

1959 PLAN OF WORK

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I. The County Situation Considered in Working Out the 1959 Program

King William County is situated in the North Central Tidewater Section of Virginia in what is sometimes referred to as the Middle Neck. The County lies between the Mattaponi and Pamunkey Rivers which unite at West Point to form the York River. The County is long and narrow; 45 miles long and less than 14 miles wide at its widest point. The population of the County is estimated at 7,589 with approximately 3,099 Negroes. Of this number only 220 are farm operators although the county is very rural in its sociological structure. West Point, which has one fourth of the total population is the only town of any size in the County. The smaller communities have stores and trading outlets adequate for their requirements. There are sixteen Negro churches of two religious denominations, six elementary schools with one consolidated elementary and one consolidated high school located near the courthouse.

Most of the people in the County depend on income from jobs outside of the farm. Manufacturing provides employment for more people than any other field of work, and it is about evenly divided between sawmills and the large pulp and paper mill operated by the Chesapeake Corporation at West Point. Next in importance is agriculture. Many farms are operated on a part-time or residential basis by persons who are engaged in other work. Field crops, livestock, poultry, poultry products, vegetables and forestry products constitute the main sources of income. Seasonal employment

at the cannery at Walkerton and Warsaw take many of the housewives away from home. Domestic employment takes about one half of the women away from home at some time during the year.

In planning the program the needs and interest of the people were considered. The program resulted from surveys, observations made during home visits, conference with professional workers and lay people, suggestions made at group meetings by club leaders, reports made by program development leaders and through discussion with individuals and groups.

Other conditions considered in planning the program were sparsity of population in some communities. This makes it necessary to have more home demonstration clubs with smaller enrollments to reach more people. The religious habits of the people and the interest in Civic and social affairs had a definite effect on the planning of the program. Also considered were size of the families, educational status, whether or not the housewife works, transportation facilities available and the standard of living in general.

II. County Extension Program - Adult

A. Overall Program

Plans for using the following organizations to strengthen the extension program in 1959:

1. County Advisory Board

- a.) Support the 4-H program
- b.) Conduct at least three regular meetings during the year
- c.) Approve and cooperate with all extension activities

- d.) Serve to inform persons in unorganized communities of extension activities

2. General Interest Committees

Plans are to continue with the four general interest committees set up by the Advisory Board in 1958.

These committees are composed of men and women from all section of the county. Objectives are as follows:

1. Poultry Committee

- a.) Study the county situation and analyze problems
- b.) Recommend procedures to use to carry out program.
- c.) Further publicize the poultry demonstration work through letters and news articles.
- d.) Encourage others to carry a poultry project.

2. 4-H Club Committee

- a.) To enroll a greater percentage of boys and girls in 4-H clubs
- b.) To organize more community clubs
- c.) To get more active adult leaders
- d.) To get a higher percentage of project completion
- e.) To hold the interest of older club members

3. Home Grounds Beautification Committee

- a.) To landscape all churches and schools in the County.
- b.) To landscape at least two homes in each community
- c.) To encourage a general overall improvement of all lawns

- d.) To sponsor a "Clean Up-Fix-Up Paint-Up" Campaign in March
- e.) To further publicize extension work
- 4. Achievement Program Committee
 - a.) To sponsor an achievement day program
 - b.) To give recognition to leaders
 - c.) To publicize extension work
- B. Home Demonstration Club Program

Home Demonstration Committee. The Home Demonstration Committee is composed of the presidents, secretaries and program development leaders of each home demonstration club.

Plans for using the Committee:

1. Plan and evaluate home demonstration programs
2. Approve all home demonstration activities and help to carry out the activities
3. Sponsor a special program during National Home Demonstration Week
4. Send delegates to the district home demonstration meeting.
5. Support the 4-H program
6. Hold at least two meetings during the year
7. Help to develop sufficient leaders to carry out the extension program

Project Work

1. Foods

Topics to be worked on in carrying out this project are:

Better Breakfasts in December, Low Fat Main Dishes in

January, and Low Calorie Snacks and Refreshments in February.

- a.) Objectives for improving family living through the food project are:
1. Teach the homemaker the value of a good nourishing breakfast
 2. Teach the homemaker to prepare an adequate breakfast with a minimum of time, effort and money
 3. Teach the homemaker how to prepare non-fattening main dishes
 4. Teach the homemaker how to prepare non-fattening snacks and refreshments
- b.) Procedures that will be used to carry out the food projects:
1. Train leaders to give demonstrations
 2. Use slide film and flannelgraph to plan breakfasts and main dishes
 3. Distribute mimeograph materials
 4. Use the breakfast quiz in club meeting

2. Home Management

Topic to be worked on in carrying out this project is

Insurance, Wills and Deeds, in March.

- a.) Objectives for improving family living through this project are:

1. To teach the homemaker more about types of insurance
 2. To help the homemaker determine whether or not her family has adequate insurance
 3. To teach the homemaker the importance of making a will
 4. To teach the proper wording of wills and deeds
- b.) Procedures that will be used to carry out the above project.
1. Hold a county-wide meeting with the specialist
 2. Make use of slidefilms
 3. Encourage homemakers to bring their problems to the meeting for discussion groups

3. Housing

Topics to be carried out under the Housing Project are Planning Living Area in April and Safety in the Home in May and Home Storage in June.

- a.) Objectives for improving family living through the Housing project are:
1. To encourage homemakers to clean up and beautify their back yards
 2. To encourage homemakers to make their homes a safer place
 3. To help the homemaker make better use of storage space

b.) Procedures that will be used to carry out the
Housing Project:

1. Hold leader training meeting with specialist
2. Set up a result demonstrator
3. Use slidefilms to illustrate what can be done
to make attractive back yards
4. Use slidefilms to illustrate safety points in
the home
5. Distribute suitable bulletins on Safety
6. Use charts and posters to illustrate good
storage areas in the home

4. House Furnishings

Topics to be carried out under this project are

Choosing and Using Accessories For The Home in July;
Light for Better Living in September and Choosing and
Using Lamps in October.

a.) Objectives for improving family living through this
project are:

1. To help the homemaker make her home more interesting
and beautiful through the use of accessories
2. To teach the homemaker correct lighting procedures
and enable her to tell whether or not her home is
adaquately lighted
3. To assist the homemaker in selecting suitable lamps
for her home

b.) Procedures that will be used to carry out the House Furnishings Project:

1. Leaders will be trained to give demonstrations
2. Discussion groups will be held
3. Charts and posters will be used to illustrate major points
4. Suitable bulletins and mimeograph material will be given to homemakers

5. Special Interest

Special interest groups will be held for the following projects: Use of Sewing Machine Attachments in February; Clothing Construction in March and Freezing Baked and Precooked Foods in April.

a.) Objectives for improving family living through these projects are:

1. To teach the homemaker how to use all parts of the sewing machine
2. To encourage homemakers who sew to learn how to make more professional looking garments
3. To teach homemakers the proper freezing materials and the correct way to freeze precooked foods

b.) Procedures that will be used to carry out the above projects:

1. Leaders will be trained to give demonstrations
2. Each member will be encouraged to take an active part in the demonstration
3. Suitable bulletins will be distributed at the meetings

C. Federation Program of Work

The County Home Demonstration Committee plans to continue with their two goals, Better Housing and Reaching More People. It is expected that these projects will contribute the following to the overall extension program:

1. A general overall improvement in the housing situation in the County
2. More pressure water systems installed
3. More homes landscaped
4. The stimulation of a greater interest in the home by making it more comfortable, more convenient, and more beautiful
5. More young mothers in the home demonstration clubs
6. Increased interest in all extension activities
7. Greater recognition of extension in unorganized communities

The procedures that will be used to carry out the objectives are:

1. Encourage club members to select one phase of the home for major improvement during the year
2. More time and assistance will be given result demonstrators
3. Specialist help will be secured for those who need it
4. Outstanding work will be publicized
5. More county-wide activities will be held
6. Non-club members will be invited to attend club meetings and other extension activities

7. Persons in unorganized communities will be given an active part in extension activities.
8. Suitable bulletins will be made available to all interested persons.

D. Other Activities

a.) County and Community Projects

Home demonstration clubs will continue to recognize the sick and aged in the community with baskets and donations at various times during the year. The Mt. Olive Club plans to purchase name plates for the mail boxes in the community. The Lester Manor Club is working on a plan to landscape the church ground. These projects are expected to contribute the following to the overall program:

1. More planned educational programs for the adult and youth in the community
2. Recreational outlet for the people
3. A broadening of the program through planned activities
4. A greater spirit of cooperation among family members
5. Better relationship between the extension program and the people in the Communities

b.) National Home Demonstration Week

The Home Demonstration Committee plans to celebrate National Home Demonstration Week with a county-wide program.

This program is expected to do the following:

1. Inform more people of the activities and objectives of home demonstration work
2. Serve as a recreational outlet for farm families
3. Stimulate interest and increase membership in the home demonstration clubs
4. Serve as an opportunity to recognize leaders

c.) Achievement Program

A Special Committee appointed by the County Advisory Board is planning an achievement day program to be held in the fall. This program is expected to contribute the following to the extension program:

1. Serve to recognize leaders
2. Serve to recognize outstanding work in 4-H and home demonstration clubs
3. Serve to create more interest in extension activities
4. Serve to publicize extension activities

d.) Work in Unorganized Communities

Plans are to get more active 4-H club leaders in Mangohick and Etna Mills Community. Persons from these communities will be asked to serve on local and county-wide committees. These activities are expected to contribute the following to the extension program:

1. Reach more people
2. Increase the total enrollment in 4-H and home demonstration clubs

3. Increase parental interest in 4-H club work
 4. Broaden the scope of the extension program
- Procedures that will be used to carry out the above activities:

1. Make more home visits in these communities
2. Inform the people of meetings and other extension activities
3. Invite parents to 4-H meetings

e.) Community Improvement Work

Community Improvement Work will be continued with the Mt. Olive Community. This program is expected to contribute the following to the community members:

1. Encourage home ownership
2. Encourage farm families to become self supported from the farm
3. Encourage all boys of 4-H club age to enroll in 4-H club thereby helping them to become worthwhile citizens.

The following procedures will be used to carry out the above activities:

1. Hold scheduled meetings of the community club
2. Help the club members plan a yearly program based on the needs and interests of the community.
3. Check and record progress made by each in the community

4. Give individual assistance whenever needed and desired

5. Inform people of government agencies available to aid and assist them

f.) Judging Done By Local Leaders

Leaders who were trained in judging at the judging school will be asked to assist the agent in judging exhibits at nearby County Fairs. They will also serve to set up exhibits at the Achievement Day Program.

g.) Plan to Publicize Home Demonstration Work

To publicize home demonstration work articles will be sent to the local paper concerning all important extension activities. Non-club members will be invited to attend club meetings, special interest and other extension activities. Persons in unorganized communities will be asked to serve on committees.

More county-wide programs and activities will be held during the year.

III. Farm and Home Development

Two families were selected by the County Advisory Board to be assisted through the farm and home development phase of extension. This phase of the extension program enables the family to set up their short-time and long-time goals and with the agent's assistance work out plans by which these goals are realized. Monthly home visits are made to each family and special

assistance is given where desired and needed. The housewives are members of the home demonstration club and receive information through this medium. Housewives will be given special assistance in budgeting the income and budgeting their time. Achievement and progress will be recognized through news articles, special reports and tour of the two homes.

IV. County Extension Program - Youth

A. Organization

1. County 4-H Council

This organization is composed of the officers of the 4-H clubs.

Plans for using the 4-H Council to strengthen the extension program:

- a.) Conduct two meetings during the year
- b.) Train all club officers in parliamentary procedure
- c.) Plan all 4-H activities
- d.) Send delegates to the State Short Course and Wild-Life Conference

2. County 4-H Project Planning Committee

This committee is composed of 4-H leaders, 4-H members, parents and other interested persons.

Plans for using this organization in 1959:

- a.) Conduct at least one meeting during the year
- b.) Assist with the selection of girls projects
- c.) Assist with project record books

B. 4-H Project Work

1. Looking Your Best

Objectives for improving family living through this project:

- a.) To help 4-H members to improve their general appearance.
- b.) To make good grooming a habit with members.
- c.) To teach girls to look their best by being neat and clean at all times.

Procedures to be used in carrying out the above objectives:

- a.) Train leaders to give method demonstrations,
- b.) Show slides on the correctly dressed person.
- c.) Give mimeograph materials to members taking this project.

2. Safety

Objectives for improving family living through this project:

- a.) To encourage 4-H members to become more safety conscious.
- b.) To enable 4-H members to know and practice traffic rules.

Procedures that will be used to carry out the objectives:

- a.) Have club members make safety survey of home and community
- b.) Have members write safety articles for newspaper
- c.) Show slides and slidefilms on safety
- d.) Plan a county-wide clean-up plan in March

3. Other Activities

Other activities planned to carry out the 4-H program:

- a.) Rural Life Sunday
- b.) National 4-H Club Week
- c.) Parent's Day
- d.) Achievement Day

Procedures that will be used to carry out the above objectives:

1. Rural Life Sunday
 - a.) Encourage each club to participate in a county-wide program
 - b.) Ask leaders to assist in planning and conducting the program
 - c.) Publicize program well in advance
2. National 4-H Club Week
 - a.) Encourage all clubs to participate
 - b.) Publicize well in advance

3. Parent's Day

- a.) Encourage all clubs to participate
- b.) Encourage leaders to help plan and conduct program
- c.) Encourage 4-H members to assist with program planning

4. Achievement Day

- a.) Plan county-wide program with adults
- b.) Encourage 4-H members to assist with program
- c.) Publicize program in advance

V. Scope of Work

A. Organization	<u>No. in 1958</u>	<u>Goal 1959</u>
Number of home demonstration clubs	13	14
Membership	220	235
Number of 4-H Clubs	9	10
Membership	262	300
Number of young men and women's clubs	0	0
Membership	0	0
Number community improvement clubs	1	1
Membership	48	50
Number home economic committees	0	0
Number general interest committees	4	5
Number youth committees	0	0
Number other organizations	0	0
Number farm and home development families	2	2

VI. Plan for Leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
A. Over-all Program Leaders (Organization leaders for county Extension Service Board)	<u>129</u>	<u>139</u>
B. Home Demonstration Club Leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
Number organizational leaders	64	68
Number project leaders (subject matter)	68	72
No. Federation program of work chairmen	2	2
Number program development leaders	13	14
Number result demonstrators	22	28
Number meetings at which leaders were trained by specialists	0	2
Number meetings at which leaders were trained by district agents	0	0
Number meetings at which leaders were trained by agent	16	23
Attendance at training meetings	117	136
No. club meetings held by leaders without agent present	49	57
No. club meetings in which leaders assisted	98	107
Total number demonstrations given by leaders	41	55
No. talks or discussions by leaders Describe your plan for training and using all types of leaders in carrying out the 1959 program.	32	41

Plans for training and using all types of leaders in carrying out the 1959 program:

A. Plans for training leaders:

1. Method demonstrations
 - a.) To give information on subject matter
 - b.) To introduce new practices
 - c.) To develop more efficient leaders
2. Home Visits
 - a.) To give first hand information to leaders
 - b.) To render direct assistance where and when needed.
3. Telephone Calls
 - a.) To give personal and first hand information to leaders.
4. Circular Letters
 - a.) Inform leaders of special activities being conducted
 - b.) Introduce new ideas and practices
 - c.) Give results of demonstrations and campaigns conducted
5. Result Demonstrations
 - a.) Show results of established procedures
 - b.) Publicize extension
 - c.) Create more interest in a project

6. Lectures and Discussions
 - a.) Encourage more leader participation
 - b.) Enable persons to see all sides of a question
7. Slides and Slidfilms
 - a.) Give first hand information
 - b.) Introduce new ideas and practices
 - c.) Stimulate interest
8. Exhibits
 - a.) Create interest
 - b.) Encourage better quality of work
 - c.) Stimulate interest through competition
 - d.) Give recognition to outstanding work
9. Workshops
10. Leader Training Meetings
11. News Articles
12. Tours

Plans For Using Leaders

1. Organizational Leaders
 - a.) Encourage leaders to follow parliamentary procedure at each meeting
 - b.) Encourage reelection of officers each year
 - c.) Assist newly elected officers in parliamentary procedure

2. Subject Matter Leaders

- a.) Have at least two subject matter leaders in each club
- b.) Encourage leaders to attend all leader training meetings
- c.) Have each leader give one or more demonstrations to the club

3. Program Development Leader

- a.) Have a program development leader in each club
- b.) Study and help to determine the most effective program to be conducted in her community
- c.) Serve as chairman of program committee in her club
- d.) Recognize needs of her community and suggest program changes to meet the needs
- e.) Conduct club meetings in the absence of the agent

4. District Home Demonstration Committee Chairman

- a.) Attend district meeting
- b.) Preside at special meetings sponsored by district
- c.) Assist with planning program to carry out the federation goals

C. Over-all Youth Leaders (Organization leaders for county youth council)	<u>No. in 1958</u>	<u>Goal 1959</u>
	<u>132</u>	<u>136</u>

D. 4-H Club	<u>No. in 1958</u>	<u>Goal 1959</u>
Number 4-H Club officers	68	74
Number adult project leaders	27	37
Number junior project leaders	2	6
Number result demonstrators	2	6
No. meetings at which leaders were trained by specialist	0	0
No. meetings at which leaders were trained by district agent	0	0
No. meetings at which leaders were trained by agent	10	16
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	0
No. meetings at which leaders were trained by others	0	0
Attendance at leader training meetings	48	59
No. 4-H leaders trained individually	13	18
No. club meetings held by leaders without agent present	30	38
No. club meetings at which leaders assisted	49	57
No. demonstrations given by adult leaders	47	51
No. demonstrations given by junior leaders	5	8

Plans for training all 4-H leaders in 1959:

1. Method demonstrations
2. Lecture and discussions
3. Slides
4. Home Visits

5. Circular Letters
6. Exhibits
7. News Articles

Plans for using 4-H leaders to carry out the 1959 program:

1. Organizational
 - a.) Help to sponsor 4-H program
 - b.) Help to increase 4-H enrollment
 - c.) Remind members of meetings, dates and encourage attendance
 - d.) Encourage parents to attend meetings
2. Project Leaders
 - a.) Give project instruction
 - b.) Assist in project supervision
 - c.) Help to introduce new 4-H projects members can carry
 - d.) Assist with 4-H record books

VII. Plans For Work With Other Agencies

- A. Parent-Teacher's Association
- B. County Teacher's Association
- C. Local Churches

The agent plans to attend local teacher's meetings and regular P. T. A. The agent has been asked to present a program at regular P. T. A. meetings. Members of other organizations have been invited to attend county-wide planning meetings.

VIII. Plans for Developing Good Public Relations in the County

A. Co-Workers

1. Have weekly conferences on plans for the week, Special activities, and progress of work
2. Accept my share of responsibility of county extension program
3. Seek and respect their opinions on matters that concern the overall extension program

B. General Public

1. Maintain high moral character
2. Respect each individual
3. Have a sympathetic understanding towards persons contacted
4. Accept and appreciate advice given by lay persons

C. Elected Representatives

1. Find out who they are
2. Ask for their cooperation and participation on special programs

D. Commercial Interests

1. Cooperate with representatives
2. Seek and respect their opinions concerning certain commodities

E. Other Professional Workers

1. Discuss year's program with interested persons and seek their suggestions
2. Include these persons on special programs when possible
3. Cooperate with them in their programs.

- IX. Plans for Recording Progress and Evaluating Programs for 1959
 - 1. Keep records of leader training meetings
 - 2. Have program development leaders and project leaders report accomplishments monthly
 - 3. Check plan of work monthly for accomplishments and progress
- X. My Plans for Professional Improvement
 - A. Organized Study
 - 1. To attend the agent's conference at Virginia State College
 - B. Reading Professional Books and Other Publications
 - 1. Study recent research publications on homemaking
 - 2. Subscribe to educational magazines
 - C. Membership in Professional Organizations
 - 1. Join the State Teacher's Association
 - D. Participating in Programs and Workshops Planned by Other Organizations
 - 1. Attend workshops planned by the county teacher's association
 - 2. Attend Agriculture and Home Economic programs planned by the high school department
 - E. Planned Educational Trips
 - 1. Attend lectures and demonstrations at Virginia State College
 - 2. Tour educational and historic places in Virginia and nearby states

- XI. The agents meet and discuss plans weekly. Conferences are held to discuss all extension activities.
- XII. My most Difficult Problem in Carrying Out the Extension Program
- A. Insufficient leaders of all kinds
 - B. Lack of interest and cooperation of parents in 4-H work
 - C. Transportation problem of club members
 - D. Seasonal employment of many club members

Plans For Solving These Are:

- A. Try to increase number of leaders
 - 1. Ask for volunteers for leaders
 - 2. Observe persons who show initiative and interest
 - 3. Emphasize the importance of good leaders at all meetings
 - 4. Recognize leaders through news articles and special programs
- B. Keep parents informed of 4-H work
 - 1. Contact each parent through letters and ask his cooperation
 - 2. Invite parents to attend meetings
- C. Encourage more women who drive to become club members and encourage younger members to learn to drive
- D. Plan important activities during slack seasons and at night
- E. Plan more special interest meetings