

- c. Cooperate with other groups at local level in farm and home lighting.

PROBLEMS IN CARRYING OUT EXTENSION PROGRAM

1. Need for visual aids equipment such as: a slide projector and motion picture projector.
2. Full time clerical assistance in order to reach more people with mass media. This is most important to agent who does not have radio and television time donated for their use.
3. A duplicating machine for a broader communication's program.
4. More leader training meetings by specialist for leaders in requested areas.
5. Reaching more housewives and young adults with Extension activities.

Plans for Overcoming Stated Problems:

1. Request necessary equipment to get the job done.
2. Continue to use as wisely as possible clerical assistance given and to request full time assistance.
3. Make contacts at Radio Station for more time.
4. Plan more county-wide activities.

2. Exchange ideas on county programs and participate in conferences and educational work shops.
3. Attend professional meetings when requested.
4. Assist with such activities as: judging achievements, exhibits and home economic clinics or work shops on local level.

PLANS FOR EVALUATING PLANNED PROGRAM

1. Review the levels of attainment of the people with over-all planning committeemen in relation to their goals as set up in County Plan of Work.
2. Tabulate survey findings which will be used to measure attitudes changes and practices adapted.
3. Implications of survey results will assist the agent and committeewomen determine how far the people have progressed toward their long-time goals.
4. Each club woman will have an opportunity to participate in program evaluation thru club discussions, check sheets and leaders reports at the close of each meeting.

PLANS FOR PROFESSIONAL IMPROVEMENT

1. Reading of professional books and other publications pertaining to varied subject matter fields and professional interest.
2. Attend available agents training meetings, conferences and workshops.
3. Participate in programs and workshops planned by other organizations.

PLANS FOR COOPERATING WITH COUNTY AGENTS TO UNIFY COUNTY PROGRAM

1. Work cooperatively with Farm and Home Development Families.
2. Work cooperatively in establishing Farm and Home lighting open house demonstrations.
 - a. Emphasize importance of good lighting in all educational meetings.
 - b. Discuss value of good lighting to 4-H club, Home Demonstration and Community club meetings.

3. County Red Cross.

- (a) Attend county-wide Red Cross meetings.
- (b) Serve as chairman of district fund raising drive.
- (c) Serve on Board of Directors.

PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS

Coworkers :

- 1. Cooperate when ever called upon.
- 2. Attend meetings called by them.
- 3. Support efforts and activities they are conducting thru out the county.

General Public

- 1. Friendly greetings to visitors and office callers will be exhibited at all times.
- 2. Public meetings of county farmers and housewives.
- 3. Send personal letters showing appreciation of cooperation obtained from local business men and firms.
- 4. Put up public exhibits at fair or other events.
- 5. Make greater use of telephone calls in arranging for teaching activities.
- 6. Summary of program accomplishments will be published during National Home Demonstration Achievement Week.
- 7. Highlights of County Extension Program and other related articles will be published in county newspapers.

Elected Representatives

- 1. A copy of County Annual report will be sent County Board of Supervisors.

Other Professional Workers

- 1. Cooperation will be solicited from other professional workers for their assistance in helping the people attain their goals.

- (b) Junior leaders will receive training in special leadership meetings, and at State Short Course.
- (c) Junior leaders will function in close association with adult council

<u>Young Men and Young Women's Clubs</u>	<u>No. in 1958</u>	<u>Goal 1959</u>
Number of club officers	32	40
Number adult leaders or sponsors	2	3

Plans for training and using leaders in

Promoting Y.M.W. Club Program

- (1) Leaders will be trained on personal calls to outline plans to discuss progress.
- (2) Formal training meetings will be held by specialist, agent and district agent, to enable leaders to function more effectively.
- (3) All training will be followed by circular letters, literature, etc.

PLANS FOR WORK WITH OTHER AGENCIES

1. County School Staff.

- (a) Attend teacher's meetings and take part in discussions.
- (b) Take an active part in Parent-Teachers Association.
- (c) Attend District Teachers meetings.
- (d) Cooperate with others of similar interest and problems.
- (d) Study coordination of program.

2. County Health Unit.

- (a) Exchange point of views on county health problems.
- (b) Solicit cooperation with nutrition and clothing committee.
- (c) Serve whenever requested on health committee.

	<u>No. in 1958</u>	<u>Goal 1959</u>
No. demonstrations given by adult leaders	15	20
No. demonstrations given by junior leaders	17	19

Plans for training all types of 4-H leaders

Organized Leaders and Sponsors

1. Leader will be motivated to doing a better job thru:

- (a) Attending State 4-H Short Course and 4-H Wild-Life Conference, etc.
- (b) Giving leaders the go ahead responsibilities with club activities.
- (c) Training leaders in responsibilities they are to carry.
- (d) Regular conference with the agent, teacher-sponsor and junior leaders.
- (e) Giving recognition for jobs well done.

Project Leaders

- (a) Leaders will be trained how to conduct project activities needing professional training such as: demonstrations, judging and contests.
- (b) Leaders will be trained in reasons for and use made of records and reports for which leaders are responsible.
- (c) Leaders will be trained in project selection and the importance of completing projects to the development of boys and girls.
- (d) Project leaders will receive recognition for, with members for job done.

Junior Leaders

- (a) Junior leaders will be trained in conducting recreational activities, giving demonstrations and program planning.

2. Farm and home visits will be used to train leaders individually.
3. Leaders will be assisted with telling the whole story at class of projects and at certain stages of development.
4. Leaders will be trained to discuss intelligently their accomplishments.

<u>Over-all Youth Leaders</u>	<u>No. in 1958</u>	<u>Goal 1959</u>
(Organization leaders for county youth council	139	139
<u>4-H Club</u>	<u>No. in 1958</u>	<u>Goal 1959</u>
Number 4-H Club officers	143	169
Number adult project leaders	146	130
Number junior project leaders	139	140
Number result demonstrators	2	3
No. meetings at which leaders were trained by specialist	1	4
No. meetings at which leaders were trained by district agent	1	3
No. meetings at which leaders were trained by agent	15	15
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	1
No. meetings at which leaders were trained by others	9	2
Attendance at leader training meetings	240	75
No. 4-H leaders trained individually	38	45
No. club meetings held by leaders without agent present	29	35
No. club meetings at which leaders assisted	21	25

Organization	<u>No. in 1958</u>	<u>Goal 1959</u>
No. talks or discussions by leaders	64	73

Plans for training all types of Leaders

Organizational Leaders

1. Each leader will be trained to carry out expected duties as club officers.
2. Each leader will report club activities to the agent.
3. Leaders will be trained in giving accurate information to club members and others.
4. Leaders will locate meeting places and notify agent.

Subject Matter Leaders

1. Leader training meeting will be held for training leaders in each subject matter phase.
2. Leaders not reached thru training meetings will be trained individually.
3. Leaders will be trained in giving demonstrations by the specialist, district agent and agent.
4. Leader will be given recognition for services rendered.
5. Leaders will be assisted with reporting club activities, exhibits and displays.

Program Development Leaders

1. Leader training meetings will be held twice a year.
2. Program development leaders will be encouraged to distribute work load to all community members.
3. Leader suggestions will help in program planning and operation.
4. Leaders will be trained to assist in evaluating county program.

Result Demonstrators

1. Farm and home development families will be trained by the specialist in a group meeting.

Organization	<u>No. in 1958</u>	<u>Goal 1959</u>
No. youth committees	2	2
Number other organizations	3	3
Number farm and home development families	5	5
Plan for Leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
Over-all Program Leaders (Organization leaders for county Extension Service Board)	<u>242</u>	<u>250</u>
Home Demonstration Club Leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
Number organizational leaders	182	182
Number project leaders (Subject Matter)	191	175
No. Federation program of work chairmen	29	32
Number program development leaders	19	19
Number result demonstrators	14	20
Number meetings at which leaders were trained by specialists	4	7
Number meetings at which leaders were trained by district agents	5	5
Number meetings at which leaders were trained by agent	52	60
Attendance at training meetings	653	650
No. club meetings held by leaders without agent present	70	100
No. club meetings in which leaders assited	51	60
Total number demonstrations given by leaders	30	40

Objective: To teach 4-H club members recommended methods for canning and freezing of fruits, vegetables, poultry, meat and fish.

Procedure:

Accomplishments:

- | | |
|---|---|
| 1. Study varieties of vegetables or fruits better suited for freezing and canning. | : |
| 2. Discussion meetings on the selection and buying of fruits and vegetables for freezing and canning. | : |
| 3. Motion picture "Freezing Fruits and vegetables" will be shown. | : |
| 4. Method demonstrations in preparing meats, fish and poultry for freezer. | : |
| 5. Method demonstration for preparing vegetables and fruits for freezer. | : |
| 6. Bulletins will be made available on both canning and freezing. | : |
| 7. Judging of frozen food products, freezer arrangement and food plans carried out. | : |
| 8. Exhibits at County Fair and Achievement Day. | : |
| 9. Girls will sell frozen foods at county-wide benefit bazaar. | : |

Electric Unit I.

Objective: To teach 4-H members practical facts about electricity as used in their homes and on the farm.

Procedure:

Accomplishments:

- | | |
|---|---|
| 1. Group discussion meetings on the place of electricity in the home and on the farm. | : |
| 2. Electrical survey of members homes made by members. | : |

Garden Unit III - Family Garden Plus Vegetables

Objectives: To teach members the best methods of vegetable growing, (2) to teach members control of garden insect and diseases, (3) to teach members how to prepare vegetables for the market and help them improve their income.

Procedure:

Accomplishments:

- 1. Discuss the value of vegetable gardening and motion picture, "How does Your Garden Grow."
- 2. Review county situation in relation to vegetable growing and small fruits.
- 3. Demonstration "How to Make a Garden Plan."
- 4. Prepare garden folders for 4-H members and leaders.
- 5. Method demonstration on making a hot bed.
- 6. Motion picture on "Road Side Marketing," and "Home Food Garden."
- 7. Specialist assisted will be requested on tomato outlook.
- 8. Method demonstration on spraying plants and weed control.
- 9. Specialist assistance on selection and grading of vegetable for market.
- 10. Work-shop for "Older Members" building vegetable display table or stands.
- 11. Check records and send in county winner
- 12. Exhibit at County Fair and Achievement Day.

Food Preservation - Canning and Freezing

Procedure:

Accomplishments:

1. Posters, flannel board graphs, pictured and check sheets will be used as teaching tools.
 2. Method demonstrations by agent and leaders will be given on following:
 - (a) Hair styling
 - (b) Use of cosmetics
 - (c) Shoe Shining
 - (d) Teeth Brushing
 - (e) Darning socks
 - (f) Making Quick repairs
 3. Each member will learn to operate the sewing machine.
 4. Learn the parts and function of each part of the sewing machine.
 5. Circular letters will be sent members parents to solicit cooperation.
 6. Leaders and teacher sponsors will assist in demonstrating "Getting the Most Out of the Sewing Machine. Part I and II.
- Clothing III.- Make or Re-make

Objectives: To teach girls to take accurate body measurements for pattern selection and adjustment, (2) to teach fundamentals necessary in garment construction and (3) to teach the use of the sewing machine.

Procedure:

Accomplishments:

1. Sewing equipment: sewing machine, black board, patterns and fabric will be used for demonstration.
2. Charts, notebooks, models, fashion magazines pictures and catalogues will be used as illustrative materials.
3. Basic information material will be secured

4-H Organization

County 4-H Council

1. To hold three meetings during the year.
2. To train 4-H club officers.
3. To plan County Observance of National 4-H Club Week, 4-H Achievement, and Rural Life Sunday.
4. To sponsor in each community a 4-H Talent Program.
5. To select delegates to State meetings and Camp.
6. To raise funds for Community Building and International Farm Youth Exchange Program.

Project Planning Committee

Objectives:

1. To hold County Planning Meeting twice a year for selecting and evaluating 4-H project work.
2. To assist 4-H Council members in planning county-wide and community programs.
3. To train project leaders and junior leaders in record keeping.
4. To assist the agent with selecting county project winners.

The committee will function this year towards carrying out its objectives. Members, Parents, District Agent, Specialist and Junior Leaders will assist in project selection, publicity, and awarding of county prizes.

PROJECT WORK - YOUTH

Clothing: Looking Your Best

Objectives: (1) To teach boys and girls the importance of personal hygiene. (2) To teach the care of clothing and quick repairs.

made by each family. Each family will need to evaluate its own records with the agent's assistance.

County Extension - Program Youth

County Youth Council

The 4-H Council will consist of officers of 4-H clubs, junior leaders, and adult advisors and agent. The council will provide opportunity for the maximum number of leaders to grow and develop in their ability to analyze situations, clarify problems, set up county goals, decide upon solutions and help make plan of work.

County Youth Committee

This committee is a part of the County Advisory Board. It consists of nine 4-H club adult leaders, 13 teacher-sponsors, three parents of 4-H members who are not leaders, and all junior 4-H club leaders.

The goals as set for 1959 are as follow:

1. To solicit more parent cooperation.
2. To encourage more club members to participate in State Contests.
3. To help develop and direct county 4-H club policies and activities.

Methods to be used in reaching these goals will be: sending circular letters to parents, invite parents to 4-H planning meetings, send 4-H literature to parent, news letters and success stories. Publicity of 4-H accomplishments thru newspapers. Public recognition of parents of 4-H members at Extension activities. Special programs will be planned for 4-H members and their parents.

Procedure:

Accomplishments:

Financing a Recreational Program

1. Leaders will be assisted in planning community meals.
2. Club members will be encouraged to solicit from farmers a bushel of "Corn or Soybean drive" in the fall.
3. The group will be assisted in holding a carnival early in the spring.
4. Business men will be contacted for contribution of prizes.
5. Book and small equipment drive will be held during the year.
6. County-Wide fund raising drive will be conducted thru the schools and community organizations.

Recreational Program Planned:

1. Discussion groups of timely topics and motion pictures will be shown.
2. Handicraft groups will be organized for "Senior Citizens."
3. Extension furniture workshop will be held on re-upholstering chairs.
4. Weekly teen-night will be sponsored for games, dancing and motion pictures.

Assistance will be given each committeeman with building a recreation program.

Other Activities

National Home Demonstration Week

Objective: To develop a better understanding of the public as to what home demonstration work is, interpret its scope and show

Home Management - Money Management

Objective: To teach home makers how to improve money management practices in relation to family goals.

Procedure:

Accomplishments:

1. Discussion meetings will be held to stimulate interest in developing a home business center.
 - (a) Keeping home and farm accounts.
 - (b) Paying bills.
 - (c) Managing family mail.
 - (d) Ordering from mail order catalogues.
2. Charts and posters of "plans for your business center" will be developed.
3. Method demonstration on the construction of a home made desk.
4. Workshop to be held on remodeling a wash stand or discarded table into a desk.
5. Diagrams will be drawn with specialist assistance for "Built in Shelves" for business center.
6. Lighting plans and needed supplies will be discussed.
7. Discussion of Home filing system and mimeograph; leaflets will be distributed of suggestive file headings for farm, home and personal business.

Rural Art: Construction of Braided Rug
(Special Interest)

Objective: To provide opportunity for development of creative ability in club women thru rug making.

Re-Styling Coats and Suits (Clinic)

Objective: To train women in remaking tailored garments into newer style trends.

Procedure:

Accomplishments:

- | | |
|---|---|
| 1. Plan workshop - time, place and length of class period. | : |
| 2. Each woman will be with list of necessary equipment. | : |
| 3. Lecture demonstrations will be given on care of fabrics and new materials on the market. | : |
| 4. Each woman will be required to renovate garment for herself or a member of her family. | : |
| 5. Method demonstrations will be given in reconstruction of garments. | : |
| 6. Group judging, exhibit and style show will be held. | : |

Making the Better Dress (Special Interest)

Objective: To teach home makers the techniques of constructing the better dress.

Procedure:

Accomplishments:

- | | |
|--|---|
| 1. Discussion of style trends and fabrics. | : |
| 2. Illustrative materials and other visual aids will be used. | : |
| 3. Slide film will be used. | : |
| 4. Method demonstrations will be given by leaders and agent. | : |
| 5. Eight meetings of 3 hours will be held for construction. | : |
| 6. Club judging will be held along with exhibits at Fairs and Achievement Day. | : |

Procedures:

Accomplishments:

- | | |
|---|---|
| 1. Follow up work of committee in 1958. | : |
| (a) Special interest group in Weight Control . | : |
| (b) Nutritional discussion at County-Wide meetings by an expert. | : |
| (c) Circulate timely information: | : |
| 1. Better Breakfast. | : |
| 2. School Lunch. | : |
| 3. Teen-age food needs. | : |
| 2. Demonstrations will be given at County-Wide cooking schools by commercial agency, on food preparation. (Oven meals and community meals). | : |
| 3. Mass contacts will be made thru distribution of bulletins, news stories, leaflets, exhibits and posters. | : |
| 4. Individual contacts will be made thru farm and home visits, personal letters, telephone office calls. | : |
| 5. Results of County Milk Survey will be published; and Farmers Creamery will be asked to sponsor special radio broadcast. | : |

County Home Demonstration Committee:

This committee will consist of club organizational leaders, presidents, program development leaders and key community leaders. This committee will: (1) Plan monthly demonstration topics, (2) establish club objectives, (3) select district goals and county chairmen to carry out such goals, (4) cooperate with community and county projects, (5) review the progress of club activities and help to evaluate club program.

Procedure:

Accomplishments:

- (b) Church educational Buildings. :
- (c) Lodge Halls :
- 3. Plan special discussion meetings. :
- (a) Planning family clothing needs. :
- (b) Buying children's clothing. :
- (c) Care of clothing for longer wear. :
- 4. Hold clothing work shops. :
- (a) Remaking garments. :
- (b) Construction of children's clothing. :
- 5. Reach families with special clothing problems :
 thru schools and community cooperation. :
- 6. Evaluate progress periodically. :
- (a) Report of visiting teacher. :
- (b) School attendance. :
- (c) Attendance at community meetings. :
- (d) Home visits and response of family members. :
- (e) Reports of Public Health Nurse and Doctor. :

General Interest Committee:- Housing

The purpose is to collaborate with the County Advisory Board and Home Economics Committee and Council in securing facts of general interest concerning the county: economic status, levels of family living and general acceptance of, as to desirable or undesirable community standards.

Procedure:

Accomplishments:

- 1. First meeting will :
 Recommend procedure for committee work; :
- (a) Conducting Housing survey. :

1959 PLAN OF WORK

Sadie R. Roane
Local Home Agent

Westmoreland
County

Westmoreland County is classified in the general farming agricultural economic distribution in U.S.A. The pattern of farming is on scattered individual farms, with 299 non-white farm owners. The economic farm classification indicates that there is a decrease in the number of residential and part-time farmers. More machinery is being bought and less manual labor is used. The size of farm enterprise is larger per unit while the number of farms has decreased. According to the population census there are 4,615 rural farm (non-white) families and 1,963 (non-white) non-farm families. The number of families this program plans to reach is 299 farm and 1,500 non-farm and 175 urban families.

The economic status of Negro families has kept in the line of progress of other Counties and State levels. The cost of living has continued to rise. The essential things- rent, food and clothing cost are high.

The increasing responsibility of extension to help people to adjust themselves to the social and economic changes. Therefore the 1959 program will be focused to meet the needs of the people. It will help people solve clothing, food and nutrition, home management

F O L L O W U P A N E O P E R A T I O N S

For

H E R E I S A L I S T O F T H E P E R S O N S

Sadie R. Roane
Local Home Demonstration Agent
January 1, 1959