The project will be supervised by the agents. Individual members will participate as much as possible by preparing and giving talks and demonstrations, presiding, and on other programs of the club.

Visual materials will be used such as charts, slides, films, and actual objects. Demonstrations will be given by the agents where advisable.

Notes - Results - Adjustments - Accomplishments

Project: Automotive Care and Safety

Topics to be Included:

October - Organize and enroll members, Elect officers and select project, Set up goals and objectives

November - Distribute project books and literature - explain Members report on past year's activities

Try to get project leaders and parents support

Project emphasis: (a) Skit by two club members on errors in driving (b) "Importance of the Automobile in Our Way of Life" Unit I (c) "Traffic Code Your Responsibility as a Driver" - Unit II

December:

Project emphasis: (a) "Blind Date" movie (b) Highway Safety - Unit II, "Highway Hazard Hurt" a community activity IV

2. 4-H demonstration or illustrated talk

January:

Project emphasis: 1. Report on highway hazards found in newspaper report and report to proper authorities of hazards found.

2. Know the owners manual Unit V. "The Engine in General" Unit VI demonstrate - internal combustion. Movie - "What Makes an Engine Run".

Recognition: Senior members make plans on their major area for emphasis in contests and demonstrations.

February:

Project Emphasis: a. Unit III "What Makes a Car Run" - Visit a garage for demonstration on parts. Demonstrate changing tires, safe use of a jack, wheel not in balance or out of line, too little or too much tire pressure.

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March

Project Emphasis: a. Carkeeping - Unit VIII. Demonstration:
Cleaning Interior or Exterior

2. Emphasis of h-H Club Week (a) h-H Share the Fun contest
- (b) h-H window display and news articles - radio program

April

Project emphasis: a. Car cost and keeping car records - Unit IX
"Instructions on Record Keeping".

Community and other activities: Plans for h-H Sunday, h-H Camp
and Short Course, Tractor Contest, Baby Beef Show, District Contest.

May

Project emphasis: Summarize project - complete plans for summer
training (a) Select classes for short course (b) complete requirements
for attendance.

Club members report on progress with individual projects.

- Plans for Summer: a. Special interest training meeting
- b. Complete overall county project
 - c. Select projects for summer
 - d. Explain projects and meetings to be held during the summer.
- Number of clubs, groups Involved.

Senior boys and girls will be taking this project.

Objectives are as follows:

1. An understanding of the importance of the motor vehicle, a
working knowledge of its basic parts, particularly the principles of
maintenance and operation.

2. An understanding and appreciation of motor vehicle laws and traffic laws, and a clear knowledge of highway safety and courtesy that will lead to their application.

3. An understanding of the principles of safe motor vehicle operation, including the effect of force, speed and the center of gravity.

4. The ability to perform elementary car maintenance operations such as cleaning, polishing, care of tires, battery, etc.

5. An awareness of the vocational opportunities in the automotive field.

6. An understanding of the economics involved in purchasing and operating an automobile, including the development of the ability to record and interpret a record of the cost of operation and ownership.

What Members are to Learn:

1. Learn basic parts of an automobile and the principles of maintenance and operation

2. Learn motor vehicle laws and traffic laws - also rules of highway safety

3. Know the principles of safe motor vehicle operation

4. How to perform car maintenance operations

5. Some of the vocations in the automotive field

6. What economics are involved in purchasing and operating a car.

How to keep records.

Plans for Carrying Out Project -

This program will be supervised by the agents. Members will participate as much as possible by giving talks and demonstrations.

Some local people are to assist with giving demonstrations and information to the group.

The automotive record book will be used as a basis of information.

Other literature may also be used as well as films and filmstrips.

- * Notes - results - adjustments - accomplishments

C. Other Activities Which Contribute to the Youth Program

1. Camp

Four-H boys, girls and leaders will attend camp Farrar at Virginia Beach. Project completions will be considered in eligibility to attend camp. Several members will be sponsored by various clubs. Agents and leaders will assist with the activities at camp.

2. Short Course

More girls are being urged to compete at the district contests to enable them to be district winners. Those attending Short Course will be selected according to their records, leadership and attitudes. Members attending will be expected to make reports on Short Course activities at county functions and club meetings.

3. National 4-H Week

The activities to celebrate this week will be planned by the members and leaders themselves. Some of the activities of the past years may be continued. They are window displays, news articles, radio talks, share the fun programs. The agent will assist the club members with the planning for this weeks activities.

4. Achievement Day

Achievement day was planned to be held in the fall. A committee of council members will help plan the program and assist with carrying it out. Participation on the part of the members will be encouraged.

5. Rural Life Sunday

This program will be observed in several of the rural churches. The agent will assist where necessary. The leaders of the clubs will do more of the planning on this program.

6. Share the Fun

The 4-H council plans to hold a Share-the-Fun program in February. Definite plans are not made at this time. More senior members will be encouraged to participate. Winners will be selected from both junior and senior groups. These winners may compete in a five-county share-the-fun program if one is held. The county winners will have some opportunities to perform at other functions.

7. Contests (District, County, Club)

More participation will be encouraged in all these contests. Each community club will be expected to hold a club contest. These winners will then compete in a county contest - junior and senior winners.

Senior members will compete on the district level. The agent and leaders will work with all groups in planning and carrying out these contests.

8. Community Activities

The community clubs have more opportunities to carry out activities of community service. Many hold picnics, dinners, teas, folk dancing, talent shows, remember the sick and older people and other activities of this type. Such activities as these will be encouraged.

9. Fairs

There are several local fairs available in which 4-H members can take part - individually or by educational exhibits. Four-H members will plan and assist with any exhibits placed in these fairs. The agent will give assistance with projects of the type and will encourage educational displays.

IV. Scope of Work

A.	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. H. D. Clubs	14	14
Membership	264	275
No. HD Groups (unorganized)	0	1
Membership	0	10
No. 4-H Clubs	15	20
Membership	210	215
No. 4W Clubs	0	0
Membership	0	0
No. Community Clubs	0	0
Membership	0	0
No. Home Ec. Committees	4	4
Membership	36	36
No. General Interest Committees	0	0
Membership	0	0
No. Youth Committees (unorganized)	1	1
Membership	9	9
No. Other Organizations	0	0
No. Farm and Home Development Families	12	14
No. Other families reached	1562	1560
No. Different families reached	965	985

Areas which need the greatest emphasis during the year:

According to the chart on scope of work I feel these areas need the greatest emphasis (1) Increased membership in home demonstration clubs, (2) more work on Home Economics committees, (3) organized youth committee and (4) more intensified work with Farm and Home Management families.

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Plans for reaching goals in Scope.

1. Increased membership in home demonstration clubs. Agent will encourage club members to have a membership emphasis week to enroll more members.
2. Plans to encourage club leaders to accept the responsibility for their meeting enabling more work to be accomplished in organizing committees.
3. Agent plans to put this committee into action by the first of the year. (youth committee)
4. Will outline a plan for making more home visits to families to work on individual problems.

B. Plans for Informing the Public about the Extension Home Economics Program

Mass media has been used as the principle means of informing the public of extension programs. The radio, newspaper, and newsletter, which was sent to homemakers, have had favorable results. These methods will continue to be used. The agent plans to make individual contacts and reports to the board. Unorganized clubs and communities will receive assistance by request and will be included on the mailing lists.

The public will be informed and invited to extension programs and will be asked to help plan them.

V. Leadership

A. Plan for Leadership

1. County Program Leaders	<u>No. in 1960</u>	<u>Goal for 1961</u>
a. County Agricultural Extension Service Board	0	1
b. Youth Council (unorganized)	9	9
c. Home Economics Council	0	1
2. Home Demonstration Leadership	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. organizational leaders	53	55
No. project leaders (subject matter)	189	169
No. Federation Program of work chairmen	15	15
No. program development leaders	15	15
No. result demonstrators	2	3
No. training meetings by specialists	9	8
No. training meetings by District Agents	0	0
No. training meetings by agents	3	2
No. training meetings by others	2	2
Attendance at all training meetings	277	280
No. meetings held without an agent	105	125
No. meetings leaders assisted	15	25
Demonstrations by leaders	150	150
Talks and discussions by leaders	122	140
3. 4-H Club Leadership	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. Club officers	106	100
No. project leaders	30	30
No. junior project leaders	15	18
No. result demonstrators	0	0

	<u>No. in 1960</u>	<u>Goal for 1961</u>
No. training meetings by specialists	0	0
No. training meetings by district agents	0	0
No. training meetings by agents	1	2
No. training meetings by members club dept.	1	0
No. training meetings by others	0	1
Attendance at leader training meetings	2	24
No. H-H leaders trained individually	10	25
No. club meetings held by ldr. without agent	17	20
No. additional club meetings at which leaders assisted	15	28
No. demonstrations given by adult leaders	65	21
No. demonstrations given by junior leaders	42	15

B. Strengthening Leadership

The home demonstration clubs need to understand more fully how their organization is set up and also the responsibility of the county and club officers in conducting the business of the clubs.

The county home demonstration club committees need to rely on their own initiative in calling, planning, and conducting their own meetings. The agent should contribute to their work only in an advisory capacity in place of acting as a chairman of many of these committees and club functions.

One plan to help put across the club's and county officers responsibility is to hold an officer leader training meeting, at which time the officers would be trained in their duties. The agent plans to give a brief talk on how her work fits into the clubs activities.

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The county officers will then train each group of officers on the duties expected of that office.

The agent will confer with the executive officers before this training meeting to make plans. A folder of duties of each officer will be prepared and distributed at this meeting. The folder will be passed on each year to the new club officers.

Members will be given a chance to discuss and give suggestions to help the club officers to do their duties more efficiently.

Films and bulletins will be used to help in training this subject.
4-H Leadership

There is always a need for 4-H leaders to assist with the programs. Home demonstration clubs have assisted with various community club groups. A point system is used in the home demonstration clubs whereby the club receives points and recognition if it sponsors a 4-H club and leaders assist.

This year the agent will attempt to find adult leaders to assist with the school 4-H clubs as some have expressed a desire to help.

The agent plans to hold a 4-H leader organizational luncheon at which time the leaders will go over the county situation, set up goals and objectives and elect officers. The luncheon will be planned and served by 4-H club girls.

The agent also plans to hold training meetings on subject matter areas for the leaders. Agent will give individual leader training where necessary.

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VI. For Special Consideration

- A. Plans for maintaining and strengthening good public relations in the county with:

1. Relations within the State Extension Organization Itself

Agent will work with extension personnel in a joint effort to put into practice and make known programs and practices in the best known manner.

2. Relations within the Parent Institution

The agent will endeavor to represent the institute to best advantage at all times and inform the public of extension and other programs available and to cooperate in putting such programs in effect.

3. Relationships with Elected and Appointed Officials

They will be informed of programs being carried on in the county. Invitations to home demonstration and h-H events will be extended to further make the activities known.

4. Relationships with Organizations

The agent will cooperate with other organizations in putting into effect educational programs of joint interest. Will make known to these organizations material available for use in their programs.

5. Relationships with Businesses

Will inform businesses of programs in the county and enlist their assistance where needed. Also cooperate with businesses in as much as it is possible.

6. Relationships with Mass Media Personnel

In the county radio and newspaper are the main means of mass media. The agent will work with these personnel in informing them of extension programs and enlist their help in making this information available for the public.

7. Relationships with Other Agencies

The agent will work with school personnel, soil conservationist, county librarian, power suppliers, health department, civil defense and other professional people in planning and carrying out programs related to these departments.

8. Individuals and Families

The agent will work with individuals and families as much as possible in helping evaluate their goals and in making plans for improvements. Also will try to make materials and give sources of information available to them.

B. Outline your Plan for Professional Improvement

The agent will attend short courses such as agents conference, Institute of Rural Affairs, State Home Economics meetings, National Agents Conference and other training schools or special meetings. The home agent subscribes to educational books and receives most of the home economics publications and magazines. The home agent belongs to the State and National Home Demonstration Agents Association and the Virginia and National Home Economics Association.

The agent will participate in educational tours and workshops where advisable. The agent plans to take a summer course for improvement in some area of extension work.

C. Phase of the County Program which will Make the Most Significant Contribution to Family Living

Work through the home demonstration club and special interest meetings can make a big contribution to family living also, home management work.

The agent will stress the importance of leaders receiving proper information and methods to use in returning this information to clubs and individuals. Emphasize the necessity of having good resource material. It has been felt that some programs presented did not reach the objective for which they were intended.

Members will be encouraged to report results as a measure of progress and for the purpose of recognizing these accomplishments.

The club secretary, program development leader and trophy chairman will assist in recording activities and results.

Clubs will be asked to take information to non club members and invite them to club meetings.

Organized groups can do much for community good and will be encouraged to continue work in this area.

Management of the home and resources is becoming more important. The agent will use the means at hand to work with more homemakers on home management.