

1955 PLAN OF WORK

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County Rockbridge

I. STATE BRIEFLY THE COUNTY SITUATION CONSIDERED IN WORKING OUT THE 1955 PROGRAM.

Rockbridge County is usually considered to be an agricultural county since it is composed of 1751 farms. There are 386,560 acres of land in the county and of this total 239,705 acres are in farm land with the average farm having 136.9 acres of land. 74.4% of the population live on farms.

Occupations in the county are quite varied. Many people are employed by Washington and Lee University and Virginia Military Institute, the two local educational centers. Other places of employment includes James Lees Sons Carpet Company at Glasgow, Bonded Fibers Paper Company in Buena Vista, an extract company, a woolen manufacturing company, a brick works, a silica company and two quarries elsewhere in the county. The total population numbers 24,650.

The economic situation at this time is very good. All of the industries are employing full forces of workers and the major portion of the county is enjoying an improved financial standing over the early part of 1954 when a strike and drought had caused an economic reversal.

The Rockbridge Concert service provides five excellent programs each year, varying from vocalists and the symphony orchestra to several plays and other artists. Our two schools and local churches give many excellent musical programs during the year. Many different denominations of churches provide the religious outlet and the social life of the county revolves around the schools and churches.

A new hospital has improved the health facilities of the county and the County Health Department tries to see that health standards are checked and improved whenever possible. Six people are employed by the Health Department and there are 15 physicians and 7 dentists in the county.

The main fruit crop of the county is apples and many farms have peach orchards. Grain crops such as corn, wheat, oats and barley are raised most frequently and the animals raised are hogs, sheep, chickens and cattle.

Both the schools and teaching facilities are inadequate but plans are being made to build several new consolidated schools throughout the county.

Many highway improvements have taken place in the past year with much more to be done during the coming year. Nearly all roads are in good condition. There is no local bus service.

II. THE ADULT PROGRAM

A. Subject Matter Fields:

1. Foods

Broiler Meals

Sandwich Spreads  
How to Make a Quick Breakfast Attractive  
Baked Food for the Freezer

Objectives

1. To help the homemaker plan and prepare nutritious and appetizing meals that can be cooked in a minimum of time in the broiler.
2. To show the homemaker that broiler meals are more easily digested and retain more of the essential food elements.
3. To show new varieties of sandwich spreads that are appetizing and provide a minimum of preparation time.
4. To introduce sandwich spreads that can be prepared in large quantities and have good keeping qualities.
5. To emphasize how using a variety of breads can change a sandwich.
6. To demonstrate combination of spreads that can be made from inexpensive foods and leftover foods.
7. To suggest that sandwiches be made ahead of time and placed in the freezer.
8. To emphasize that breakfast can be a quick easily prepared meal yet it must be nutritious to give the family one-third of the daily food needs.
9. To help the homemaker avoid monotony, yet have economical foods that can be prepared in a minimum of time.
10. To encourage homemakers to make plans for the family to be provided with a wholesome breakfast.
11. To show the homemakers how Baked Foods put in the freezer can be tasty, yet so handy since they need only be heated.
12. To emphasize which baked foods are easy to prepare, inexpensive and in the end give us the best frozen project.
13. To give up-to-date information on the freezing of baked foods.

Method of Procedure

1. Specialists train agents  $\frac{1}{2}$  day in presentation of Broiler Meals Demonstration. (This is a club choice demonstration.)
2. Agents devote 1 month to demonstrations for each club that requests information on Broiler Meals.
3. Use up to the minute tips on Broiling Foods.
4. Encourage members to use broiling methods by distributing written recipes and instructions for broiling.
5. Specialist hold two leader training meetings - one in Sandwich Spreads and one in How to Make a Quick Breakfast attractive.
6. Agents devote one month to demonstrate new types of Sandwich Spreads and varieties of ways to use sandwich spreads to each club.
7. Leaders assist agent by having equipment and ingredients on hand for the sandwich spread demonstration.
8. Agent and leaders distribute recipes on sandwich making to members and non members.
9. Leaders will devote one meeting in each club to give the demonstration that the specialist has given them on How to Make a Quick Breakfast Attractive.
10. Agents will help leader by memographing recipes for all club members and giving leaders suggestions for presenting the demonstration on the "Quick, Attractive Breakfast."
11. Specialist will hold one  $\frac{1}{2}$  day special interest training meeting in Baked Food for the Freezer.
12. Non club members as well as members will be invited to these special interest meetings.

13. Members trained will be asked to pass information and techniques on to at least two other persons.
14. If ideas are suitable for news, give appropriate information to papers and radio.
15. If possible, find two leaders to present a TV program on one of the foods programs.

## 2. House Furnishings

Do's and Don'ts in Buying House Furniture  
 Arrangement of Furniture and Accessories in Living Room  
 Refinishing Furniture

### Objectives

1. To help the homemaker develop the ability to select furniture that is suitable for surroundings.
2. To teach the homemaker to select furniture that will stay in style for a long period.
3. To help homemakers purchase durable furniture.
4. To encourage the homemaker to do comparative shopping for furniture.
5. To help homemakers to get the most for their money in furniture buying.
6. To help the homemaker make a room interesting but not confusing in the arrangement of furniture and accessories.
7. To help the homemaker decide whether gay or sober, formal or informal arrangement is to be used - depending on the use of the room.
8. To teach the homemaker how to draw up a plan of arrangements of furniture and accessories on paper before making any big changes to avoid moving furniture.
9. To help the homemaker search the home for forgotten articles that can easily be turned into a decorative accessory.
10. To teach the homemaker that with remodeled and restored furniture many families can create attractive restful homes at a small cost.
11. To help the homemaker visualize new uses for discarded, broken down or out-of-date furniture on hand.
12. To help the homemaker be alert for real bargains at auction sales and second hand shops if she has learned to refinish furniture.
13. To help the homemaker develop a sense as to whether or not a piece of furniture is worth refinishing.
14. To stress to the club members that satisfactory results in refinishing furniture requires a great deal of patience, energy and time, therefore, no piece should be undertaken unless it justifies the effort.
15. To teach the homemaker the steps in refinishing furniture.

### Method of Procedure

1. Specialists will hold two leader training meetings - one on Do's and Don'ts in House Furnishings and one in Arrangement of Furniture and Accessories in the Living Room.
2. Agents will devote one month to a meeting in each club on Do's and Don'ts in House Furnishings.
3. Printed suggestions on demonstration will be distributed to each club member.
4. Pamphlets on house furnishings will be displayed in home agent's office during month of the demonstration and club members will have called to their attention that these pamphlets are available to homemakers.

5. Leaders will devote one month to a meeting in each club to show parts of the demonstration given at the leader training meeting on Arrangement of Furniture and Accessories in the Living room.
6. Agents will assist leaders by providing mimeographed material for each club.
7. Agent will hold two special interest training meetings on refinishing furniture.
8. Non club members will be invited to the meeting.
9. Members trained will be asked to pass information and techniques on to at least two other people.
10. Agents and/or leaders will hold meetings in clubs (club choice if desired) to continue work on refinishing furniture.
11. Follow up news for the paper and radio will be developed with the possibility of some feature stories during National Home Demonstration Week.

### 3. Clothing

#### Making and Remodeling Hats

##### Objectives

1. To teach homemakers to restyle hats in a current fashion that is becoming to the individual, suited to the occasion for which it will be worn and suited to the wardrobe of the individual.
2. To teach homemakers to judge facial proportion to select hat most suitable to them.
3. To help homemakers know the 21 basic hats upon which all hats are designed.
4. To show the homemaker how to select a hat that is good for them and will add to them attractively.
5. To teach the homemaker the four classes of hats: sport, street, semi-dress and formal.
6. To show the homemakers the correct care to take of hats both in wearing and storing.
7. To teach homemakers how to correctly clean and block all types of hats.

##### Method of Procedure

1. Specialist hold one leader training meeting in Making and Remodeling Hats.
2. Leaders devote one meeting in each club in repeating demonstration the specialist has given them and hold special interest meetings in remodeling hats.
3. Agents will assist whenever help is needed and will line up accessories for remodeling hats for the leaders.
4. As a follow up members will hold a fashion show to model hats made and remodeled at H.D. Achievement Day.
5. Members will discuss objectives on hats to see if they have been reached.
6. Mimeographed leaflets on Restyling Hats will be distributed to members as well as non-members.

### 4. Home Management

#### How to Save a Dollar by Budgeting

##### Objectives

1. To teach the homemaker the values of a budget.
2. To show the homemaker how to plan a budget suitable to their needs.

3. To inform the homemaker on how a budget can be made to work.
4. To show the homemaker the gains that will be seen from keeping a budget over a period of years.
5. To stress saving the food and clothing dollar.
6. To continue long range programs of improving kitchen and laundry.

#### Method of Procedure

1. Agents will be trained by specialist  $\frac{1}{2}$  day in demonstrations on How to Save A Dollar by Budgeting.
2. Agent will devote one month to a meeting in each club on How to Save a Dollar by Budgeting.
3. Printed suggestions on demonstration will be distributed to each club member.
4. Pamphlets will be displayed in the home agent's office during month of the demonstration and club members will have called to their attention that the material is available.
5. Agents and specialist will spend  $\frac{1}{2}$  day giving assistance to individual families in kitchen and laundry arrangements.
6. Agent will give assistance to families by the distribution of Bulletins and the use of radio.
7. Secure at least two additional families as result demonstrators - one in kitchen and one in laundry.

#### 5. Rural Arts

##### Basket Making

#### Objectives

1. To improve skills in crafts included in past year's program.
2. To offer Basket Weaving as a new craft to each club member.
3. To demonstrate the many varied uses baskets can perform in the home.
4. To show homemakers how many types of baskets can be made by a simple variation of the basic pattern.

#### Method of Procedure

1. Specialist will hold an all day leader training meeting for Rural Arts leaders in Basket Weaving.
2. Plan for the all day basket weaving meeting will be made at each h.d. meeting the month before.
3. All day meetings will be held by leaders so that the baskets can be completed in one day.
4. Agent will assist leaders in securing materials and understanding techniques.
5. Agent and/or leaders will hold a few special interest meetings in some communities to do additional work in Shell Craft, etched trays, stenciled and painted trays and stenciled cloth.

#### 6. Gardening

#### Objectives

1. To help families plan a garden that will take care of needs the year around.
2. To help families raise a greater variety of vegetables.
3. To help families learn the best variety of seeds for vegetables that freeze well.

Method of Procedure

1. Specialist will hold one special interest meeting for gardening.
2. Non-club members will be invited to these special interest meetings.
3. Members trained will be asked to pass information on to others.
4. Garden leaders will devote a few minutes of each club meeting to discuss topics of interest for that month and to answer gardening questions.
5. Agents will distribute gardening pamphlets upon request.

7. Civil DefenseObjectives

1. To instruct the homemakers on what Civil Defense means to each person in the community.
2. To teach the homemaker the various phases of Civil Defense and how if each is understood we can protect ourselves and our families more adequately.
3. To show the homemaker how to stock their homes for emergencies involved with Civil Defense.
4. To help h.d. club members take the lead in preparing for a disaster.

Method of Procedure

1. Agent and/or local Civil Defense Personnel will train Civil Defense leaders and at the same time hold a special interest meeting in four communities.
2. Non-club members will be invited to these special interest meetings.
3. Leaders trained will be asked to spend several minutes of each club meeting to discuss Civil Defense and answer questions.
4. Club members will work with local Civil Defense Leaders.
5. Leaflets will be distributed to show homemakers what food and medical supplies should be on hand in case of a disaster.

8. Health

## How to Prevent Colds

Objectives

1. To teach the homemaker good health habits to follow.
2. To teach the homemaker how food, exercise and rest play an important roll in staying well.
3. To encourage homemakers to learn the symptoms of colds.
4. To show the homemaker how to prevent a cold.

Method of Procedure

1. Agents will work with personnel from the Health Department to train for H.D. Meetings on health.
2. Agent will devote one month to a meeting in each club to give a demonstration on "How to Prevent Colds".
3. Agent will try to secure a good movie from the Health Department to teach the lesson on "Prevention of Colds" to h.d. club members.

B. Federation Goal

A. Objective

The second year of our "Art In Daily Living" Program was selected to help members develop interest in our daily living by teaching them to study thoroughly, enjoy completely, and apply, in a craftsman like way, all that is beautiful in the arts, music, literature, nature, drama and paintings.

B. Method of Procedure

1. Leaders will be sent month by month instructions by the county goal leader for carrying on the fifteen minute programs in each club each month.
2. Five to 15 minutes will be devoted at each h.d. meeting for the leaders to promote the following programs:  
January - Art of Seeing and Hearing on the air.  
February - Stress Foster's Life and Music.  
March - Story "Shall We Have Music."  
April - Garden Tour and Flower Exchange.  
May - Art in Everyday jobs.  
June - History of Jefferson and His Architecture.  
July - Propagation and Exchange House Plants for Winter.  
August - Picnic  
September - Tour, Ashlawn, Monticello and University of Virginia.  
October - African Violets.  
November - First Thanksgiving.
3. Clubs will select one or two county-wide objectives with which to co-operate such as the Artmobile or a county tour of historical places.

C. Other Activities1. County Objectives

- a. President and leaders to hold five (5) meetings without the agent.
- b. Support Continuing Education Center at V.P.I. and continue to support 4-H club work.
- c. Support library and encourage more members to read good books especially on understanding youth.
- d. Encourage members to pass information to non-members and eventually bring them in as new members.
- e. Stress the importance of a balanced diet.

2. Result Demonstrations

The following result demonstrations are planned in Rockbridge County for 1955.

22 landscaping
6 kitchen remodeling
4 housing
2 bathroom
2 living room
2 bedroom
<u>38 total</u>

Specialists and agents will visit these.

As regular club meetings, special interest meetings and tours are held, result demonstrators will be asked to show folks their plans and what they have done.

3. County or Community Projects

## A. Home Demonstration Club Market (community project)

1. The Home Demonstration Club Market is an outlet for farm women to sell home grown products. It should be a means of recognizing the good work of home demonstration club members as well as a commercial benefit. It should give the sellers an incentive for earning extra money. It should acquaint townspeople with a place they can get high quality home grown foods.
2. Try to help manager get two more sellers for market by letting all clubs know about market conditions. Try to help manager get more customers by advertising foods for sale on radio, paper and any other means. Encourage sellers to keep quality of products high and to try new recipes.

## B. Community Improvement League (community project)

1. This project should encourage and stimulate rural families to work together in groups for the development of community life and home improvements.
2. Make additional efforts to get another group in the county to join. Meet with groups to help them plan objectives and procedures. Contact local Chamber of Commerce to sponsor contests. Visit communities at the end of project.  
Secure judges.  
Attend district community improvement meeting.  
Interest community through radio and newspaper articles on projects.

## C. Hospital Auxiliary

1. This project should stimulate interest in the new local hospital and help county people and hospital employees understand working conditions at the hospital.
2. Each woman's civic club is to have a representative in the hospital auxiliary. This auxiliary is to set up a plan of work to supplement work being done by regular employees.

4. National Home Demonstration Week

- A. This week should serve as a reminder to members that they are closely associated with women all over the United States and the world. It should call attention of the public to the general good work and programs of home demonstration clubs.
- B. (1) Urge club members to attend the district meeting that is held this month.  
(2) See if County Program Planning Committee would be interested in holding a tea for high school girls and have various home economists on the program to create enthusiasm for studying home economics during this year.  
(3) Have county president send a special message to clubs this month.  
(4) Have club members featured in newspapers and on the radio.  
(5) Ask club members to rededicate themselves to ideals in creed.

5. Special Programs

A. Library

1. Home Demonstration Club members should continue to serve as leaders in promoting use of library.
2. (a) Support Library  
(b) Each member read more and encourage others to read good books.  
(c) Encourage as many as possible to read five books on approved list that will count in federation project.

B. National Home Demonstration Achievement Day Program

1. This program should give all club members an opportunity to know each other better and to evaluate year's program. It should acquaint the general public with achievements and accomplishments of home demonstration members.
2. (a) Hold one half day program for club members with exhibits and an educational as well as entertaining program.  
(b) Hold committee meetings well in advance of program to use and combine ideas of all.  
(c) Announce to all club members date, time, place and program.  
(c) Give suitable publicity to program.

C. Crop and Pennies for Friendship (Federation Activity)

1. These two programs should encourage club members to actively participate in federation activities as well as contribute to worthwhile causes.
2. Each home demonstration club will be asked to contribute one penny per club member to the Pennies for Friendship Fund and \$1.00 to Crop. President of county federation will contact club presidents.

D. Continuing Education Center (Federation Activity)

1. This project should help each club member to feel they have a part in a statewide federation activity. It should make them feel that they are building a memorial to home demonstration work that will live forever.
2. Each home demonstration club will be asked to contribute to the Continuing Education Center.

E. Other Federation Activities

Other plans in federation activities include supporting district, state and national programs by encouraging home demonstration members to attend these meetings and to pay federation dues.

6. Tours

In keeping with a study of architecture in the "Art in Daily Living" Goal, a countywide tour of Monticello will be arranged by the county goal leader in September.

7. Red Cross (drive)

- A. This should be another means of club members serving others.

B. Each club will contribute cookies when bloodmobile is held. Individual clubs will be asked to assist in special Red Cross Activities.

8. Work with Unorganized Committees

A. We will continue to work with two colored groups in the county each month and give them demonstrations in homemaking.

B. Visit homemakers in Gilmore Mills Community to bring them into organized club or organize a new one for them.

C. Consult young homemakers in town of Lexington for purpose of having a club program of home demonstration activities.

9. Judging Done by Local Leaders

Leaders who were trained in Charlottesville stand ready to judge local achievement days and fairs, as well as fairs in other counties.

10. Community Improvement Organization

Reported under 3B.

III. 4-H CLUB WORK

A. Project Work

1. Health

Objectives

1. To help the 4-H member understand what is good health.
2. To impress upon the 4-H member that cleanliness, exercise, proper rest and food make for a healthy and happy individual.
3. To learn some proper methods of maintaining good health.
4. To develop an interest in having good health themselves and helping others learn how to have good health.

Method of Procedure

1. Method demonstrations and talks will be used in carrying out the topics in this project at monthly meetings as follows:
  - November - Improving Home Study Area with Better Lighting
  - December - Sr. members: How to Get Rid of Household Pests  
Jr. members: Daily Rules for Better Health
  - January - The Home Medicine Cabinet
  - February - Good Sportsmanship and Good Manners
  - March - Eat the Right Foods  
Proper methods of handling milk (some sections)
2. Charts and slides will be used to clarify the method demonstrations and talks.
3. Approved printed material pertaining to monthly topics will be given to members.
4. Exhibits will be used to stimulate the members to work on projects at home.
5. Agents and 4-H members will work with Department of Health to improve county situations when ever possible.

6. Program chairman will be trained by adult and junior leaders and agents to give monthly demonstrations.

## 2. Foods

### A. Meal Planning, Preparation and Service

#### Objectives

1. To teach the basic seven food groups as a basis for planning well balanced nutritious meals for the family.
2. To teach the girls the proper methods to use in preparing milk and egg dishes, salads, vegetables, meats and simple desserts.
3. To show how to prepare and serve attractive and nutritious foods for the family.
4. To teach the girls to evaluate the quality of foods prepared.
5. To encourage the 4-H girls to assume more of the responsibility of preparing family meals.

#### Method of Procedure

1. Discussions and method demonstrations will be used in conducting this project at weekly summer meetings.
2. Charts will be used to clarify and explain procedures in nutritious and food preparation.
3. Adult and junior leaders will be trained to conduct the meetings.

### B. Food Preservation

#### Objectives

1. To teach the proper methods of canning and freezing fruits, vegetables and meats.
2. To encourage the girls to make a canning plan for the family.
3. To teach the girls how to judge quality in canned foods.
4. To teach the value of keeping records.

#### Method of Procedure

1. Method demonstrations will be given by agents and the Home Economist from V.E.P.Co.
2. Approved printed bulletins and literature will be given to the members.
3. Members will be asked to bring canned products to be judged to a club meeting.
4. Members will be encouraged to exhibit canned food at local fairs and the Lynchburg Fara Show.

## 3. Clothing

### A. So You'd Like to Sew

#### Objectives

1. To teach the beginning sewer the use of sewing equipment such as the thimble, needles and sewing machine.
2. To show how to make simple articles and garments by using measurements and cutting accurately.

3. To teach the girls to follow printed step by step directions.

#### Method of Procedure

1. Method demonstrations and talks will be used in showing the girls how to make simple articles and garments.
2. The weekly meetings will be conducted by junior leaders and agents.
3. The girls will be encouraged to exhibit these garments at the Lynchburg Farm Show.

#### B. Make and Remake

##### Objectives

1. To teach how to select patterns and materials suitable to the individual.
2. To show how to adjust patterns and cut garments by using commercial patterns.
3. To assist the girls in developing simple sewing skills and techniques in clothing construction.
4. To help the girls learn to fit garments.
5. To show that the selection of good accessories is also a part of being well dressed.

##### Method of Procedure

1. Method demonstrations will be used by agents and leaders at weekly summer meetings.
2. Charts will be used in discussing pattern selection and materials suitable to the individual.
3. Exhibits will be used in showing simple finishes for garments.

#### C. Looking Your Best

Girls who have had previous training in this project will be encouraged to continue work on it. No regular meetings will be conducted but girls will be assisted individually by leaders and agents.

#### 4. Electric

##### Objectives

1. To encourage 4-H members to care for electrical equipment in the home.
2. To help girls recognize good electrical wiring in small equipment and good lighting in the home.
3. To teach why electricity is so important to the modern farmer and homemaker.
4. To teach the making and repairing of electrical cords and the replacing of fuses.
5. To familiarize the girls with electrical terms.
6. To teach how to read a kilowatt hour meter.
7. To show how to convert an oil lamp to electric or remodel or make a lamp.

##### Method of Procedure

1. A three day county-wide meeting will be held in conducting this project. It will be conducted by the agents and representatives from the V.E.P.Co.
2. Method demonstrations and talks will be used in carrying out the topics listed above.

3. Charts and exhibits will be used to clarify demonstrations whenever necessary.
4. Approved printed material will be given to members enrolled in this project.
5. The beginning project in the 4-H Farm and Home Electric project will be offered at the same time.
6. It is hoped that a boy and girl will represent Rockbridge at the Electric Congress.

#### 5. Your Room

##### Objectives

1. To help the 4-H member to develop an over all plan in decorating her room.
2. To demonstrate good taste in decorating.
3. To help the 4-H member to achieve color in the home that will soothe spirits when needed and brighten spirits when needed.
4. To show the 4-H member how to make furnishings for her room.

##### Method of Procedure

1. Specialist to hold  $\frac{1}{2}$  day county-wide training meeting for daughters and mothers showing the requirements of the 4-H project on "Your Room", and how to plan an attractive room, and how to arrange furniture and accessories.
2. Agent and leaders visit projects during summer to give individual assistance.

#### B. Other Activities

##### 1. Camp

- a. To hold 4-H club camp for one week.
- b. To provide a wholesome week of recreation and to learn to play and live together with other 4-H boys and girls.
- c. To stimulate the boys and girls to do better club work in order to be eligible to attend camp.
- d. Each club is to have a representative at this camp and if space permits two representatives. Our aim is to have at least 30 girls and 2 leaders attend camp.
- e. Talks, discussions and news articles will be used to stimulate interest and encourage members to attend.

##### 2. Short Course

- a. Have at least 5 girls and 1 leader represent the county at Short Course.
- b. Short Course will be announced and discussed in clubs with eligible members.
- c. If necessary, circular letters to eligible girls will be written.
- d. Home visits will be made in encouraging girls and a leader to attend Short Course.
- e. News articles about Short Course will be printed.
- f. To have those attending Short Course bring back information to the club members in the county.

##### 3. Red Cross

- a. Have the club members color and furnish approximately 800 colored eggs to be used by the Red Cross for the Easter Egg Hunt at the Veteran's

Hospital in Salem. Also to furnish approximately 200 colored eggs to the Boys Camp in Arnolds Valley (here in Rockbridge County) for an Easter Egg Hunt. Each club will be asked to furnish about 4 dozen colored eggs. News articles will also be used.

4. Rural Life Sunday

- a. Have each club observe Rural Life Sunday in one or more of the following ways: have a Vesper Service, ask ministers to preach a special sermon, participate in the church service, and furnish flowers for the church.
- b. Have 4-H Honor Club suggest additional ways to observe Rural Life Sunday.

5. National 4-H Club Week

- a. Have each club observe National 4-H Club Week as a club and to have window display at various parts of the county.
- b. News articles, window displays, assembly programs will be used as publicity.
- c. Have the committee appointed by the County Council president prepare a special radio program to be presented some time during the week.

6. Contests

- a. To hold a county contest in each of the major projects.
- b. To have a representative in the area contest in each of the major projects.
- c. To secure a local sponsor for the contest as a means of encouraging more girls to participate.

7. Conservation Camp

- a. To have at least two girls represent the county at Conservation Camp.
- b. Circular letters will be written to eligible girls followed by home visits if necessary.
- c. News articles about Conservation Camp will be printed.
- d. Have these girls give a report to their club and at a county event if possible.

8. County 4-H Picnic

- a. To have the committee appointed by the County Council president plan the County Picnic.
- b. To sponsor a county picnic for club members, friends of 4-H and parents of members.
- c. To give the members, parents and leaders an opportunity to participate in and lead games, songs, stunts, etc.

9. Achievement Day

- a. To have an Achievement Day to show the accomplishments of the year's work.
- b. To recognize members and leaders that have done outstanding work.
- c. To ask a civic club to sponsor Achievement Day.

10. Lynchburg Farm Show

- a. To stimulate interest in 4-H project work on a larger basis than the County Fair.
- b. To recognize good products in preparing exhibits for show.

11. Share The Fun Program

- a. To encourage 4-H members to participate and lead recreational activities at home and in the club.
- b. To help the 4-H member to make friends by participating in club and county-wide recreational activities.
- c. To provide an opportunity for some club members to have their talents recognized at a county-wide talent show.
- d. To give the people in the community and the sponsor the opportunity of seeing 4-H member's talents develop.
- e. To have each club participate in the program and be represented in the County Talent Show.

12. 4-H Float in Christmas Parade

- a. To bring 4-H before the public.
- b. To create enthusiasm in the members for 4-H activities on a county-wide basis.
- c. To encourage cooperation and understanding among 4-H members.

13. Community Christmas Basket

- a. To help the 4-H member be of greater service to his club, his community and his country.
- b. To have every club well represented at the Christmas Program at which time members are to bring a gift of food for a Christmas Basket for a needy family.
- c. To have club members invite non-club members to attend the program also.

IV. YOUNG MEN AND YOUNG WOMEN'S WORKA. Program Areas

At present we have no plans for working with an organized group of young men and women. An older group of boys and girls (in school and out of school) have organized into a 4-H Honor Club. We will work through them to get someone to attend the Older Youth Camp.

There are a number of young girls in the home demonstration clubs. Special interest programs such as simple sewing, ~~knitting and crocheting~~ mechanics have been planned to take care of their interests and needs.

Agents will work with Junior Womens Clubs and help to plan one program for them a year.

B. Activities

1. No plans to work with an organized Young Men and Women's group.
2. Plan to have two representatives at Older Youth Camp.  
Plan to use older Honor Club members to build up the 4-H program by sponsoring a public speaking contest or some similar activity.

V. FARM AND HOME DEVELOPMENT

To date we have no plans for working with the farm and home development phase of the extension program. I do not know how the families will be selected. I

understand we will receive instructions in this at a district meeting in January. I assume we will be able to make definite plans after the January meeting. I understand we are to work with five families and am in favor of these families being selected by an overall committee of farm men and women.

#### VI. SCOPE OF WORK

##### A. Organization

	No.in <u>1951</u>	No.in <u>1952</u>	No.in <u>1953</u>	No.in <u>1954</u>	Goal <u>1955</u>
Number of home demonstration clubs	26	26	26	25	25
Membership	582	597	614	589	610
Number of 4-H Clubs	16	21	22	23	24
Membership	332	348	427	440	440
No. of young men and women's clubs					
Membership					
Community Improvement Clubs		2	1	1	2
Membership		116	60	60	100
Other organizations					

#### VII. DESCRIBE PLAN FOR USING THE FOLLOWING ORGANIZATIONS TO STRENGTHEN THE EXTENSION PROGRAM IN 1955

##### A. County Home Demonstration Committee

1. Continue to have this committee to meet twice a year. The committee is composed of a president, vice-president, secretary, treasurer, reporter, federation goal chairman, the presidents and program development leaders of each home demonstration club.
2. This committee will plan the home demonstration program for the county.
3. The chairman of this committee will be consulted on all important county and federation home demonstration activities.
4. The chairman and committees appointed by her with guidance from the agents will carry out Achievement Day program, yearbook, National Home Demonstration Week Activities, etc.
5. The committee will appoint and send a delegate to the Virginia State Federation Meeting and Institute of Rural Affairs.

##### B. No County Board of Agriculture

##### C. County 4-H Council

The County Council is composed of all 4-H club officers of the individual clubs in the county. The purpose of the County Council is to set up and carry goals for the overall county club program and to act as a governing body for the local clubs. The president of the Council will appoint committees to help

plan for special county events such as picnic, Achievement Day, 4-H Camp, National 4-H Club Week, etc. and to give publicity to these events.

The Council will have two meetings a year - October and April. The programs and other 4-H activities will be planned by the Council Executive Committee with leaders and agents acting in an advisory capacity. The officers of the Council and others will encourage other boys and girls to belong to a 4-H club and to attend council meetings. It is hoped that there will be greater participation in council meetings by 4-H club members and leaders.

#### D. County Honor Club

1. To hold an Honor Club Meeting every other month - 3rd Monday.
2. To achieve objectives for the Honor Club and the individual club member.
3. To have the Honor Club Members sponsor a Public Speaking Contest.

#### E. County All Stars

1. To stimulate further interest in 4-H by having at least two girls attend the All Star Conference.
2. To have representatives at the District All Star Banquet.

#### F. No plans

#### G. County 4-H Project Planning Committee

The 4-H Planning Committee will meet in the spring prior to May 1 for the purpose of selecting projects which will be recommended to the clubs for next year. The committee is to be composed of the 4-H leaders and two older girls from each club. Prior to the meeting each club will discuss the choices of projects for next year. These choices will be used as a basis in project planning at the county planning meeting. The leaders and girls will be asked to help select monthly demonstrations.

#### H. Community Organizations

Urge H.D. and 4-H members to cooperate with other organizations such as Red Cross, Chamber of Commerce, Christmas basket program, etc. to develop feeling of loyalty and pride in community.

VII. PLAN FOR LEADERSHIP

## A. Home Demonstration

	No.in <u>1951</u>	No.in <u>1952</u>	No.in <u>1953</u>	No.in <u>1954</u>	Goal <u>1955</u>
Number project leaders	305	227	262	230	253
Number federation goal chairmen	21	23	24	23	23
Number of program development leaders		26	26	23	23
Number of result demonstrators	9	12	37	33	38
Number of meetings at which leaders were trained by specialist	7	10	9	11	7
Number of meetings at which leaders were trained by district agents	1	1	1	1	1
Number of meetings at which leaders were trained by agents	15	3	5	9	7
Attendance at all training meetings	366	242	299	395	400
Number club meetings held by leaders without agent present	151	197	149	109	120
Number club meetings in which leader assisted	217	91	108	76	100
Total number of demonstrations given by leaders	160	165	170	185	195
Total number of talks or discussions by leaders	144	135	145	378	400

Describe your plans for training and using all types of leaders in carrying out 1955 Program.

Food leaders for each club will be trained by specialist in How to Make A Quick Breakfast Attractive and in Sandwich Spreads and they will be responsible for one of these demonstrations to their club members and will assist the agent with the others, with the exception of the two colored clubs. Agents will be trained by a specialist for Broiler Meals. The leaders will assist the agent in giving this demonstration. A special interest meeting will be held on Baked Food for the Freezer and members will be asked to carry information back to the club.

House Furnishing Leaders will be trained by specialist in Arrangement of Furniture and Accessories in Living Room and in Do's and Don'ts in Buying Furniture and will be responsible for one of these demonstrations to their club members and will assist the agent in giving the other demonstration with the exception of the two unorganized colored groups. Refinishing Furniture will be a special interest meeting. Members trained will be asked to pass information on to other H.D. Club members.

Leaders from each club will be trained by specialist in Making and Remodeling Hats and will be responsible for this demonstration to the clubs except for the two unorganized colored groups.

Agents will receive  $\frac{1}{2}$  day training in How to Save a Dollar by Budgeting and the Home Management leader in each club will assist the agent in giving the demonstration to each club.

Craft leaders will be trained for all day Basket Weaving to be held in each club and they will be responsible for this demonstration and all other demonstrations in craft.

The federation goal chairman from each club will receive training from County Federation Goal Chairman and Agent. This leader will be responsible for special music on the Christmas program in December at each club meeting and will be responsible for short discussions at each club meeting on such topics as Stevens Foster's Life and Music, History of Jefferson and his Architecture, etc.

Agents and Civil Defense Leaders will work with local Civil Defense authorities and carry information to each club on the importance of Civil Defense. A short period of time in each club meeting will be devoted to Civil Defense.

Agents will work with County Health Department on "How to Prevent Colds" and will present this demonstration to each club during one month. The health leader will assist the agent with the exception of the two colored groups.

Program development leader in each club will receive training at the fall and spring planning meetings. These leaders will keep topics suggested for the coming year's program, will report progress of the club in developing club objectives or goals, obtain the name and address of persons interested in special interest activities to be held.

Garden leaders from the clubs will receive training in up-to-date information on seeds to plant and control of insects. They will pass this information on to club members and non-club members.

4-H leaders named by H.D. clubs will be invited to 4-H training meetings. They will be responsible for informing H.D. members of 4-H activities in the community and in the county. They will be responsible for acting as a real 4-H leader on securing one for the club in their community. They will be asked to assist with 4-H contests.

## B. 4-H Club

	No.in <u>1951</u>	No.in <u>1952</u>	No.in <u>1953</u>	No.in <u>1954</u>	Goal <u>1955</u>
Number of 4-H club officers	88	96	126	161	154
Number adult project leaders	26	23	14	16	20
Number junior project leaders	4	4	5	6	10
Number result demonstrators	2		1	2	4
Number of meetings at which leaders were trained by specialist	1	1		2	1
Number of meetings at which leaders were trained by district agent					
Number of meetings at which leaders were trained by agent	12	9	4	14	3
Number of meetings at which leaders were trained by personnel in 4-H department		1	2	1	
Attendance at leader training meetings	76	81	172	287	150
Number 4-H leaders trained individually	12	8	14	12	20
Number club meetings held by leaders without agent present	51	42	17	49	48
Number club meetings at which leader assisted	93	42	210	176	185
Number demonstrations given by adult leaders	49	42	14	49	60
Number demonstrations given by junior leaders	17	2	5	96	110

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

4-H club leaders will help clubs in their community activities, recreational programs and money raising activities and summer projects.

Club vice president trained by agent and leaders will conduct the 4-H Health project in their clubs.

Representatives of Virginia Electric Power Company and agents will train junior project leaders and older 4-H girls and boys with the 4-H electric project. They will give demonstrations in clubs and at camp.

Agents will train adult and junior leaders in the 4-H Food Preservation project. They will be responsible for helping individuals and small groups with the project.

Agents will train adult and junior 4-H leaders in the food preparation project. They will be responsible for offering the project in their community during the summer months.

Agents and leaders will train junior officers in their responsibilities at club meetings. These officers should in turn practice correct methods in order that other 4-H'ers might learn how to be good club officers.

Specialist will train daughters and mothers in Your Room Project. The best of these will be used as result demonstrators.

#### C. Young Men and Young Women's Clubs

No plans to train or use leaders in promoting Young Men and Women's Program in 1955 except to get representatives to All Star Conference and Older Youth Camp.

### IX. PLANS FOR WORK WITH OTHER AGENCIES. LIST AGENCIES AND DESCRIBE COOPERATION WORK PLANNED WITH EACH.

#### 1. Regional Library

- a. Agents will send yearbook to librarian and consult her on books and articles that might be available to club members for special programs.
- b. Members will be encouraged to read books on approved list.
- c. Will secure approved reading list from librarian.

#### 2. Health Department

- a. Agents will consult department for available help in materials in year's program.
- b. Club members will continue support of children's clinic, T.B., X-ray, drives, making of cancer bandages, etc.

#### 3. Crop

- a. Each club will make small contributions to the agency.

#### 4. Kiwanis Club

- a. Agents, leaders and Kiwanis Club will plan 4-H Achievement Day.

#### 5. Rockbridge County Welfare

- a. Agents will help plan Christmas baskets and children's Christmas program.

#### 6. Lexington Chamber of Commerce

- a. If any more community improvement leagues should organize, the Chamber of Commerce will be asked to sponsor them.
- b. 4-H club will sponsor Float for Christmas Parade.

#### 7. Red Cross

- a. Some clubs will continue making cookies and having parties for veterans.
- b. 4-H members will continue making Easter eggs for veterans.
- c. 4-H clubs serve lunch two days to workers on Bloodmobile.

8. Continue Education Center

- a. All clubs promised a contribution.

9. Junior Woman's Club

- a. Agents will assist in planning or giving two programs on homemaking.

10. Girl Scouts

- a. Agents will help leaders secure materials in handicrafts, games and song leadership.

11. T.B. Association

- a. Club members will adopt some t.b. families to assist with clothing and food problems.

12. Home Economics Teachers

- a. Invite them to gardening meetings.
- b. Work with teachers on a program to encourage girls to study home economics.

13. Garden Club

- a. Cooperate with garden club members by attending some of their special programs.
- b. Secure specialist for several programs.

14. Virginia Electric Power Company

- a. Work with their representative in presenting 4-H electric and food preservation projects.
- b. Meet in their kitchen once or twice this year.

X. DESCRIBE YOUR PLAN FOR DEVELOPING GOOD PUBLIC RELATIONS IN COUNTY WITH:

A. Elected representatives

- a. Visit county Board of Supervisors yearly and give report of county activities.
- b. Invite members to give suggestions for improving program and meeting needs of the county.

B. General Public

- a. Keep general public informed of extension program through newspapers and radio.
- b. Invite general public to special meetings.
- c. Public recognition of work well done by adult leaders, rural families and 4-H members.
- d. Have an orderly, neat office.
- e. Have regular office hours.
- f. Post schedule of activities and meetings.
- g. Keep scheduled appointments.
- h. Good relations with press and radio.
- i. Prompt handling of telephone and written requests.
- j. Advise public that they can come by and have any pamphlets on hand.

C. Co-Workers

- a. Hold regular office conferences to discuss phases of extension program.
- b. Become familiar with program of each worker.
- c. Travel together when possible.
- d. Cooperate with others in general.
- e. Consider secretary's time divided between four workers and plan accordingly.
- f. Plan two social outings for workers and families.

D. Commercial Interests

- a. Ask merchants to sponsor some 4-H contests again.
- b. Keep merchants informed of home demonstration and 4-H program in advance.
- c. Request that they have on hand materials to meet programs.
- d. Borrow and use educational exhibits.

E. Other Professional Workers

- a. Cooperate with them when requested and let them know of willingness.
- b. Become more familiar with their programs.
- c. Visit pre-school conferences and discuss 4-H program for the year to see how it can be coordinated with regular school program.

XI. GIVE PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAMS AS PLANNED FOR 1955.

- 1. Keep accurate office and field records daily.
- 2. Include in monthly narrative all important home demonstration and 4-H activities so annual report can be more complete.
- 3. Refer frequently to Plan of Work and check self to see if really following through on plans.
- 4. Keep at least six copies of important news articles on file.
- 5. Encourage women and 4-H girls to keep better records.
- 6. Have program development leader report all extra meetings, attendance, and accomplishments; have program leaders check progress of club toward club objectives and community projects.
- 7. Make home visits to check progress and keep notes on results.
- 8. Stress importance of accomplishment sheets to have more and better reports.

XII. WHAT ARE YOUR PLANS FOR PROFESSIONAL IMPROVEMENT:

A. Organized study

- 1. Schools - none
- 2. Short Courses - will attend Institute of Rural Affairs and Annual Extension Agents Conference.

B. Reading professional books and other publications.

Agents plan to read several magazines, Journal of Home Economics, What's New in Home Economics, Reader's Digest, Time, Better Homes and Gardens, House Beautiful, etc. Will be on lookout for books to read.

C. Membership in professional organizations

Agents plan to continue being members of Agents Association and Virginia Home

Economics Association. Will attend quarterly and annual meetings. Will serve on committee to recruit girls in home economics.

D. Participating in programs, workshops, etc., planned by other organizations.

⊙ Agents will plan or alter plans to attend any program or workshop planned by other organizations - at present know of none.

E. Planned educational trips

Agents plan tour of several states at vacation time.

XIII. WHAT ARE YOUR PLANS FOR COOPERATING WITH THE OTHER EXTENSION AGENTS IN YOUR COUNTY TOWARD A UNIFIED COUNTY EXTENSION PROGRAM OR SOME PHASE OF THE EXTENSION PROGRAM

Home Agent, County Agent and Assistant County Agent work together to present the 4-H county program for the year. This will be to attend all of the 24 club meetings each month in the schools and see that the business and program is carried out. They worked together to have a 4-H Yearbook published and have distributed to each 4-H club member so that they can keep all of their 4-H material together. Home Agent and County Agent co-operate in all phases of the Extension Program.

XIV. STATE WHAT YOU CONSIDER TO BE YOUR MOST DIFFICULT PROBLEMS IN CARRYING OUT THE EXTENSION PROGRAM IN YOUR COUNTY. GIVE YOUR PLANS FOR MEETING EACH PROBLEM.

1. The most difficult problem is getting leaders to attend leader training meetings. Out of 25 clubs the average representation is 18 clubs. We will work towards increasing this number to 20 by insisting that the leaders hold community meetings and encourage them by inviting into the office or visiting for special training.
2. One club has fallen by the wayside. Agents will make home visits to try to revive interest.
3. Lack of 4-H leaders continues to be a problem. Agents will keep on the hunt for really wide awake 4-H leaders.
4. Club program still needs younger club members. H.D. leaders and agents will strive to draw in younger homemakers with special interest programs.
5. Home Demonstration Market is still on the downgrade. It needs sellers and customers. Manager and agents will make home visits to interest sellers.
6. Entire extension program needs to be coordinated in County. Home Agents will strive to arrange more time for consultation with County Agent.
7. The most difficult problem this past year was coping with the program 3½ months without an assistant home agent. Many phases of the program suffered.