

1958 PLAN OF WORK

(Mrs.) Virginia R. Crigler

Home Demonstration Agent

Madison

County

I. THE COUNTY SITUATION CONSIDERED IN PLANNING THE 1958 PROGRAM

Madison County is a small rural county with an area of 327 square miles, 1068 farms and a population of 8,273. Seventy-six percent of this population is white. The number living on the farm is 5,755 and 2,518 live off of a farm.

The principal industry is agriculture. Corn and small grain are the leading field crops and a great proportion of this goes for feed for the livestock which leads in value in farm products sold. Dairy products rank second and poultry third. The sale of peaches and apples has increased within the past few years.

Manufacturing employment has increased within the past decade. A garment factory which employs only women has expanded within the past year. This factory employs the largest number of persons of any factory in the county and this number is approximately 200. Another relatively new plant is the flooring plant and this plant, as well as the two furniture and two chicken coop factories, each employ approximately 40 workers, mostly men.

Approximately 1/6 of the women in the county are employed outside the home. These work in a factory in the county or in factories or stores in the adjoining counties. The majority of the women teachers are residents

of the county and these are homemakers. The high cost of living and the rise in the standards of living, have led to this increase of women workers outside of the homes. This increase in income and increase in social activities as the result of more contacts, creates within the women a desire to improve the appearance of their homes both inside and out. Because of this outside employment, the women are interested in time and energy savers. The number of home freezers has increased and more ready prepared foods are being purchased.

The women are thrifty but a very few keep records and know just where that dollar goes or plan how the money is to be spent.

per cent
Approximately 93/ of the farm homes have electricity and even though this percent is high, the lighting in the majority of the homes is not of good quality. Sixty-two percent of the dwelling units in the county are without water under pressure and the number having conveniently arranged kitchens is low but the interest in improving the kitchens is increasing. More and more women are learning that light smooth floors are easier to keep clean, therefore, more interest is shown in refinishing floors.

From nutritional surveys made in the county and other counties, the children and adults are not getting the essential nutrients for good health. A great number of the women are over weight, have colds and other ailments which could come from inadequate diets. The parents realize there is a need to know more about foods needed for school age children.

For a number of years, the clubs have been interested in the health of the county and because of this interest, a Health Unit is in operation. Volunteer workers are needed to assist with the clinics and to help promote health drives on polio, cancer, etc.

Interest is shown in better reading in the county and because of this

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the library still needs the support of the clubs.

At the county seat, the War Memorial Building serves as a center for county activities. The kitchen furnished by the clubs is in need of other items.

A small percent of the families in the county are reached through organizations. Twenty-seven percent boys and girls of club age belong to a 4-H Club and about 15% of the women ~~under~~ 20 years of age are reached through organized clubs.

II. COUNTY EXTENSION PROGRAM - ADULT

A. Organization

1. County Agricultural Extension Service Board.

It is hoped that the agents will work together to establish such a board. At one time such a board functioned.

2. Home Economics Council (No council)

3. General Interest Committee (No committee)

4. County Home Economics Committees

Plans are to establish at least one Home Economics Committee and this to be "Lighting".

5. County Home Demonstration Club Committee

This committee which is made up of the presidents of the clubs, the county federation chairman and a few members at large will meet at least 3 times during the year. This committee will serve as the governing body of the activities of the clubs.

a. First meeting in Spring the committee will

- (1) Check on club accomplishments

- (2) Plan National Home Demonstration Program
 - (3) Discuss methods for carrying out remainder of club program
- b. Second Meeting in Summer (With Program Development Leaders)
- (1) Set up 1959 program
 - (2) To plan achievement program
- c. Third Meeting in Fall (With Federation Chairmen)
- (1) Set up federation monthly program
 - (2) Set up club objectives and recommendations
 - (3) Elect Home Demonstration Committee officers - president and secretary

The executive committee will be contacted should matters come up which need immediate attention. This committee will make plans to make money which will be needed to help pay the telephone bill in the Home Demonstration Agent's office, send a delegate to the State Federation Meeting and for other expenses.

B. Project Work

1. Food and Nutrition

a. Objectives

- (1) To interest the women in knowing why the families should have balanced meals and to prepare and serve the foods in a more appetizing manner and with greater ease.
- (2) To interest women in varying their breads in content and shapes and to understand the parts these breads play in furnishing essential nutrients.
- (3) To inform the families of varieties of foods to produce so that they might have a better quality food after freezing or canning.

b. Procedure

- (1) The garden leader in each club will assume these responsibilities:
 - (a) Present information to their club each month.
 - (b) Distribute a list of recommended varieties of seeds to plant.
 - (c) Inform members of best varieties of fruits and berries to freeze.
 - (d) Interest members in keeping a record of foods in the freezer.
 - (e) Collect information from members as to amount of foods frozen and canned.
- (2) Information concerning varieties to plant will be presented over the radio and newspapers and will be sent to a few families having recently moved into the county and to young married couples.
- (3) Seafood dishes are becoming more popular and interest is in selecting and preparing these dishes. A county-wide demonstration on this will be held at which time non club members will be invited.
- (4) Leaders will be trained by the agent on preparing of varied types of yeast breads and at this time the nutritive value of breads will be brought out. Leaders will present this demonstration to their respective clubs.
- (5) Busy homemakers use a large quantity of baking breads and to help them with varied uses of bakery breads, a special interest meeting will be conducted at which time all ladies in the county may come. Publicity will be given to this through the newspaper,

radio, home demonstration club members and home personal letters. An economist from the American Institute of Baking will put on the demonstration.

(6) Homemakers desire to have more information on foods for school age children. Leaders of the clubs will attend the training meeting and later present the demonstration to their clubs. The agent will contact these leaders prior to the demonstration to help organize materials. Information concerning this demonstration will be put in the paper and given over the radio.

(7) At each of the foods' meetings, the foods essential for health will be discussed. The public will be reminded of this over the radio and through the county paper.

2. House Furnishings

a. Objective

To have the women take an inventory of what seemingly are their needs and to have them see their needs in relation to making their home more comfortable, attractive.

b. Procedure

- (1) Have members check their needs and from these needs arrange for special interest meetings if not conducted in the monthly meetings.
- (2) Emphasize better lighting in each of the clubs. Create interest in conducting special "Lighting" meetings. Select demonstrators and arrange for a tour to these homes in the fall.
- (3) Keep the members and others informed as to new trends in House Furnishings.

- (4) Conduct meetings in 2 communities on upholstering and furniture refinishing.
- (5) Give individual assistance to families on redecorating as selection of furnishings, selecting wallpaper and colors for the home.

3. Home Management

a. Objective

To help the homemakers plan to save time and energy in carrying out their days activities.

b. Procedure

- (1) Devote one meeting in each of the clubs to time management using similar procedure to that used at the Agent's Conference.
- (2) Have members select one cleaning job and spend 20 minutes on this each day or week as the club sees fit until the job is completed. Report on the job at the next meeting and obtain information as to what was learned in this procedure.
- (3) Have members analyze one job and see if methods might be improved.
- (4) Devote a few minutes at two of the meetings to get ideas on organization of recipes and on time savers in food preparation.
- (5) Present results of time management of members to all of the groups. Publicize such in the newspaper and over the radio. Send suggested time savers and other items to young homemakers.

4. Yard Improvement

a. Objective

To interest the women in making the yards more attractive by

planting more blooming shrubs and flowers.

b. Procedure

Leaders from each of the clubs will attend a training meeting on "Yard Improvement" conducted by a specialist from V. P. I., Blacksburg. The agent will further assist the leaders if such assistance is needed. The members will be encouraged to do more planting and to interest their neighbors in doing so. To further promote this, members will be asked to exchange bulbs and plants.

5. Housing

a. Objective

- (1) To interest 2 families in installing water in the home and to put in a bath room.
- (2) To interest 5 families in improving the kitchen.

b. Procedure

Along with the discussion on time savers, stress will be placed on having water under pressure as one of the time savers. An effort will be made to interest families not having running water and bath room to do so and to place the sink in the proper place in relation to the other equipment.

In club meetings discuss kitchen conveniences and storage spaces as a time saver and present similar information over the radio. Assist individual families with remodeling problems and obtain Housing Specialist from V. P. I., Blacksburg to assist.

In homes where improvements have been made, the hostess will be asked to show the groups meeting at her home of the changes.

C. Federation Program of Work

"Art In Daily Living" with emphasis on birds and flowers was the Federation topic selected.

The State Chairman of "Art in Daily Living" was contacted to obtain suggestions for monthly topics. The Federation Chairmen of the clubs met and set up these topics:

- Illustrated talks on birds of Virginia
- Discussion of birds seen around individuals homes
- Wild flowers in Madison County
- Hints in growing of flowers
- Exchange of flowers
- Weeds around the home
- Winter gardens
- Care of house plants

These things will be done to further promote the program.

1. Secure slides of birds and records of bird songs.
2. Assist in securing information on monthly topics.
3. Inform the Federation Chairman of the booklet on "Birds" and encourage them to purchase this booklet.
4. Interest club members in attending the county Garden Flower Show in the spring.
5. Arrange for a leader training meeting conducted by Miss Catherine Peery on making planters, bird houses or feeders. Conduct such in each community. Encourage non club members to attend these.
6. Assist in promoting a spring tour to some gardens, perhaps the Azalea gardens in Charleston, S. C.

7. Publicize and promote all activities relating to the Federation Program.

D. Other Activities

1. Youth Activities

- a. Each club will provide one or more leaders for the organized 4-H Clubs and to assist with the girl's summer project.
- b. The clubs will contribute toward the Scholarship Fund at the rate of 50¢ per active member. The sum of \$50.00 will be presented to a 4-H senior boy or girl to be used for the furtherance of his or her education.
- c. The clubs will sponsor some type of event for the 4-H senior members, home economics girls and senior girls at which time someone will talk on "Home Economic's Careers."
- d. The Madison Club will present a cook book to an outstanding home economics girl.
- e. Socials will be arranged for the youth of the community.
- f. One or more clubs will help defray the expenses of a 4-H'er to camp.

2. Library

The clubs will contribute from \$4.00 to \$10.00 for the county library to help purchase books and will assist with a fund raising project for the library. The members were encouraged to read books from the library.

3. Health

- a. The chairman of the County Home Demonstration Committee is chairman of the Mother's March on Polio and all the clubs will participate in this.

b. The clubs will be asked to make cancer dressings or bed pads if needed.

c. The clubs will assist with the Well-Baby Clinic.

d. Educational material on cancer will be presented to each club and the clubs will make a donation to the Cancer Foundation.

e. Each club will contribute \$3.00 to the Lion's Club, this to be used for the eye glass project and to have the clubs' meeting dates listed on the Lion's calendar.

f. Club members will be encouraged to rest daily, have physical check ups and to eat proper foods for good health.

4. National Home Demonstration Week

The chairman to make plans for observing this week has been named and she with her committee will meet with the agent to plan the events. These suggestions will be made: (1) Members put on special drive to enroll new members. (2) Sponsor a radio program. (3) Publicize Home Demonstration work in the county paper and daily Charlottesville paper. (4) Have a display at Madison County Day. (5) Plan a tour.

5. Recreational Activities

a. Charter a bus for a tour.

b. Each club have one meeting devoted to a social or recreation.

c. Assist with the county recreation center.

d. Assist 4-H Clubs with their recreation.

6. Community Building

The clubs will at intervals take an inventory of utensils in the kitchen and add needed items. Plans are to add an additional stove. The clubs will join together to make money for this project.

7. Achievement Program

A committee will be appointed at the spring committee meeting to make plans for this program. Plans are to have Miss Iris Davenport, Home Editor of the FARM AND RANCH magazine, be the guest speaker at this program which will be held in the early fall.

8. Judging

If a judging school is held, the agent will attempt to get several members to attend to receive instructions in judging. If the county is asked to furnish judges for a fair in a nearby county, the agent will hope to secure trained members for this.

9. Federation Meetings

- a. The county chairman and federation chairman will be encouraged to attend the District Planning Meeting.
- b. Each club will be encouraged to have a car load of members attend the District Federation Meeting.
- c. The county will send a delegate to the State Federation Meeting and defray all of her expenses.
- d. Each club has set aside money in their budget to help defray the expenses of a delegate to the State Meeting. The agent will further encourage each club having a representative attend this meeting.

10. Special Interest Meetings.

Two special county meetings will be held at which time an invitation will be extended to all ladies of the county. These are on "Seafood Cookery" and "Use of Bakery Breads."

Following a discussion of needs, the plans are for each club to hold at least one special interest meeting at which time non-club members

will be invited.

One or more meetings will be held with young married couples, the topic to be selected by them.

11. Publicity

The public will be informed of Home Demonstration work by the following means: (1) Radio (2) Newspaper (3) Circular letters (4) Displays (5) Through the club members.

III. FARM AND HOME DEVELOPMENT

From the thirty some families on the first list to approach regarding the Farm and Home Development program, 10 were worked with very closely in 1957. Bench mark information has been secured from these families and some improvements and new practices have been made. The same families will be worked with on home improvement problems, home management, food production and preservation and some clothing problems. Plans are to work with 10 additional families on similar problems. These families will be contacted, bench mark information secured and similar phases worked on as with the first families. These families will be invited to county meetings, special interest meetings and tours to be held or conducted.

1. Objective

To help families see their needs, plan their short time and long time goals and to assist them in accomplishing some results.

2. Procedure

- a. Visit families at the beginning of the year and check with them on their accomplishments and discuss with them phases to work on in 1958.
- b. Attempt to interest families in keeping a record of money spent and make out a budget.

- c. Invite families to county-wide and special interest meetings.
- d. Conduct workshops for these families if such is desired as sewing machine clinics and upholstery clinics.
- e. Assist families in food preparation problems and send them new recipes. Each family will be given a list of recommended varieties of garden seeds and list of those which freeze well. Timely garden information will be sent these also.
- f. A clothing workshop will be held for several families in one community.
- g. Work up a tour among the families to visit homes to see improvements made.

IV. COUNTY EXTENSION PROGRAM - YOUTH

A. Organisation

Plan for Using:

1. County Youth Council

The agents have discussed the possibilities of an attempt to organize a County Youth Council. If such is organized, it will be used to promote 4-H work in the county and serve as advisory to the youth organizations as Honor Club, All Stars, etc., and to the Youth Committee.

2. County Youth Committee

It is hoped that such a group will be selected and will start to function in 1958. The desire would be through this committee that more adults would be secured, more wholesome recreation be planned, more help from adult leaders be gotten in working up contests and methods worked out to keep more boys and girls in 4-H work when they reach the high school age.

3. County 4-H Council

This Council is made up of all the officers of the clubs including song, devotional, recreation leaders and Honor Club members with adult leaders and sponsors as advisors.

Two County Council meetings will be held - one in the spring and one in the fall. The spring meeting will be held in April. These things will be done: (1) Each club president will report on accomplishments of his or her club and this report sheet will be passed on to the agent to be used in determining the outstanding club. (2) Make plans for annual county 4-H picnic. (3) Select delegate to 4-H Camp. (4) Plan for exhibit at Madison County Day. (5) Appoint committees as Achievement Program, Objectives, Program, and Year Book.

The second meeting will be held in September and at this time, these things will be done: (1) Club objectives set up. (2) Club program planned. (3) Council objectives and council budget set up. (4) Training of new officers. -The major portion of the time will be spent in training new officers.

4. All Stars

Nine All Stars are now all-time residents of the county and these All Stars will be invited to the Honor Club banquet, will be asked to attend a meeting to discuss 4-H'ers to be recommended to become an All Star. Some of these All Stars are serving as leaders and all will be asked to assist with some 4-H project. These All Stars will be approached regarding organizing a chapter.

5. Honor Club

This club now has a membership of 30 members who are in the county

during the winter months. These members are outstanding 4-H senior members and are dependedtupon to carry on the main 4-H activities. This club will meet 3 times during the year. The first meeting will be held to discuss 4-H'ers to come into the organization, to plan objectives and select chairmen to carry on activities. The second meeting will be in the form of a banquet at which time the new members will be formally and informally initiated. This banquet will be sponsored by the county bank. The third meeting will be held to check accomplishments and objectives and make plans to complete these.

The objectives selected by the Honor Club are as follows: (1) Have one or more socials, (2) Be of service to younger club members with their project work, records and contests, (3) Secure more senior club members, (4) Sponsor National 4-H Club Week and Rural Youth Sunday, (5) Have a community project, (6) Send a delegate to camp.

6. Project Planning Committee

In March the clubs will begin their discussion on summer and winter projects. April - The clubs will make final decision as to 1st, 2nd and 3rd projects and will appoint 2 members to represent their club on the planning committee. April or May - Club representatives and leaders meet to decide on projects and topics relating to the projects. May - Representatives present planned program for summer and winter to respective clubs.

B. 4-H Project Work

1. Clothing Care

a. Objective

To interest girls in learning the first principles of sewing and to properly care for their clothes.

b. Procedure

(1) Give to each girl a folder containing the work sheet outlining the monthly program and other materials necessary. Encourage the girls to fill in the form showing what has been done on the project.

(2) Explain to the members the equipment necessary for making small repairs and encourage the members to get a sewing box and necessary equipment.

(3) Demonstrate how to use a sewing machine properly.

(4) Have girls learn proper method of sewing on buttons, snaps.

(5) Demonstrate correct laundering of socks, underwear and sweaters and methods of sprinkling and pressing dresses and skirts.

(6) Select two junior leaders and have these check on the accomplishments of the girls each month and report to group.

(7) Write a letter to the mothers of these girls telling them of the requirements and asking for their cooperation.

(8) Present awards at Achievement Program to girls having done the most work on the project and have these girls relate their accomplishments.

2. Clothing Construction

a. Objective

To teach girls to select materials and patterns suitable for them, to use a pattern and correct construction methods.

b. Procedure

During the spring months, plans will be made for summer community clothing meetings. Adults who are interested in clothing construction will be asked to assist with these meetings. Necessary meetings will

be held with the girls to instruct them in pattern and material selection, placing of patterns, cutting and construction of garments. Girls who have done no sewing will be advised to make skirts with junior leaders assisting them. A county contest will be held for junior girls and one for senior girls. They will be asked to model at the Achievement Program at which time the ribbon winners will be announced and also the one to enter the Area Contest. The agent or leaders plan to contact local merchants for donations such as materials, etc., to be given girls who have done outstanding work in clothing. The girls will be urged to enter garments at a fair if such is held.

3. Breads

a. Objective

- (1) To teach girls to use recipes and give demonstrations.
- (2) To have girls understand the purpose of each ingredient and how to vary recipes.

b. Procedure

(1) Junior girls will be given an opportunity to enter Bread Making Project and at least one group will get started during the early part of the year. Other groups will be held where there is interest during the summer months.

(2) Leaders will be trained to help conduct these meetings.

(3) At least 4 meetings will be held with the beginners (a) to demonstrate correct equipment and measurement, (b) to make corn muffins, (c) to make plain muffins, (d) to make biscuits. At each of these meetings the breads made will be judged.

(4) Bread making will be carried by 2 older groups. These girls will make yeast breads and other bread variations.

(5) Girls carrying the Bread Project will be encouraged to enter breads in the fair if such is held. Ribbons and other prizes will be given to both groups of girls for demonstration and achievement at the annual Achievement Program.

4. Food Preparation

a. Objective

To have the girls learn how to give a better demonstration, how to judge foods and use varied recipes.

b. Procedure

(1) Discuss meal planning with the 2 groups of senior girls, stressing meals including the 7 basic foods.

(2) Discuss how to give demonstrations and have each member give a demonstration at a meeting during the year.

(3) Prepare varied breads and meat dishes and stress the food nutrient derived from the particular dish.

(4) Encourage girls to enter the county contest.

(5) Recognition be given to girl giving the best demonstration and to the one with the greatest achievements. The winner in the demonstration will enter the Area Contest.

5. Your Room

a. Objective

(1) Help the members realize their needs, plan improvements and make or refinish some of the accessories.

b. Procedure

- (1) Have girls take an inventory of their bedroom and discuss needs from this inventory.
- (2) Devote a meeting to care and cleaning of the bedroom.
- (3) Make or refinish accessories as picture frames and waste paper baskets.
- (4) Learn of types of flower containers and holders to use and principles of arrangement.
- (5) Encourage girls to enter flowers in the flower show.
- (6) Arrange 2 tours for girls to visit new or remodeled homes.
- (7) Present awards to girls accomplishing the greatest achievement in this project.

6. Rural Electrification

a. Objective

To help the members learn more about electricity and it's uses in the home.

b. Procedure

- (1) Determine the interest among members and others in this project and offer Unit I project to all grade children from 12 up.
- (2) Offer Unit II outside of school to senior club members and those who have had Unit I.
- (3) Plan topics for the classes with the assistant county agent and representative from the power companies if such are available.
- (4) Have members participate in the meetings by holding discussions and giving demonstrations.
- (5) Select junior leaders to check on accomplishments and collect record books.

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(6) Conduct tours.

(7) Select a county winner to attend the Rural Electrification Congress and present awards to 2nd and 3rd place winners and recognize all at the Achievement Program.

C. 4-H Activities

1. Camp

a. Interest girls in attending 4-H Camp by getting others to tell of the activities. Set 25 girls and 2 leaders as goal for attendance.

b. Each 4-H Club will help defray expenses of one or more delegates. The adult clubs will be encouraged to help pay the expenses of a boy or girl who could not go unless some financial aid be given.

c. Have delegates write reports or present oral reports to the club which they represented.

d. Give publicity to those attending and of the activities in which they participated.

e. Have the quota of girls attend Short Course and Conservation Camp and endeavor to interest more than the quota to attend if it is possible. to get an additional quota.

2. Community Activities

a. Each 4-H Club has selected as an objective to remember the sick and bereaved in their community and the committee will report on the number of persons remembered. Each club will give to a/^{sick or needy}person a gift of fruit, clothing, etc.

b. Each junior club will donate to the school a needed item.

c. The senior clubs will buy and put up 2 road signs welcoming folks to the county.

d. The clubs will put up an exhibit at Madison County Day and enter a float in a parade if such is held during the year.

3. National 4-H Week

The committee appointed by the Honor Club will meet to plan activities for the week. These activities will be suggested: Present a program at the county high school Parent-Teachers Association and Lion's Club; hold Share-The-Fun contest; put articles in the county paper; have publicity over the radio; and climax activities with a 4-H dance.

4. Rural Life Sunday

The committee of Honor Club members with the agents will meet to select the topic, secure the speaker and those to take part on the program and appoint the necessary committees to carry out the service. The offering will be used for the International Farm Youth Exchange Program.

5. County 4-H Picnic

An attempt will be made to interest more 4-H'ers in attending the picnic and give them more responsibility in planning the picnic. Leaders will be asked to help with the picnic and with transportation.

6. Achievement Program

Make plans early for this program and hold in October or early November. A special program will be planned and in this, recognition will be given to those boys and girls who have done outstanding work.

7. Contests

An attempt will be to interest more girls in taking part in the county contests, thereby having more to enter the Area demonstration and State Achievement contests.

D. Young Men and Women's Work

Young homemakers will be encouraged to attend Home Demonstration Clubs, will be invited to special interest meetings. Circular letters containing garden information and other information will be sent twice during the year to young homemakers not club members.

V. SCOPE OF WORK

A. Organization	<u>No. in 1957</u>	<u>Goal 1958</u>
Number of home demonstration clubs	9	10
Membership	190	200
Number of 4-H Clubs	13	13
Membership	218	225
Number of young men and women's clubs		
Membership		
Number community improvement clubs		
Membership		
Number home economics committees	0	1
Number general interest committees	0	1
Number youth committees	0	1
Number other organizations		
Number farm and home development families	10	20

VI. PLAN FOR LEADERSHIP

	<u>No. in 1957</u>	<u>Goal 1958</u>
A. Over-all Program Leaders (Organization leaders for county extension service board)	0	0
B. Home Demonstration Club Leadership	<u>No. in 1957</u>	<u>Goal 1958</u>
Number organizational leaders	39	40
Number project leaders (subject matter)	50	45

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. Federation program of work chairmen	9	9
Number program development leaders	9	9
Number result demonstrators	8	16
Number meetings at which leaders were trained by specialists	5	4
Number meetings at which leaders were trained by district agents	1	1
Number meetings at which leaders were trained by agent	1	1
Attendance at training meetings	89	60
No. club meetings held by leaders without agent present	57	32
No. club meetings in which leaders assisted	20	24
Total number demonstrations given by leaders	40	32
No. talks or discussions by leaders	81	64

1. Plans for Training and Using all Types of Leaders in Carrying Out the 1958 Program -

a. Organizational Leaders

The presidents will be encouraged to attend the two Home Demonstration Committee Meetings and also the Program Development Leader Training Meetings. The presidents will receive instructions at these meetings as to procedures to use and make decisions as to activities of the clubs. The new presidents will be given information as to the procedure of conducting meetings and will be assisted individually if help is needed. Two reports will be sent in to the County Home Demonstration Chairman and to the agent as to accomplishments of the clubs. Reminders of activities will be sent to

each club president when the agent is absent from the meeting.

b. Program Development Leaders

These leaders will be asked to attend a training meeting in the early part of the year and lead the discussion within their club. The April meeting will be devoted to this discussion and decisions as to the 1959 Program. These leaders, with the executive committee, will summarize these suggestions, present them at the County Meeting of presidents and program development leaders and help make the decision as to the county program. These leaders will take the program back to their club, later meet with the executive committee to set up the individual club program and select leaders and chairmen needed to carry out the year's program. The program development leaders will be responsible for working up special interest meetings, collecting and summarizing Individuals' Accomplishment Sheets.

c. Federation Chairmen

Each club has a federation chairman and one of these serve as the county federation chairman. The county federation chairman will be encouraged to attend the District Planning Meeting along with the County Committee Chairman and the District and State Federation Meetings. She will also attend the County Committee Meetings and report on activities of the clubs.

The club federation chairmen attended the planning meeting for the federation program and helped to set up the objectives and monthly topics. They will present a short topic at 8 club meetings during the year. They will attend a Craft Meeting relating to the program and assist the agent with the crafts meeting. They will assume the responsibility of talking up attendance at the District and State Federation Meetings and also the

tour to Charleston, South Carolina. Each chairman will report to the County Federation Chairman as to accomplishments.

d. Project Leaders

The executive committee assumes the responsibility of selecting project leaders. The president and the leaders see that someone attends the training meetings. The agent will help the leaders assemble materials for demonstrations and give other assistance but the leaders will be responsible for 4 demonstrations.

The garden leaders of each club will receive monthly information to present to their clubs and will be responsible for distributing garden pamphlets and Frozen Food Record Sheets.

<u>C. Over-all Youth Leaders</u> (Organization leaders for county youth council)	<u>No. in 1957</u>	<u>Goal 1958</u>
	0	0

<u>D. 4-H Club</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
Number 4-H Club officers	78	78
Number adult project leaders	21	23
Number junior project leaders	18	26
Number result demonstrators	4	10
No. meetings at which leaders were trained by specialist	1	1
No. meetings at which leaders were trained by district agent	0	0
No. Meetings at which leaders were trained by agent	3	4
No. meetings at which leaders were trained by personnel in 4-H Dept.	0	0
No. meetings at which leaders were trained by others	0	0

	<u>No. in 1957</u>	<u>Goal 1958</u>
Attendance at leader training meetings	119	108
No. 4-H leaders trained individually	10	8
No. club meetings held by leaders without agent present	49	40
No. club meetings at which leaders assisted	84	90
No. demonstrations given by adult leaders	16	20
No. demonstrations givey by junior leaders	56	50

1. Plans for Training and Using 4-H Leaders

a. Club officers

Following the election of the new club officers, a training meeting will be held at which time each officer will be given a list of duties. With the presidents, the correct procedure of conducting a meeting will be discussed. The vice-presidents, who will be responsible for at least 4 of the club programs on "Grooming", will be given instructions as to this. The secretaries will be given their record books and instructions as to keeping records. The presidents will be responsible for seeing that committee chairmen are appointed and that they carry out their duties. The presidents will check on accomplishments of their respective clubs and report on these. at the spring meeting and turn in the Accomplishment Sheet.

b. Junior Leaders

Each junior club will have one or two girls to be responsible for checking on the project activities of girls and report on the group as a whole. These junior leaders will collect records at the end of the project.

Two junior leaders will assist younger girls with their Clothing Project. Two will assist a group with the Bread Project.

c. Adult Leaders

The adult leaders will work with the club presidents in selecting

committees function. The leaders of the junior clubs serve as treasurer of their club and will see that the clubs have sufficient funds to carry out club activities. These leaders will plan the club social and assist with the county picnic.

Community leaders will meet with the girls carrying summer projects.

d. Adult Sponsors

Each junior club has a teacher as a sponsor. This sponsor will notify members in her school or room of the meetings, assist the members with their activities.

<u>E. Young Men and Women</u>	<u>No. in 1957</u>	<u>Goal 1958</u>
Number club officers	0	0
Number adult leaders or sponsors	0	0

VII. Plans for Working With Other Agencies.

A. Health Department

1. Ask assistance of health nurse for certain programs.
2. Invite sanitation officer to speak at one or more meetings.
3. Attend health meetings when invited.
4. Encourage club members to make bandages and pads when such are needed by health nurse.
5. Encourage clubs to assist with the Well-Baby Clinic.

B. Folio Foundation

1. Encourage clubs to sponsor the Mother's March on Folio and assist with the organization of the March.

C. Welfare Supervisor

The agent will assist the supervisor if called upon to give demonstra-

tions or materials to her clients.

D. Home Economics Instructor

Phamlets and other material will be given the instructor when new material is published and other assistance given when asked. She will be invited to leader training meetings and other county meetings; also to assist in judging in contests, etc.

E. Farm Organizations

The agent and clubs will cooperate with these organizations when called upon. The Farm Bureau Organization will be asked to donate prize money for "Share-The-Fun" contest.

F. Madison County Dsv Committee

The clubs have an exhibit at this event if possible and assist if asked to do so.

VIII. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS IN COUNTY WITH

A. Co-Workers

1. Hold conference with assistant county agent at least once a month.
2. The desire is for all agents to hold a monthly conference.
3. Inform agents of activities.
4. Be interested in activities of the county agents.

B. General Public

1. Interest clubs in cooperating with other organizations as Parent-Teachers Association.
2. Attend churches in the county and take part in the programs.
3. Attend school programs and sports events.

C. Elected Representatives

Invite these to county meetings and report activities of the Home Demonstration Program to the Supervisors once a year.

D. Commercial Interests

Shall not recommend one over the other but solicit their cooperation.

E. Other Professional Workers

1. Be interested in progress of the activities of these workers and attend programs sponsored by them when possible.

2. Show friendly attitude and cooperation.

IX. PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAM AS PLANNED FOR 1958.

1. A chart will be made out as to attendance at different Home Demonstration Club meetings to be used as a check on attendance.

2. A check will be made on accomplishments of the clubs at the end of the month and the club president will be encouraged to keep up-to-date on accomplishing these.

3. A check will be made on plan of work to see about accomplishment of activities. As the plan of work is being made out, a list of activities are jotted down and these will be checked off as completed.

4. At the beginning of each week, a list of activities for 4-H and Home Demonstration clubs will be jotted down and at the end of the week a check will be made on these.

X. PLANS FOR PROFESSIONAL IMPROVEMENT

A. Organized Study

1. Schools - Attend communication school.

2. Short Course - If such is available.

B. Reading Professional Books and Other Publications

1. Read books on home demonstration profession and those pertaining/^{to}subject matter.

2. Read professional magazines, thus keeping in touch with current subject matter information.

C. Membership in Professional Organizations

1. State Agents' Association.
2. National Agents' Association.
3. Virginia Home Economics Association; American Home Economics Association.
4. Epsilon Sigma Phi.

D. Program and Workshops Planned by Other Organizations

1. Health program.
2. Garden Club.

E. Planned Educational Trips

1. Charleston, South Carolina

XI. PLANS MADE BY EXTENSION AGENTS IN MADISON COUNTY TOWARD A UNIFIED COUNTY EXTENSION PROGRAM -

No plans have been made for all 3 agents to work toward a unified program. The agents confer one with another on various phases of work. It is hoped that a more cooperative program might be worked out.

XII. PROBLEMS IN CARRYING OUT THE EXTENSION PROGRAM IN MADISON COUNTY

1. Lack of conferences on the part of the agents.
2. Agents offices too far apart which results in infrequent conferences. Nothing at present can be done about the offices.
3. Lack of time to do work. Better organization needed.
4. Lack of 4-H leaders for community projects. Agent needs to devote more time to contacting adults. More leaders should be trained.
5. Women do not have time to attend so many meetings.
6. So many more women are employed which results in smaller membership.
7. Lack of personnel.