PLAN OF WORK

EXTENSION SERVICE

COUNTY AGENT'S OFFICE

SHENANDOAH COUNTY

-1961-

Submitted by -

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I. INTRODUCTION

We present herewith our 1961 Plan of Work for the Shenandoah County Agents' office. This plan will attempt to outline some of the major programs which County Agent J. Carl Coiner and Assistant County Agent Dale L. Blaser will be working on during the year. This Plan of Work will deal specifically with the role of the County Extension Staff and the methods used to carry out the program. The time covered in the report will be the twelve month period, December 1, 1960 to December 1, 1961.

For the first time in five years up-to-date figures regarding the county's agriculture will be available. The Agricultural Census, which covers the 1959 calendar year, has just been released. These modern statistics provided helpful background material as the various Extension Planning Committees went about their task of selecting major problems which confront our people of Shenandoah County. Our County Extension Long Time Program was used as a gauge to measure and project future programs to be undertaken within the next few years.

A. What Is A Plan of Work

Those who are not closely connect with the Extension Program may not be familiar with what a Plan of Work is. Briefly a Plan of Work is the Extension Agent's blueprint which outlines what part he will play in carrying on the major activities which he will be dealing with during the year. This should also include a proposed calendar of events in order that the agents may distribute their activities as well as possible throughout the year. During the year we hope to hold other special committee meetings which will be devoted entirely to a discussion on both short and long range goals for various segments of agriculture in Shenandoah County.

You may well ask: What the function of the Plan of Work is? Let us keep in mind that the Extension Service is the educational arm of the United States Department of Agriculture which covers the entire field of Agriculture. Our primary function is "To Teach", therefore, education and public relations are the two arms of our program. Our Plan of Work may be compared to a builder's blueprint. In the main it will outline what will be attempted; the labor, tools and materials that will be needed to complete the job, and an orderly step-by-step approach that will be considered in undertaking the operation. The Plan of Work will point out the field to be covered, what problems will be attacked and how the County Extension Staff will budget its time in order to complete the task. Our cause will also involve bringing the findings of the research worker to the county in order that our people may be enlightened and have facts to base their knowledge and program of action upon.

B. Plan of Work is Continuous

In this Plan of Work there will be some duplication of past years material. This is particularly true where previous objectives and goals have not beenobtained but are still thought to be appropriate in keeping with the times. Some of our Extension activities such as Livestock Sales, County Fair, DHIA Program, 4-H Camp, Fruit Growers School, etc. are repeated year after year but are kept flexible so as to present educational material that is timely and up to date. As the years pass it is often necessary to drop some of the old programs and add new ones or shift the phase of emphasis.

C. Developing A Plan of Work

The first step in developing our Plan of Work was to hold a staff meeting. During this meeting the total field of agriculture was surveyed and discussed in light of present day developments. Major fields of activity were then selected. Where needed committees were set up to aid in planning the program. In some cases these were the elected officers and directors of an association or group. Examples of these are our Fruit Growers, Dairy, 4-H Club Council, Ruritan Clubs, and Camp Organizations. Other committees are continued from year to year with inactive members being replaced by others who are interested in contributing to agricultural progress. Examples of these committees are - Agronomy, Livestock Marketing, and Poultry.

In working with these Extension Planning Committees the County Extension Agents execute four steps which are as follows:

1. Taking an inventory of available resources.
2. Planning the program.
3. Programming or execution of the plans.
4. Evaluation and reporting.

In selecting a committee the following factors are considered:

1. That various age groups be represented.
2. That all sections of the county affected by the program be represented.
3. That the person selected will participate in the discussion.
4. That various phases relating to that particular committee be represented.
5. That the person selected be broad minded enough to see beyond his farm boundaries.

D. Personnel To Do The Job

The Extension Staff in Shenandoah County consists of four people. At the present we are at full strength and have an experienced staff that is familiar with the background and many of the problems of the people of Shenandoah County.

Our present staff consists of County Agent J. Carl Coiner, Assistant County Agent Dale L. Blaser who is working primarily with the 4-H Boys Program, our office secretary Miss Jane Painter, and Miss Sallie Wetsel County Home Demonstration Agent. This Plan of Work will cover activities of the County Agent and Assistant County Agent. Miss Wetsel will submit her Plan of Work in a separate report.

II. ADMINISTRATIVE PLANNING

During 1961 we hope to correct two physical problems involved in the operation of our Extension Program in Shenandoah County. These problems center around office location and facilities and an improved filing system which will enable us to locate subject material through a better organized approach.

A. Office Location

Although the Extension Staff in Shenandoah County includes only one secretary the County Agents' office and the Home Demonstration Agents' office have always been located in separate buildings often as much as two blocks apart. This situation has imposed additional burdens upon both offices. Our County Board of Supervisors are now taking steps to correct this situation. With the advance of the consolidated school program in Shenandoah County an old grade school building became vacant. Land on which this building was located was deeded for educational purposes only. The office of the Superintendent of Schools is now located on the first floor of this building. Our County Extension Staff will occupy part of the second floor. Certain alterations are now being made to accomodate us. On the second floor adjoining our offices there is a large room which we propose to convert into a meeting room. The facilities of this room will be shared jointly with the Superintendent of Schools. Thus the headquarters of two County Educational Programs will be centered in the same building. It now appears that we will be moving into our new office quarters sometime during the month of February 1961.

B. Filing System

It has been stated that Education does not consist of knowing everything but knowing where to find answers when you need them. Digging out information from the maze has always been one of our major problems that has contributed to an inefficient office operation. Within the past few years a filing system has been developed that will assist in overcoming this problem. During 1961, after we move into our new office location, the development of this new filing system will become one of our major objectives. This process will involve throwing away all obsolete material, setting up new files and screening material to be filed. With both offices located together one filing system may be developed for both the Home Agent and the County Agents' office. Through this process we hope that a more efficient system of filing may be developed.

III. ADULT PLANNING COMMITTEE ACTIVITY

About one-third of the activities of the County Agents' office are planned and developed through committees of rural people who are interested in a particular phase of the Extension Program. Another third of the Agents' time is spent working with organized groups and making reports. The other third of the Agents' time is spent on problems as developed from individual requests. This Plan of Work will deal mainly with the problems developed by various planning committees.

At the beginning of the year the following areas of activity were selected to build our 1961 Adult Extension Program around:

A. County USDA Emergency Planning Committee
B. Ruritan Clubs - Agricultural Committees
C. Agronomy Planning Committee Activities
D. Dairy Activities
E. Fruit Growers School
F. Livestock Marketing Activity
G. Poultry Activity
H. Powells Fort Valley Organization

We will briefly discuss some of the activities under these various fields of operation.

A. County U.S.D.A. Emergency Planning Committee

1. Committee to be Established

As directed by the Secretary of Agriculture a USDA County Emergency Planning Committee has been established for Shenandoah County. The State Chairman, Mr. W. T. Powers of the Agricultural Stabilization and Conservation State Office at Richmond, Va., has appointed County Agent J. Carl Coiner to serve as Chairman of the Shenandoah County Committee.

2. Organization Meeting

The organizational meeting of the Shenandoah County USDA Emergency Planning Committee was held at the County ASC office in Woodstock, Va. on Friday afternoon, January 6, 1961 beginning at 12:45 p.m. County Agent J. Carl Coiner had previously been designated by Mr. W. T. Powers, Chairman of the USDA State Emergency Planning Committee for Virginia, to serve as Chairman of the Shenandoah County USDA Emergency Planning Committee. Present for the organizational meeting of the committee were: John Hiner and Mathew Keckley of the USDA Forestry Service with headquarters located at Edinburg, Va.; Paul L. Swecker, Soil Conservation Service Technician, Woodstock, Va.; M. S. Swartz, Shenandoah County ASC Office Manager, Woodstock, Va.; J. Carl Coiner, County Agent and Dale L. Blaser, Assistant County Agent, Woodstock, Va. representing the Extension Service.

Mr. J. David Headley, County F.H.A. Supervisor was absent due to a conflict with another meeting. Mr. Headley is F.H.A. Supervisor for five counties. His headquarters are located at Front Royal, Va. in Warren County.

During the meeting Mr. Paul L. Swecker was selected Deputy Chairman of the committee. M. S. Swartz was named Committee Secretary. The chain of command for the committee was established as follows: 1. J. Carl Coiner, 2. Paul L. Swecker, and 3. M. S. Swartz. Members of the Shenandoah County USDA Emergency Planning Committee with address and the agency which they represent are as follows:

J. Carl Coiner, Woodstock, Va. - Extension Service
Paul L. Swecker, Woodstock, Va. - Soil Conservation Service
M. S. Swartz, Woodstock, Va. - Agricultural Stabilization and Conservation
John M. Hiner, Edinburg, Va. - U.S.D.A. Forestry Service
J. David Headley, Front Royal, Va. - Farmers Home Administration

The following information was read and discussed by the group:

a. Letter of November 14, 1960 from Mr. Powers designating Mr. Coiner as committee chairman and outlining other facts regarding the committee.
b. Chapter IV Responsibilities of USDA County Emergency Planning Committees from Bulletin on Defense Mobilization Planning.
c. Statement from Chairman of USDA County Emergency Planning Committees.

Various committee members next reviewed some of the literature which they had received regarding committee activities. Forestry members demonstrated some of the detection equipment which had been issued them. All members were urged to check with their State Department heads and carefully review any information on the subject that would be issued them. It was the committee's understanding that the head of each USDA activity in the county will receive his technical program direction through the normal agency chain of command. It was brought out during the meeting that after a USDA official is appointed a member of a USDA County Emergency Planning Committee he is no longer eligible to serve as a local Civil Defense official.

County committee members were requested to review the Agricultural Research Bulletin entitled Radioactive Fallout in Time of Emergency and Annex 31 National Food Plan together with any other information which they may receive regarding committee activity prior to our next meeting. Chairman Coiner will determine when to assemble the committee for its next meeting.

3. Duties Involved

Each agency has already received specific instructions with regard to their part in this program. Other duties will be assigned as future developments unfold. The purpose of this Emergency Preparedness order is to identify the defense activities which the U.S.D.A. must plan for in the pre-emergency period and be prepared to carry out if any emergency actually occurrs. This Emergency Prepardness Order reflects the "built-in-readiness" principle that immediate post attack activities must be carried out by the U.S.D.A. rather then by a new war time agency and that defense planning must be a part of the day-to-day activities of the U.S.D.A. This is a new program which must be added to Extension Service activities activated by existing world conditions. We must not underrate the possible peril that now challenges our present way of living.

4. County Disaster Committee

In addition to the U.S.D.A. County Emergency Planning Committee, a County Disaster Committee will be established in each county. Under established regulations the County ASC Chairman will become Chairman and the County ASC Office Manager will serve as secretary. Other members of the County Committee are to be: The County Supervisor of the Farmers Home Administration, The County Extension Agent, and two other members yet to be named. This committee is to be activated sometime during the month of February. We have not yet received information on what the duties of this committee will be.

B. Ruritan Clubs - Agricultural Committee

1. Ruritan in Shenandoah County

The Ruritan movement has spread rapidly in Shenandoah County during the past five years. At the present time Shenandoah County has seven Ruritan Clubs that are so located as to be within convenient reach of any one in the county who desires to belong. All of these clubs are located in the rural communities and are serving a useful, constructive purposes. Each of these clubs has an Agricultural Committee. These seven clubs have been set aside in one zone. Joseph R. Myers, Edinburg, Va. is the 1961 Govenor of this zone, while J. William Foltz, Woodstock, Va. is serving as Lieutenant Govenor.

2. Agricultural Committees

These seven clubs with the Chairman of their Agricultural Committees for 1961 are as follows:

Club	Agricultural Chairman	Address
Hamburg	William H. Fadely	Mt. Jackson, Va.
West Shenandoah	B. W. Fansler, Jr.	Mt. Jackson, Va.
St. Luke-Fairview	Alfred Gochenour	Woodstock, Va.
Forestville-Quicksburg	Lucius Good	New Market, Va.
North Shenandoah	Cecil Miller	Strasburg, Va.
Fort Valley	William Coverstone	Waterlick, Va.
Maur-Brook-Olive	M. S. Swartz	Maurertown, Va.

3. Extension Objectives

During the year we hope that through their Lt. Governor who has charge of Zone Committee activities, we may call these committee chairmen together for the purpose of:

1. Explaining the County Extension Program to them.
2. Learning what each club's Agricultural Committee plans to accomplish during 1961.
3. Discuss county-wide Agricultural Programs which Ruritan Clubs may aid in carrying out. Some of these could be educational programs. Examples of this could be: Protection of family and food supply against fall out contamination; Brucellosis control program; National Resourses and how to use them, etc.

This will be an exploratory venture but has great potential as an effective media to carry on an educational program. It is our purpose to cooperate with, but not dominate these committees. This should be a mutual undertaking.

C. Agronomy Planning Committee Activity

1. Committee Meeting

Our Shenandoah County Extension Agronomy Committee Planning Meeting was held in the County Agent's office at Woodstock on Friday morning, January 27, 1961 beginning at 9:30 a.m. Present for the meeting were: John Hollingsworth, Braden Miller, M. S. Swartz, Kenneth Brill, John F. Shoulders, Associate Extension Agronomist, V.P.I., County Agent J. Carl Coiner and Assistant County Agent Dale L. Blaser. A severe snow storm on the previous night limited additional attendance.

Since all of those present were familiar with the purpose of the committee background material was omitted. Mr. Coiner explained how objectives and goals fitted into the County Agronomy Program. A comparison summary of the 1959 Agricultural Census with the 1954 census as it relates to agronomy in Shenandoah County was presented by Mr. Coiner. It was noted that our long range goal of 8,000 acres of alfalfa in Shenandoah County by 1965 had already been exceeded.

Our 1954 alfalfa acreage of 4,360 acres had reached 8,199 acres by 1959 which was a gain of 3,839 acres for the five year period. Farms growing alfalfa increased from 441 to 534 which was a gain of 93 farms. Tonnage of alfalfa increased from 8,247 in 1954 to 20,195 in 1959. The average tons per acre increased from 1.89 tons in 1954 to 2.46 tons in 1959.

A letter from District Extension Agent G. H. Clark informed the group that Shenandoah County had been selected as one of the three counties in the Northern Virginia Extension District, which includes nineteen counties, that would be awarded a trophy for having conducted an excellent program in connection with the Twelve Month Forage Program during 1960.

2. Agronomy Program

After considerable discussion the committee decided to concentrate on three major phases of agronomy for our 1961 program. These are as follows:

a. The Twelve Month Forage Program.
b. A Mechanized Forage Handling Program.
c. Weed Control.

1. Mr. Shoulders next discussed the Twelve Month Forage Program with the group. The committee thought that the following topics should be emphasized: (a) Ladino Clover - Orchard Grass Management; (b) Fertilizer or Legumes to supply nitrogen; (c) Harvesting Forage at proper time; (d) Use of new improved varieties - Red Clover was cited as an example.

2. Under the mechanized forage handling program it was thought the following should be investigated: (a) Hay balers that toss the bale into the wagon; (b) How to make grass silage so that animals would obtain maximum intake; (c) Renovating pastures with a drill around March 1st; (d) Providing summer and winter supplemental forage crops.

3. In regard to Weed Control the committee felt that: (a) Chick-weed Control in Alfalfa should receive additional emphasis; (b) Weed Control in Corn with such materials as Simazine and 2,4-D should be promoted; (c) Pre-emergence methods of weed control may have greater possibilities than many people now realize.

3. Extensions Role

Activities that could be conducted by the Extension Service to emphasize these improved practices were listed as follows:

a. Conduct a County Tour where successful practices could be observed.
b. Cooperate with Electrical Power Suppliers and conduct meetings at one or two farms.
c. Conduct a farm study on Mechanized Methods of Handling Forage crops.
d. Set up more demonstrations on desirable practices.
e. Hold a field day in cooperation with local Farm Machinery Dealers, Farm Supply Dealers, and the V.P.I. Agricultural Engineering Department.
f. Continue newspaper and radio publicity as a method of reaching more farm people with regard to desirable agronomy practices.

D. Dairy Activities

At the present time we have three active dairy organizations operating in Shenandoah County which are as follows: (1) The Shenandoah-Page Dairy Herd Improvement Association, (2) Shenco Breeders, and (3) The Shenandoah County Dairymens' Association. Each of these associations have an active Board of Directors elected by their membership. Most of our Extension Planning of dairy activities will be carried out through recommendations and discussions of these directors most of whom are dairymen. Some of this planning has already been conducted, part of it has been carried out and other plans are yet to be made. Without exception all of the plans and programs outlined under Agronomy can and should be executed by the dairy farmer, therefore, we will not duplicate them here.

Dairy activities which the County Extension Staff will participate in during the year include:

1. Help stage the Annual Shenandoah-Page D.H.I.A. School. Increase the number of herds enrolled. Improve our system of record keeping and use of these records.

Role - Our Annual Shenandoah-Page DHIA School will be held in Woodstock on March 3, 1961. Plans and program for this annual meeting have already been made by the County Agent and the Board of Directors. For this school the County Agent will notify all Grade A Dairymen about the meeting, arrange for the meeting place and secure the speakers. Each herd enrolled in the association is recognized as a demonstration herd. County Agents will be in contact with these dairymen throughout the year to offer suggestions on the farm operation. We will attempt to get more of the members to adopt the new IBM processing method of record keeping. We will continue to push forward enrollment of more new members under our second supervisor who now works only part time for our association.

2. Assist in staging the annual meeting of Shenco Breeders. Aid in increasing the number of cows bred in Shenandoah County through the Artificial Breeding Process.

Role - The County Agent assisted the association Board of Directors on January 5th to make plans for their annual meeting. This meeting was held at the Valley Diner, Toms Brook, Va. on Friday evening, January 27th with thirty-three people attending. Shenco Breeders has had a constant increase in the number of cows bred each year since the association was organized some ten years ago. The association's goal is one thousand cows during 1961. One other cooperative association and two private organizations also serve Shenandoah County. Figures are not available on the number of cows that they breed in the county. The County Agents' office will continue to conduct an educational program to promote high production per cow.

3. Assist Shenandoah County Dairymens' Association Program.

Role - To date the Shenandoah County Dairymen' Association has been conducting educational programs. The County Extension Service will assist in planning and securing speakers for these meetings. We will also assist in other educational phases of their program.

4. Cooperate with the local Holstein Breeders Club.

Role - Last year a Holstein Breeders Club was organized for Frederick, Warren, Clarke, and Shenandoah Counties. They staged a very successful show at Winchester on August 13, 1960. If this show is moved to Woodstock for 1961 the County Extension Agents will cooperate in staging the show but will under no circumstances serve as manager of the show.

5. Assist with County Area Test for Brucellosis Control in Cattle.

Role - This is the year selected for Shenandoah County to receive an area test for the control of brucellosis in both beef and dairy cattle. The County Extension Service will aid with the educational activity regarding this program. We will also assist veterinarians in lining up their schedule for testing these cattle.

6. Continue County Educational Program on Mastitis Prevention and Control.

Role - We will continue to mail out monthly letters, prepared by The Virginia Mastitis Prevention and Control Program, to over four hundred dairymen in Shenandoah County. Newspaper articles on this subject will also be published.

7. Conduct a County Tour including Dairy Management.

Role - A County Tour will be conducted this spring to emphasize phases of the Twelve Month Forage Program and Mechanized Forage Handling Systems. The Extnesion Service will set up demonstrations, select farms to be visited, enlist aid of specialists and line up this tour. We hope to demonstrate some of the practices which successful Shenandoah County farmers are carrying on.

8. Hold a field day on Modern Farm Buildings and Labor Saving Methods.

Role - In cooperation with power suppliers and machinery dealers the Extension Service will aid in selecting two farms which can be visited to observe new building methods and practical use of electricity and machinery as labor saving devices.

9. Assist in staging a good exhibit of Dairy Cattle at the Shenandoah County Fair which opens on August 28, 1961.

Role - The County Extension Agents will cooperate with County Fair officials in contacting dairymen, obtaining judges and staging a show of Purebred Dairy Cattle from Shenandoah County. We will line up dairy projects and have our 4-H Club members exhibit at our county fair.

10. Continue our Public Relations Program with others interested in the welfare of the Dairy Industry.

Role - The County Extension Agents will attend meetings of other dairy organizations to learn more about their programs. We will work closely with representatives of these groups that are interested in promoting better dairying. We will continue newspaper and radio publicity on all phases of dairying.

E. Fruit Growers School

One of our major Horticultural activities of the year is staging the Area Fruit Growers School which will be held at Mt. Jackson, Va. on Wednesday, March 1, 1961. In this respect the County Extension Service Agents' will:

1. Assist the president and other directors of the Shenandoah County Fruit Growers School in setting up the program for this meeting.
2. Notify speakers, machinery dealers and others allied with our fruit growing industry regarding their part on the program.

3. Notify fruit growers and others interested in the meeting.
4. Assist the presiding officer in moving the meeting along and take any other action necessary to insure a successful meeting.

F. Livestock Marketing Activities

Livestock Marketing is one of the major phases of our County Extension Program. Our Livestock Marketing Committee in Shenandoah County for 1961 is composed of the following: Chairman - Alfred Cochenour, Paul L. Swecker, Ernest Ryman, J. Warren Good, County Agent J. Carl Coiner and Assistant County Agent Dale L. Blaser. A county meeting of Shen-Valley Meat Packers will be held during the later part of February at which time a five man advisory committee will be selected. This committee will aid our two directors, George B. Holtzman and Joseph P. Moore, in securing livestock for the plant from Shenandoah County.

Livestock Marketing activities which the Shenandoah County Agents' office will assist with during 1961 will include the following:

1. Assist with the Spring Feeder Calf and Yearling Sales which are scheduled to be held at Winchester on April 14th and the Yearling and Feeder Calf Sales which will be held at Winchester in the Fall by --

   a. Securing nominations for these sales.
   b. Conducting farm inspection of all animals nominated.
   c. Assist in receiving animals for these sales.
   d. Aid in conducting these sales.

2. See that proper county publicity is given to all Registered Swine, Sheep and Cattle Sales which our Animal Husbandry Department at V.P.I. aids in sponsoring in this area. Urge farmers to purchase purebred breeding stock from these sales.

3. Stress docking and castrating of lambs, production of market type hogs and cattle grading on the farm so that the farmer may have a high quality product to market.

4. Aid in developing and keeping present satisfactory livestock marketing outlets intact. Check into the present wool marketing situation to see if some program can be worked out.

5. Assist in getting proper marketing news to livestock producers.

6. Assist with and attend the Shenandoah County Meeting of Shen-Valley Meat Packers which will be held during the later part of February.

G. Poultry Activities

During 1960 our County Poultry Committee sponsored several educational poultry meetings. Although the speakers did an excellent job we were disappointed with the poor attendance and lack of interest exhibited by the producers. This experience has led us to approach the problem in a different manner for 1961. This program will hinge around the following:

1. Bring our mailing lists of commercial egg, broiler and turkey producers up to date.

2. Use specialists from the V.P.I. Poultry Department to make farm visits to consult with poultrymen regarding their problems.

3. Mail out monthly publications like Poultry Pellets and other information to our poultry producers.

4. Have at least one article on poultry each week for our Farm and Poultry Page published by the Northern Virginia Daily. The first edition will reach the public on February 7th. This page will continue to run weekly for a period of four months.

5. Work closely with members of the Poultry Industry and assist with their programs without violating established Extension Policies.

H. Powells Fort Valley Organization Camp

For twenty-two years Shenandoah County Agent J. Carl Coiner has served on a Central Committee which operates Powells Fort Valley Organization Camp which is located in this county. This camp was built by the government for the purpose of providing a week of camp recreation for children who would not otherwise be able to enjoy this priviledge. The camp operates under a charter in agreement with the USDA Forestry Service. During the time that this camp has been in operation over twenty-six thousand young people have enjoyed its facilities.

At a committee meeting which was held at Woodstock on January 30, 1961 County Agent J. Carl Coiner was again elected President of the Central Committee. He is the 4-H Club representative on the committee. 4-H Club members from nine Northern Virginia Counties use this camp. Other officers and directors of the Central Committee with the group they represent are: Vice President - S. E. Madren - Congregational Christians, Elkton, Va.; Secretary - Morgan Kinney - Childrens Bible Mission, Elkton, Va.; and Treasurer - Paul Dick - Grace Brethren Church, Winchester, Va.

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The other committee member is Bruce Slaven, Methodists, Harrisonburg, Va. The Disciples of Christ have established their own camp at Craig Healing Springs and are withdrawing from our camp group. The Lutherans withdrew last year to occupy their own camp which is located in the Southern end of Fort Valley. Last year we added a Baptist Group which is represented by Mr. Bradley. Mr. John Hiner replaced Mr. B. A. Eger, the USDA Forestry representative. Mr. Eger is now retired.

Our complete 1961 camp schedule has not yet been set up. The part of our sechdule that has been approved is as follows:

June 12 - June 16 — Childrens Bible Mission
July 3 - July 17 — Methodists
July 17 - July 31 — Grace Brethren Church
July 31 - August 19 — 4-H Clubs

In respect to the Camp, County Agent J. Carl Coiner, who is Chairman of the Central Committee that oversees and operates the camp, will:

1. Preside over committee meetings and set up the camp schedule.

2. Cooperate with the USDA Forestry Service and see that their recommendations are carried out.

3. Supervise the caretaker of the camp and see that the camp is opened for the season, properly operated and closed at the end of the season.

4. Order necessary materials and supplies needed to operate the camp equipment.

5. Receive complaints and act accordingly for the best interest of the camp.

6. See that tasks directed by the Central Committee are properly assigned and carried out.

IV. CALENDAR OF ADULT EVENTS

December -

1. County Extension Staff attend Office Filing Instruction Meeting at Harrisonburg on December 6.
2. Attend County Agents Association Board Meeting at Lynchburg on December 7.
3. Collect three Radio Programs for WSVA - December 9.
4. Meet with County Board of Supervisors on New Office Space - December 12.

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5. Send in and make recommendations on County ASC Soil Samples.
6. Address Maur-Brook-Olive Ruritan Club - December 19.
7. Line up farm for Mechanized Forage Program Study.
8. Hold County Extension Staff Conference on Plan of Work.
9. Make at least three DHIA Farm Visits.
10. Continue Mastitis Prevention and Control Publicity.
11. Discard obsolete correspondance and subject matter.
12. Distribute Farm Income Tax Guide Bulletins.

January -

1. Start farmers on 1961 Farm Account Books.
2. Hold Board Meeting of Shenco Breeders - January 5.
3. Organization Meeting Shenandoah County U.S.D.A. Emergency Planning Committee - January 6.
4. Deliver copy of Annual Narrative Report to Board of Supervisor members and discuss Extension Program with them.
5. Collect three Radio Broadcasts for station WSVA.
6. Hold Planning Meeting for Area Fruit Growers School.
7. Urge farmers to attend Four State Farmers Meeting at Winchester on January 19.
8. Attend County ASC Committee Meeting - January 23.
9. Attend Board Meeting Northern Virginia Livestock Producers Association to plan Cattle Sales - January 24.
10. Attend Northern Virginia Forage Conference at Middleburg - January 25.
11. Conduct Extension Agronomy Planning Committee Meeting - January 27.
12. Annual Meeting Shenco Breeders - January 27.
13. Farm Credit Annual Meeting at Winchester - January 28.
14. Central Committee Camp Meeting at Woodstock - January 30.

February -

1. Move County Agents office to new location.
2. Prepare Plan of Work and mail to State Office by March 1.
3. Work on Program and Notify Dairymen about DHIA School.
4. Start first edition of 1961 Farm and Poultry Page - February 7.
5. Continue Soil Sample Recommendations for ASC Program.
6. Mail out Mastitis Prevention and Control letter to 400 dairymen.
7. Inform farmers on 1961 Methods to Control Alfalfa Weevil.
8. Aid in establishing a County Disaster Committee of which the County Agent will be a member.
9. Attend Regional Board Meeting of Southern States Cooperative at Winchester - February 14.
10. Contact Sheep Growers regarding Returns-Per-Ewe Contest.
11. Attend meeting on Wool Marketing at Luray - February 16.
12. Attend Annual Meeting Northern Virginia Livestock Producers Association at Winchester - February 21.

March -

1. Conduct Area Fruit Growers School at Mt. Jackson - March 1.
2. Conduct Shenandoah-Page DHIA School - March 3.
3. Release Recommended Corn Hybrid Varieties for 1961.
4. Continue edition of Weekly Farm and Poultry Page.
5. Inspect cattle nominated for Winchester Spring Calf and Yearling Sale.
6. Get out publicity on Twelve Month Forage Program.
7. Visit Poultry Growers with V.P.I. Specialists.
8. Inspect Powells Fort Camp Facilities with Forest Ranger.
9. Set up demonstrations for a County Farm Tour.
10. Work toward establishing Shenandoah County as a Modified Certified Free Brucellosis County.
11. Attend Annual Meeting Shen-Valley Meat Packers at Broadway.
12. Hold Educational Meeting Shenandoah County Dairymens Association.

April -

1. Continue Weekly Farm and Poultry Page.
2. Start new Filing System in County Agents Office.
3. Assist with Winchester Spring Feeder Calf and Yearling Sale - April 13 and 14.
4. Visit Poultry Growers with V.P.I. Specialists.
5. Conduct meeting of Central Camp Committee at Camp - April 24.
6. Stage a two farm tour on Modern Farm Building and Labor Saving Methods.
7. Set up Corn Weed Control Demonstrations.
8. Check on Thistle Control Demonstrations.
9. Publicity on Alfalfa Weevil Control.
10. Collect three Radio Broadcasts.
11. Garden information publicity.
12. Shrubbery and Yard Management visits.

May -

1. Check alfalfa fields on progress of alfalfa weevil.
2. Prepare for opening of Powells Fort Organization Camp.
3. Continue editing weekly Farm and Poultry Page.
4. Visit Small Fruit Growers with a V.P.I. Specialist.
5. Stage County Tour on Twelve Month Forage Program and Mechanical Harvest of Forage Crops.
6. Be alert to garden, lawn, and shrubbery problems.
7. Board Meeting Shenco Breeders.
8. County U.S.D.A. Emergency Planning Committee Meeting.
9. Continue minor element study with Forage Crops.
10. Farm visits with Swine Specialist.

June -

1. Check on Small Grain Yields.
2. Check on operation of Powells Fort Organization Camp.
3. Visit County DHIA Herds.
4. Publicity on Farmers Gas Tax Refund.
5. Visit Experimental Stations.
6. Farm Building Visits with Specialist.
7. Visit Turkey Growers with V.P.I. Specialist.
8. Check on Progress of County Brucellosis Program.
9. Farm Management visits.

July -

1. Farm visits to check on Year Round Feed Program.
2. Keep in contact and make insect control recommendations.
3. Publicity on Alfalfa Seeding and Management.
4. Line up exhibits for Shenandoah County Fair.
5. Assist in obtaining judges for Shenandoah County Fair.
6. Urge farmers to attend Institute of Rural Affairs at V.P.I. - August 1-4.
7. Board Meeting Shenandoah-Page DHIA.
8. Japanese Beetle Control publicity and visits.
9. Promote Grain Harvesting and Storage Program.
10. Soil Samples and Recommendations for Fall Crops.

August -

1. Attend Institute of Rural Affairs at V.P.I. - August 1-4.
2. Conduct County ASC Election Committee Meeting.
3. Complete plans for Shenandoah County Fair.
4. Attend Annual Extension Agents Conference at V.P.I. - August 21-25.
5. Assist with staging Shenandoah County Fair - August 28-September 2.
6. Assist with Holstein Association Show if staged at Woodstock.
7. Work with Ruritan Agricultural Committees.
8. Meeting Board of Supervisors Lord Fairfax Soil Conservation District.
9. R.E.A. Annual Meeting.
10. Southern States Annual Meetings.

September -

1. Assist with Shenandoah County Fair - August 28-September 2.
2. Close up Powells Fort Organization Camp for the winter.
3. Attend Atlantic Rural Exposition.
4. Attend meeting of National Association of County Agricultural Agents in New York City - September 10-16.
5. Inspect cattle nominated for Winchester Fall Yearling and Feeder Calf Sales.

6. Assist with Winchester Fall Yearling Cattle Sale.
7. Check on progress of apple harvest in Shenandoah County.
8. Board Meeting Shenco Breeders.
9. DHIA Supervisors School.
10. Fall Weed Control visits with Specialist.
11. Judge County Fairs in adjoining counties.

October -

1. Prepare news articles on Fire Prevention and Natural Resources Conservation Weeks.
2. Check on corn yields and the most popular corn hybrid varieties.
3. Assist with the Winchester Fall Feeder Calf Sales.
4. Orchard visits to check on the Fruit Harvest and labor situations.
5. Start gathering material for Annual Reports.
6. Alfalfa Weevil Control with Heptachlor if permitted.
7. Woodstock Livestock Market Feeder and Stocker Cattle Sale.
8. Area Milk Producers Meeting.
9. County ASC Committee Meeting.
10. Mastitis Prevention and Control Program emphasis.

November -

1. Complete and mail in Annual Statistical Reports by November 30.
2. Complete and mail in Annual Narrative Reports by November 30.
3. Judge Community Fairs.
4. Advise farmers regarding sign-up date for ASC Program.
5. Board Meeting Shenandoah-Page DHIA.
6. Collect Radio Broadcasts.
7. Check on progress of County Brucellosis Control Program.

V. YOUTH ACTIVITIES

A. Long Term Plan of Work

A general discussion of the 4-H Club Program in Shenandoah County may be found in Section E of the "Shenandoah County Statistics and Long Time County Extension Program", which is dated ---June 1959.

B. Development of 4-H Phase of Plan of Work - 1961

General information applicable to the development of the 4-H Club Boys Phase of the 1961 Extension Plan of Work for Shenandoah County follows.

1. Enrollment

As of February 10, 1961 there were 166 boys enrolled in the ten 4-H clubs located in Shenandoah County. This is an increased enrollment of 37 boys over the previous year.

2. Project Completions

One hundred and forty-three boys were enrolled in the Shenandoah County 4-H Club program during 1960 and 94.4 percent of them satisfactorily completed their projects.

3. Enrollment of Boys by Age

Age Group	Number Boys
10	38
11	21
12	26
13	22
14	12
15	24
16	9
17-21	14
Total --	166

4. Average Age

The average age of a Shenandoah County 4-H Club boy is 12.8 years.

5. Average Tenure

The average tenure for a Shenandoah County 4-H Club boy is 2.5 years.

C. Youth Committee

1. Members

a. Representatives of All Stars

1. Mrs. Regina Miller
2. Mr. Elvin Walker

b. Representatives of County Council

1. Jerry Hiner
2. Charles Gochenour
3. Jo Ann Zirkle

c. Representatives of Voluntary Leaders Club

1. Mrs. Helen Hockman
2. Mrs. Margaret Swecker
3. Mr. Kenneth Brill

2. Problems Recognized by Youth Committee

a. Enrollment

Most clubs have an adequate size enrollment. However, not enough boys and girls in Shenandoah County are being reached by the 4-H Club movement. Several clubs need to increase their enrollment to 15 boys and 15 girls. Others would be better of if their group was split into Junior and Senior Clubs.

b. Tenure

Many 4-H Club members drop out of 4-H Club activities after three years of participation.

c. Teaching Aids

Additional teaching aids and reference material should be made available to adult leaders.

d. Separate Junior and Senior Clubs

The Youth Committee was not in complete agreement that a separate Junior and Senior Community Club should be established.

e. Automotive Program

It was felt that the Automotive Program would be more effective if conducted on a "meeting per week basis" during the summer.

f. Group Projects

The possibility of conducting senior group projects such as Career Exploration and Tractor Maintenance should be studied.

3. Objectives and Goals

a. Enrollment

Increase the enrollment of 166 boys to 225 boys by the end of 1962.

b. Tenure

Increase the tenure of 4-H Club members to four years or more.

c. Teaching Aids

Prepare a special materials handbook for county leaders during 1961. Secure additional needed equipment for the county staff from the state office. Conduct leaders training aid course on teaching aids.

d. Separate Junior - Senior Clubs

Continue to encourage at least one community 4-H Club to divide its membership according to age and establish a Junior and a Senior 4-H Club.

e. Senior Project Groups

Strive to secure project leaders to conduct the following senior project clubs: Automotive, Tractor Maintance, and Career Exploration during the summer of 1961.

D. County 4-H Club Council

The 4-H County Council met on December 7, 1960, and the fifty club members that were present were divided into the following committees: Nominating Committee, County 4-H Objectives Committee, Score of Points Committee, Ways and Means Committee, Special Events Committee, and Adult Leaders Committee. After each committee met for 45 minutes their report was presented to the entire group and it was discussed, altered and approved.

The reports on objectives, score of points and activities were as follows:

1. Objectives

a. Junior 4-H Club Objectives

(1) Observe Rural Life Sunday in March 1961.
(2) Observe National 4-H Club Week.
(3) Have 100 percent of members completing project by April Club meeting.
(4) Stress honesty in carrying out all phases of 4-H Club work.
(5) Each club member strive to review exhibits at the County Fair.
(6) Have club well represented at each County 4-H Club event.
(7) Have at least two members attend the Northern Virginia 4-H Club Camp.

b. Senior 4-H Club Objectives

(1) Have projects completed by October 1st.
(2) Each club have at least one Community Project completed and reported by November 1st.
(3) Have County 4-H Achievement Program.
(4) Each member attend and have at least one parent attend the Achievement Program.
(5) Give outstanding Junior and Senior Clubs an award.
(6) Have at least two County Council Meetings during the year.
(7) Have at least three members from each club attend the Northern Virginia 4-H Club Camp. More may be sent if the quota is not filled.

(8) Have County Leader Recognition Program.
(9) Each club strive to increase enrollment over the previous year.
(10) Have at least one Community Night.
(11) Have a program committee in each club; work up a definite program for six meetings during the year.
(12) Meet our allotted quota of membership and encourage members to participate in events that will lead to attendance at State Short Course.
(13) Have judging contest between the club members in local clubs.
(14) 100 percent club members have at least one exhibit at the County Fair (each member must prepare his own exhibit).
(15) Each club have a booth at the County Fair if room is available and booth must be decorated by members only.
(16) 100 percent membership of each club observe National 4-H Club Week and Rural Life Sunday.
(17) Have a County Share the Fun Program. (Announce points to be judged for winners).
(18) Have the County 4-H Club Picnic, and other recreational programs.
(19) Encourage an exchange of more individual demonstrations at club meetings, and before civic groups. (at least 5)
(20) Each club stress honesty in carrying out all phases of 4-H Club work.
(21) Strive for better club relations throughout the county. (Joint recreation activities, etc.)
(22) Recognize members who have attended 100 percent of 4-H Club meetings.
(23) New members must attend three months regularly before added to roll.

2. Score of Points

a. Junior 4-H Club Score of Points

(1) Completed and turned into the Extension Agents at the April Club meeting.
(Points Given:)
25 Girls Project Record Books
25 Boys Project Record Books
10 Secretary's Minute Book
10 Reporters Clippings

(2) Activities
25 Have 100 percent of members attending Church on Rural Life Sunday
20 Have organized program at three club meetings
20 Observe National 4-H Club Week
20 Have six demonstrations during the year

(3) Conducting Meeting

25 According to proper parliamentary procedure (4-H Pledge and Song)
25 Having orderly meetings
25 Having 100 percent attendance at club meetings

b. Senior 4-H Club Score of Points

(1) Completion by October 1st
(Points Given:)

50 Boys Project Records
50 Girls Project Records

(2) Completion by November 1st

25 Secretary's Book: 1st - 10, 2nd - 5
25 Reporters' Book: 1st - 10, 2nd - 5
25 History Book: 1st - 15, 2nd - 10, 3rd - 5
25 Community Project: 1st - 15, 2nd - 10, 3rd - 5

(3) Attendance Record

50 100 percent of members at each meeting
50 100 percent of members and at least one parent per each member at Achievement Program
25 Four club officers and two club leaders at Business Council meetings
8 For each camper attending 4-H Camp (24 points limit)
20 Active enrollment of 10 boys and 10 girls
5 Each new member completing a project (25 points limit)
20 For active boys adult leader
20 For active girls adult leader
25 Have Community Night with at least five guests

(4) Activities Observed

30 Presentation of at least 4 educational program and not over 2 recreational programs
limit-50 Entering Contests: 5 County Entry, 5 State Entry, 5 County Winner, 5 State Winner
50 100 percent members having individual exhibits at County Fair
25 Club exhibits at County Fair: 1st - 15, 2nd - 10, 3rd - 5
25 Observance of National 4-H Club Week
25 Observance of Rural Life Sunday by Clubs
20 For each Junior and Senior entry in the County Share the Fun Program (10 - Juniors, 10 - Seniors -- points)
50 For 5 boys and 5 girls performing separate demonstrations during the year
25 For exchanging demonstrations between 4-H Club, Home Demonstration Club, or Civic groups (5 points each, 25 limit)

25 For clubs making financial contribution to County Treasurer by October 1
30 Presentation of Radio or TV Program (15 points each, 30 limit)

(5) Conducting Meetings
25 Submitting monthly program calendar to Extension Agents
25 According to parliamentary procedure
25 Having orderly meetings
25 Having organized recreation and programs

3. Calendar of 4-H Club Activities

January -

1. Extension Agents will conduct project meetings in community clubs.
2. Senior 4-H Club will select projects.
3. Publish and distribute Senior 4-H Club Handbook.
4. Conduct a training school for All Senior 4-H Club Officers and install County Council Officers.
5. Award 1st, 2nd, and 3rd year pins to 4-H Club members.

February -

1. Conduct training school for 4-H Club Leaders - February 10th.
2. Prepare 4-H Plan of Work.
3. County All Star Meeting - selection of candidates and election of officers.
4. Conduct work session on Achievement Record Books.

March -

1. Extension Agents will conduct project meetings in community clubs.
2. Observe National 4-H Club Week - March 4 - 11.
3. Prepare Achievement Records for state competition.
4. Send 4-H Club rolls to state office.
5. Visit and score 4-H Pig Chain Projects.
6. Prepare for 4-H judging events.

April -

1. Train Poultry, Dairy, and Livestock Judging Teams.
2. Obtain and check Junior 4-H Project Books and Club Scores.
3. Enter teams and participate in District Judging Contests.
4. 4-H Club Camp Meeting.
5. County Share the Fun Program.
6. Visit Livestock Projects.

May -

1. Extension Agents will conduct project meetings in community clubs.
2. Participate in District Contest.
3. Observe Rural Life Sunday.
4. Score and announce Junior 4-H Club Score of Points winners.
5. Award pins to Junior 4-H Club members who have earned them.
6. 4-H Pig Chain visits for second score on projects.
7. Close out Junior 4-H Clubs.
8. Check Junior 4-H Club Projects.

June -

1. State All Star Conference - June 23-25.
2. State 4-H Club Short Course - June 26-July 1.
3. Hold area Sears Roebuck Pig Chain Awards Banquet.
4. Move Pig Chain to another club.
5. 4-H Camp Staff Meeting.
6. Visit 4-H Club members.
7. Meet with Adult Advisory Committee for the 4-H Club Departments at Shenandoah County Fair. Make plans for Baby Beef Sale.

July -

1. Extension Agents will conduct project meetings in community clubs.
2. County 4-H Club Picnic and Square Dance.
3. State 4-H Conservation Camp.
4. 4-H Fair Committee Meetings to discuss club booths.
5. Check on 4-H Club exhibits for County Fair.
6. Visit 4-H Club members.
7. County 4-H Club Camp.

August -

1. 4-H Electric Congress at Richmond.
2. Check on 4-H Club members exhibits for fair.
3. Obtain 4-H Livestock entries for County Fair by August 10th.
4. Visit 4-H Club members.
5. Shenandoah County Fair - August 28-September 2.
6. County 4-H Livestock Judging Contest, Fair - August 30th.
7. 4-H Livestock Shows, Fair - August 30th.
8. Attend Annual Extension Conference.

September -

1. Extension Agents will conduct project meetings in community clubs.
2. County 4-H Livestock Sale, Fair - September 2, 1961.
3. 4-H Adult Leaders Training Meeting.
4. Atlantic Rural Exposition.

5. Organization of Junior 4-H Clubs.
6. County All Star Meeting to honor new members.
7. Collect Senior 4-H Club Project Record Books.

October -

1. County 4-H Council Meeting - prepare for Achievement Program.
2. Check on Senior Club history, community projects, secretary's and reporter's books.
3. Review plans for Achievement Night with the Senior Clubs.
4. Prepare and deliver Score of Points to Junior 4-H Clubs.
5. Selection of new project in Senior 4-H Clubs.

November -

1. Extension Agents will conduct project meetings in community clubs.
2. County 4-H Achievement Program.
3. National 4-H Club Congress.
4. Judge all records to determine Champion Senior 4-H Club.
5. Prepare Annual and Statistical Reports.
6. Election of officers in all Senior 4-H Clubs.
7. Review all project books.
8. Pass out new project books.

December -

1. Organization, and local 4-H Club Officer Installation Ceremony.
2. County Council Meeting - Program Planning for 1962.
3. Conduct County 4-H Grain, Potato and Egg Show.
4. 4-H Club assist the needy at Christmas.
5. Install new club officers.

During the year County Extension Agents will attend regular monthly meetings of the Junior 4-H Clubs that meet in the day time from September through May. The Extension Agents will also attend alternate monthly meetings of the Senior 4-H Clubs which meet once a month at night.

All Senior 4-H Club projects under the supervision of the County Agent's office will be visited at least twice during the year.

Junior 4-H Club projects will also be visited if the project is of a nature that it can be visited.

E. Special 4-H Activities

1. 4-H Club Pig Chain

The Sears Roebuck 4-H Pig Chain is in its seventh year in Shenandoah County. It was started at Forestville 4-H Club in 1954 and continued as follows:

RM

1955 - Jerome 4-H Club, 1956 - Wesley Chapel 4-H Club, 1957 - Fishers Hill 4-H Club, 1958 - Hudsons Cross Roads 4-H Club, 1959 - Hamburg 4-H Club, and 1960 - St. Luke-Saumsville 4-H Club.

The following members of the New Market 4-H Club have been awarded gilts for the 1961 chain: Robert Estep, Bobby Ware, Dick Neese, Chris Neese, and Joseph Wilkins.

Role - In regard to this project the County Extension Agents will:

a. Select five members for the chain.
b. Assist in transfer of the pigs and selection of a boar.
c. See that the Chain is scored each year.
d. Over see the project and see that the proper records are kept.
e. Summarize the scoring and supervise the awards.
f. Aid in conducting the Annual Sears Banquet.
g. Select pigs and start the next chain.

2. 4-H Sheep Chain

In 1957 the Woodstock Rotary Club placed $150.00 in a revolving fund to begin a 4-H Sheep Chain.

Bill Bushong was the first club member to receive four purebred Hampshire Ewes from the Rotary Club. He has paid the loan back to the club and plans are presently being made to start another boy in the project.

Role - The Extension Service will continue to supervise the 4-H Breeding Sheep Project and expand it whenever possible.

3. 4-H Judging Plans

Our objectives in this phase of the program are as follows:

a. Hold as many judging training sessions as possible for 4-H club members.
b. Train the following county teams for entry into the following District Judging Contests: Livestock, Dairy, Poultry, and Egg Grading.
c. Conduct a 4-H Club Livestock Judging Contest at the Shenandoah County Fair.

4. 4-H Fair Activities

In support of the local county fair for 1961 Shenandoah County 4-H Club members will:

a. 4-H Booths

Clubs will attempt to portray some phases of 4-H Club work and stress an educational theme in each of the seven booths available for this purpose in the Exhibit Hall.

b. Individual Exhibits

Each 4-H Club member will be encouraged to enter at least one exhibit at the Shenandoah County Fair. Were possible the exhibit will come from the members project, and it must be selected and prepared by the club member.

c. Livestock Exhibits

All 4-H livestock exhibits must be carried as a 4-H Club project and record books must be submitted to the County Agent's office before premiums will be paid. All 4-H livestock entries must be made at the County Agent's office by August 10, 1961.

d. 4-H Livestock Judging Contest

A Livestock Judging Contest will be staged on Wednesday of Fair Week. Each local 4-H Club may enter a team of four members. Other members may receive the training by judging as individuals. A breeding and a market class of sheep, swine and cattle shall be judged.

e. 4-H Livestock Sale

A 4-H Club Livestock Sale will be conducted on Saturday of Fair Week. Baby beeves, lambs and market hogs will be sold. A committee consisting of: Ernest Ryman, C. C. Rosen, Jr., Joe Myers, Paul Swecker, and James Walker are responsible for all arrangements.

Role - The role of the Extension Service with regard to 4-H Club exhibits at the Shenandoah County Fair will be to:

1. Assign space and aid clubs in general plans for their booths.
2. Encourage members to enter exhibits and check clubs to determine which members exhibited. Score clubs on exhibits in the County Score of Points.
3. Secure judges for all exhibits and see that the results of the judging are entered correctly.
4. Supervise the 4-H Livestock Judging Contest.
5. Line up 4-H Livestock exhibits early in the year; conduct demonstrations on grooming and showing; plan and aid in conducting the 4-H Livestock Sale.

VI. CONCLUSION

Thus we conclude our Plan of Work of the Shenandoah County Agent's office for 1961. Through our various program planning committees we have attempted to study available information regarding the Agriculture of Shenandoah County, ferret out some of our problems and develop programs to cope with them. In some cases objectives and goals have been established toward which activity can be directed. Some of our program will be completed during 1961, but much of it projected into a longer period of time. This Plan of Work will be treated as an outline of some of the things which the County Agent's office will attempt during 1961. It is by no means a complete plan as there are many activities that have not been considered and other problems may arise that will divert and require our attention.

This Plan of Work will help the County Extension Agents to make the best use of their time by attacking problems which our farm people have pointed out as needing attention at this time. If it is to best serve the needs of our people, our Extension Program must be a flexible one so that additional problems can be taken care of as they arise. This then is our Plan of Work for 1961. It is a blueprint for our program of Extension activity.

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