

1958 PLAN OF WORK

FLUVANNA COUNTY

Katherine T. Omohundro
Home Demonstration Agent

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I. COUNTY SITUATION CONSIDERED IN SETTING UP THE 1958 PROGRAM

Fluvanna County is a small strictly rural county - 285 square miles with a population of 7,200, 62% being white.

The chief source of income is from the farm, with a limited amount of off farm employment. Many of the women in the county have gone to work outside of the home due to the demand for more income to maintain the standard of living their family desires.

In setting up the 1958 program, consideration was given to the new and younger club members of the home demonstration clubs, also the desire to reach more homemakers through club programs, county home economics committees, activities and special interest groups.

II. COUNTY EXTENSION PROGRAM - ADULT

A. ORGANIZATION

1. COUNTY HOME ECONOMICS COMMITTEES

The agent planned to get these set up in December and January but was unable to do so to date. Two will be set up in the near future, and a supplement to the Plan of Work will be sent in covering this phase of the program.

2. COUNTY HOME DEMONSTRATION CLUB COMMITTEE

The Home Demonstration Committee will be made up of community club officers. It will be used to strengthen and expand the Extension Program and to make and carry out the programs, including county-wide objectives.

The chairman will represent the home demonstration clubs on county-wide, civic and health councils.

B. PROJECT WORK

1. HOME MANAGEMENT

a. Using Credit, Including Installment Buying

(1) Objectives: Have members:

(a) Recognize the varying interest rates,

- (b) Know good credit resources,
 - (c) What to expect from credit companies and installment buying,
 - (d) Recognize credit capacity of family based on income.
- (2) Procedure:
- (a) Leaders will be trained by a specialist.
 - (b) Leaders assisted in assembling and preparing illustrative and other materials needed for program.
 - (c) Check on results.

b. Health and Accident Insurance

- (1) Objectives; Have club members:
- (a) Recognize the importance of having health and accident insurance,
 - (b) Recognize the need for studying and investigating insurance policies,
 - (c) Know how to recognize good policies,
 - (d) How to detect "loop holes" in policies.
- (2) Procedure:
- (a) Leaders trained by specialist.
 - (b) Leaders assisted in preparing, assembling and preparing materials needed for program.
 - (c) Check on results.

c. Saving Time and Energy in Doing Housework

- (1) Objectives:
- (a) Create the desire for more efficiently planned and run homes.
 - (b) Teach women ways and means of conserving time and energy through better equipped homes and more efficient use of time.

(2) Procedure:

- (a) Leaders trained by specialist.
- (b) Leaders assisted in assembling materials needed for program.
- (c) Check on results.

d. Kitchen Floor and Counter Top Coverings

(1) Objectives:

- (a) To overcome the confusion caused by so many kinds of kitchen floor and counter top coverings.
- (b) Teach women the different kinds and which has given the best service under various circumstances.

(2) Procedure:

- (a) Leaders trained by specialist.
- (b) Leaders assisted in getting and assembling materials needed for demonstration.
- (c) Check results.

2. FOODS

a. Tasty Egg Dishes and Meringues

(1) Objectives:

- (a) To teach the women the nutritional value of eggs.
- (b) New ways of preparing eggs.
- (c) Teach women to take advantage of seasonal low cost of eggs.

(2) Procedures:

- (a) Leaders trained by agent.
- (b) Leaders provided with mimeographed recipes of new ways of preparing eggs.
- (c) Check on results.

b. The Basic Seven

(1) Objectives:

- (a) Have women recognize the importance of planning well balanced meals made easy by the Basic Seven charts.
- (b) Bring women up-to-date on foods based on research.
- (2) Procedure:
 - (a) Leaders trained by agent.
 - (b) Leaders assisted in assembling necessary illustrative and other materials needed for program.
 - (c) Check on results.

3. RURAL ARTS

a. Family and Community Recreation

- (1) Objectives:
 - (a) To have members realize the importance of families having fun and fellowship together, also neighbors.
 - (b) Help members plan wholesome recreation on the family and club level.
 - (c) Cause family and neighbors to be sharing members of their respective group.
- (2) Procedure:
 - (a) Recreation leaders will be appointed in each club.
 - (b) Leaders will be trained by specialist.
 - (c) Leaders will be given supplemental materials needed for the recreational activities.
 - (d) Check on results.

b. Importance of Good Books, Music and Art

- (1) Objectives:
 - (a) To create a greater appreciation for good reading, music and art.
 - (b) To provide not only information but inspiration and recreation.
 - (c) To create better mental health (see Federation Program of Work).

(2) Procedure:

- (a) Leaders trained by specialist.
- (b) Leaders assisted in assembling supplemental materials needed.
- (c) Members urged to use the County Bookmobile services in getting books and records.
- (d) Certificates will be given to members reading 5 books from the approved list.
- (e) Check results.

4. WALL FINISHES

a. Objectives:

- (1) Teach women how to select good paint.
- (2) Consider cost of paint versus papering.
- (3) Recognize the importance of choosing the paint best for a particular wall or surface.
- (4) Emphasize importance of having sound walls before painting or papering.

b. Procedure:

- (1) Agent to train leaders. Instruction and illustrative materials given agent by house improvement specialist.
- (2) Illustrative and supplemental material will be given leaders.
- (3) Leaders will borrow various types of paints from local jobs to use in their respective demonstration.
- (4) Check results.

5. MISCELLANEOUS PROGRAMS

a. Organizing for Year's Work - Study of Federation Handbook

This meeting is held in January. Club chairmen and leaders are appointed. Hostesses for the year are planned, also special club activities. The Federation Handbook is studied and distributed.

1957 was the first year the clubs had such a meeting. They felt it was good and requested that it be included in the 1958 calendar.

b. Christmas Programs

These vary with the different clubs.

6. SPECIAL INTEREST PROGRAMS

a. Slip Covers

(1) Objectives:

- (a) Teach women the best type of materials to use.
- (b) Acquire techniques and skills for good workmanship.
- (c) Save money to use for other things.

(2) Procedure:

- (a) Agent will conduct workshop.
- (b) One meeting (1/2 day) to discuss types of materials suitable and take measurements.
- (c) Second meeting (full day) to cut, adjust and make slip cover.
- (d) Check on number slip covers made by women.

b. Foundation Planting for the Home

(1) Objectives:

- (a) To gain knowledge of plants and their artistic uses.
- (b) To learn how to plant and care for shrubs, trees, flowers and grasses.
- (c) To make home surroundings more attractive.

(2) Procedure:

- (a) Meeting announced in club meetings and newspapers.
- (b) Mr. Beecher of the Horticulture Department at VPI will be the speaker.
- (c) Agent will follow through in assisting those who wish to develop a plan and do foundation planting around their homes.
- (d) Check on number following through on project.

C. FEDERATION PROGRAM OF WORK - HEALTH AND SAFETY

1. Objectives:

- a. To be informed on existing health facilities and conditions in community, county and state.
- b. To study mental health.
- c. To participate actively in the health programs of the county.
- d. Club members have periodic physical check-ups - chest X-rays, cancer examinations, better nutrition.
- e. Members made to realize they have a responsibility for the safety of themselves, their family and their community.
- f. Eliminate safety hazards from the home.
- g. Develop good safety habits.

2. Procedure:

- a. County chairman and club chairmen appointed.
- b. Chairman trained by local health officer, nurse and agent.
- c. Club chairmen will be provided with supplemental and illustrative materials.
- d. The following five or ten minute programs will be presented at each club meeting: January - Polio; February - Heart; March - Mental Health and Crippled Children; April - Cerebral Palsy; May - Cancer; June - Highway Safety; July - Water Safety; September - Help Eliminate Safety Hazards in Home; October - Better Nutrition; November - Stress Physical Check-up.

D. OTHER ACTIVITIES

1. NATIONAL HOME DEMONSTRATION WEEK

Clubs will be encouraged to: have exhibits in community stores, attend church as a group and be recognized by the minister, clubs to put special articles of achievement in paper.

Agent will publicize the program through newspapers and radio.

2. ACHIEVEMENT DAY

Achievement Day program will be held in the Fall. A committee will be in charge of this activity.

3. WORK IN UNORGANIZED COMMUNITIES

Plans are being made to get a club started in the Columbia Community.

The agent will give demonstrations in unorganized communities when there is a need and a desire on the part of the homemakers.

4. FAIR JUDGING

Home Demonstration women who have been trained in Fair judging will continue to serve in this capacity when called upon.

5. PUBLICITY

Home Demonstration clubs are planning to do a better job of publicity. They will send notices of the meeting following up with a news article on what was done at the club meeting.

Each club will keep the clippings in a scrap book to be judged at the end of the year, the winners receiving prizes.

The agent will do a better job of publicizing the program and its various activities in the press and radio. (The office has a recorder now that will make the latter easier).

III. FARM AND HOME DEVELOPMENT

The agent will continue working with the one family, helping with keeping records and setting up long-time goals, particularly in housing. Plans have been set up for modernizing kitchen and putting in closets in bedrooms, also installing a bath. "Before" pictures have been taken of the interior and exterior of the house.

The agent will continue to assist the family with sewing program. The homemaker and teen age daughter have recently learned to sew.

The agent hopes to work with four or five more families in farm and home development during the year.

IV. COUNTY EXTENSION PROGRAM - YOUTH

A. ORGANIZATION

1. County 4-H Council

a. Objectives:

- (1) Plan general meetings.
- (2) Plan Achievement Day and tours.
- (3) Council to set up Program Planning Committee.

(4) Plan for 4-H participation in Fair.

(5) Plan and carry out county-wide recreation programs.

b. Procedure:

(1) Have 2 meetings a year (Spring and Fall).

(2) Call meetings of Executive Committee.

(3) Officers better trained for job.

2. ALL-STARS

Too few All-Stars in county. Girls have married and moved away, boys gone to other sections to work and the younger ones are in college.

3. PROJECT PLANNING COMMITTEE

a. Objectives:

To have members recognize the projects that would interest and benefit the majority of members, select, plan and carry through with a good 4-H project program.

b. Procedure:

This meeting is held in connection with the county council.

Club officers and outstanding older club members are asked to attend, adult leaders also attend. They select the project to be taken on the county level.

A committee is appointed to break this down into monthly topics.

B. PROJECT WORK

1. FARM AND HOME SAFETY

a. Objectives:

(1) To learn that accidents and injuries on the farm, in the home and in the community can be reduced.

(2) Recognize hazards and how to correct them.

(3) Practice safety on the farm, in the home, on the highway, and in the community.

b. Procedure:

- (1) The safety project is broken down into the following programs:

November	Fires
December	Christmas Decorations
January	Falls
February	First Aid and Burns
March	Miscellaneous Home Safety
April	Electrical Safety
May	Complete Record Books

- (2) Agents will present the topic and give demonstrations.
- (3) Club members will give demonstrations in each club meeting.

2. MISCELLANEOUS PROJECTS

To be taken in community groups.

The summer projects have not been set up, but will most likely be clothing - including, "So you'd Like to Sew", Make and Remake, Food Preservation and Preparation, Room Improvement, and Home Grounds Beautification.

The objectives and procedures set up in previous plans of work will be used making improvements and adjustments.

Community leaders will be trained to work with girls on this project.

C. 4-H ACTIVITIES

1. CLUB CONTESTS

a. Objectives:

- (1) Greater participation in contests.
- (2) To arouse interest and desire for greater achievement in project work.

b. Procedure:

- (1) Agent will train leaders in contest work so they will have a better understanding of requirements and can render greater service to girls and agent.
- (2) Leaders will inspire and help girls to reach higher standards.

- (3) Have contest eliminations in each community group.
- (4) When winner is chosen all members will help her get ready for county contest.

2. RURAL LIFE SUNDAY

a. Objectives:

- (1) To encourage club members to become church members and support the churches and Sunday Schools.
- (2) To have members join with friends in praising and worshipping God.

b. Procedure:

- (1) To observe Rural Life Sunday set up as a county-wide goal.
- (2) Local leaders and club members work out their program to fit in with the community situation.
- (3) The agent will furnish materials and give suggestions.

3. COUNTY FAIR

a. Objectives:

- (1) To get more 4-H members to exhibit.

b. Procedure:

- (1) Solicit the cooperation of the teachers and leaders in getting products ready for the Fair.
- (2) Programs will be given on judging to teach members how to select products for exhibit.
- (3) Plan more and better special activities.

4. CAMPS

a. District Camp - Holiday Lake

Club members will be encouraged to attend camp at Holiday Lake.

Home demonstration clubs will finance a club member to camp who otherwise could not attend.

b. Conservation Camp

It is hoped that Fluvanna will have her quota at Conservation Camp.

5. SHORT COURSE

It is hoped that the county quota will be met in sending girls to Short Course.

Adult leader's expenses will be paid.

6. RECREATION PROGRAM

a. Objectives:

- (1) To make 4-H programs more attractive and self-satisfying.
- (2) To learn to lead recreational activities as well as to follow.
- (3) To make friends by participating in recreation groups.

b. Procedure:

- (1) To elect recreation and song leaders in each group.
- (2) Agent assist leaders.
- (3) Have more singing and games in regular 4-H meetings.
- (4) Encourage recreation meetings on community level under the direction of adult and junior leaders.
- (5) Have one or more county-wide 4-H parties.

D. YOUNG MEN AND YOUNG WOMEN'S WORK

1. Program Areas

Since young men and young women's clubs haven't worked successfully, the home demonstration program has been geared to young homemakers.

In setting up the home demonstration program, the planning group recognized that more and more young homemakers were coming into the home demonstration clubs and this greatly influenced them in setting up the 1958 program.

a. Objectives:

- (1) To reach more young homemakers in the home demonstration program.
- (2) Help organize Young Men and Women's Group.

- (3) Help group work out an interesting program calendar.
- b. Procedure:
 - (1) Make a special effort to get young homemakers in all home demonstration clubs.
 - (2) Make home demonstration program interesting to young homemakers.
 - (3) Work more closely with Young Men and Women's Group if organized.
 - (4) Give special recognition to young homemakers serving as leaders.

2. Other Activities

- a. Encourage members to attend Youth Camp at Virginia Beach and Institute of Rural Affairs.
- b. To sponsor some project that will tie in with county program.
- c. Have members accept leadership responsibilities.
- d. Encourage members to participate in Fair.

V. SCOPE OF WORK

A. ORGANIZATION	<u>No. in 1957</u>	<u>Goal 1958</u>
Number of home demonstration clubs	12	12
Membership	313	325
Number of 4-H Clubs	17	18
Membership	167	175
Number of young men and women's clubs	0	0
Membership	0	0
Number community improvement clubs	0	0
Membership	0	0
Number home economics committees	0	2
Number general interest committees	0	1
Number youth committees	0	1
Number other organizations	0	0
Number farm and home development families	1	4

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)	-	-
B. Home Demonstration Club Leadership		
Number organizational leaders	61	65
Number project leaders (subject matter)	100	110
No. Federation program of work chairmen	13	13
Number program development leaders	12	12
Number result demonstrators	4	6
Number meetings at which leaders were trained by specialists	5	4
Number meetings at which leaders were trained by district agents	1	11
Number meetings at which leaders were trained by agent	3	3
Attendance at training meetings	140	160
No. club meetings held by leaders without agent present	59	75
No. club meetings in which leaders assisted	21	30
Total number demonstration given by leaders	117	125
No. talks or discussions by leaders	275	300
Plans for training and using leaders in carrying out 1958 program described under subject matter headings.		
C. Over-all Youth Leaders (Organization leaders for county youth council)	0	0
D. 4-H Club		
Number 4-H Club officers	95	90
Number adult project leaders	14	14
Number junior project leaders	8	10
Number result demonstrators	12	12

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. meetings at which leaders were trained by specialist	0	0
No. meetings at which leaders were trained by district agent	0	0
No. meetings at which leaders were trained by agent	1	3
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	1
Attendance at leader training meetings	35	78
No. 4-H leaders trained individually	14	20
No. club meetings held by leaders without agent present	38	45
No. club meetings at which leaders assisted	136	180
No. demonstrations given by adult leaders	42	56
No. demonstrations given by junior leaders	25	30

The agent will train all 4-H leaders. She will attend an agent's training meeting on 4-H clothing, then train the adult and junior leaders assisting in this project. Adult leaders will work with community 4-H groups only. Adult leaders do not work with club meetings in the schools.

VII. PLANS FOR WORK WITH OTHER AGENCIES

A. HOME ECONOMIC TEACHER

The agent will continue to work with the home economic teacher in all programs of mutual interest and for a more uniform, coordinate program in the county.

The present home economic teacher is a former home demonstration agent and is a member of the home demonstration club. She is very cooperative and the agent enjoys working with her.

B. CHURCHES AND MINISTERS

The agent will continue to cooperate with church groups when called upon for assistance in redecorating, landscaping, planning for special dinners, etc.

The agent is an active church member, serving as clerk.

Rural Life Sundays will be held in the various churches. The ministers will be asked to cooperate.

C. SCHOOLS

The agent will continue to work through 4-H and home demonstration clubs to improve school attendance and health of school children.

The agent will continue to seek the cooperation of the school superintendent, Director of Instruction, and school teachers in helping to put across a more effective Extension Program in the county.

D. HEALTH

The agent and club members will continue to cooperate with the County Health Department in all phases of its program, and will solicit the cooperation of the Health Department personnel in making a more healthful Fluvanna citizenry.

E. WELFARE DEPARTMENT

The agent will continue to work closely with this department giving assistance on nutrition, child welfare and family relation problems, and will seek the cooperation of this department when circumstances indicate it advisable.

F. GARDEN CLUB

The agent and home demonstration clubs will continue to work with the Garden Clubs in home, community and highway beautification projects, help obtain speakers for programs, etc., and solicit their help in putting on programs, giving demonstrations, etc.

VIII. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS IN COUNTY WITH:

A. ELECTED REPRESENTATIVES

The agent will strive to keep the confidence and good will of the elected representatives of the county and to keep them informed of the high type of program sponsored by the Extension Service.

B. GENERAL PUBLIC

The agent will try to promote the type of program that will attract and hold the interest of the general public, maintain a friendly and cooperative attitude with the general public, have general public realize that the Extension Program is for all peoples and not a particular group, and that the Extension Program is set up on the principals of, for, and by the people.

C. CO-WORKERS

The agent has found the county agents most cooperative and pleasant. All phases of the program of joint interest are discussed and planned together.

D. COMMERCIAL INTEREST

The agent will strive to continue the good public relations with commercial groups, solicit their cooperation and assistance in carrying out a better overall program.

E. OTHER PROFESSIONAL WORKERS

The agent will continue to maintain the professional interest and friendly relations with this group and stand ready to assist them in anyway possible and request their cooperation when needed.

The agent will attend all professional workers councils, and seek to have a better understanding of each member's program and the group feel that she is ready at all times to do her part in promoting a well coordinated program to make for better living for the farm families of Fluvanna County.

F. CHAMBER OF COMMERCE

The agent belongs to the Fluvanna County Chamber of Commerce, and will continue to cooperate in any capacity she can.

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

- A. Keep records that can be used in evaluating work. Simple pertinent questions will be given club members so their answers will give the information needed to check on purpose and objectives set up in program.

Some evidences the agent will look for are:

1. Changes in attitudes
2. Pride of Accomplishments
3. Appreciation
4. Changes in practices
5. Do they have more leisure time or time to devote to other activities?

B. MONTHLY AND ANNUAL REPORTS

1. Plan for accuracy in annual report

C. MONTHLY AND QUARTERLY CHECK ON PROGRESS

1. Check results against objectives

D. COMPARE ATTITUDES TO PROGRAM

E. LEADERSHIP DEVELOPED

X. PLANS FOR PROFESSIONAL IMPROVEMENT

A. ORGANIZED STUDY

No plans at this time.

B. READING PROFESSIONAL BOOKS AND OTHER PUBLICATIONS

The agent reads the Home Economics Journal, Extension Service Review, What's New in Home Economics, Agricultural Leaders Digest, and other books and pamphlets of professional and subject matter interest.

The agent reads two daily papers, three weekly papers and Time Magazine, and Reader's Digest. She also reads articles of interest from six magazines of interest to farming and homemaking.

C. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

The agent is an active member of the Virginia Home Economics Association and attends these meetings, also Virginia Home Demonstration Agent's Association and National Home Demonstration Agent's Association and attends these meetings.

The agent belongs to Epsilon Sigma Phi.

D. PARTICIPATING IN PROGRAMS AND WORKSHOPS PLANNED BY OTHER ORGANIZATIONS

The agent attends P.T.A. programs, Daughters of the American Revolution, Red Cross programs and workshops. She is active in church sponsored programs and projects sponsored by county and community groups.

The agent participates as much as she can in health group programs.

E. EDUCATIONAL TRIPS PLANNED

The agent is recuperating financially from last year's around the world trip including the meeting of the A.C.W.W. in Ceylon, so will not be taking any extensive trips this year.

XI. PLANS FOR COOPERATING WITH OTHER EXTENSION AGENTS TOWARD A UNIFIED COUNTY EXTENSION PROGRAM OR SOME PHASE OF EXTENSION PROGRAM.

A. COUNTY AGENTS

The agent will continue to plan with the county agents in developing and carrying out 4-H programs involving boys and girls activities or girls taking out agricultural project. Special 4-H club activities will also be worked jointly.

The agent will solicit the cooperation of the county agents in all phases of the home demonstration program that their assistance would make for a better program.

Such county-wide programs as Installation of Water Systems, Pest Control, Gardening and Home Grounds Beautification projects or programs that develop throughout the year.

The agent will try to keep the county agents better informed on the home demonstration clubs and agent's activities and urge them to keep the home demonstration agent better informed on activities and programs that would make for a more unified Extension Program in the county.

XII. PROBLEMS IN CARRYING OUT EXTENSION PROGRAM IN COUNTY

A. INADEQUATE FACILITIES FOR HOLDING COUNTY MEETINGS

No public auditorium or building available for large county-wide meetings. School auditorium is used from time to time but limited to night meetings or very important meetings during summer months. Home Demonstration Clubs have to pay for use of high school auditorium and cafeteria.

The County Courthouse is available at times but too small for large audiences.

B. INADEQUATE SHOPPING FACILITIES

- o Only country stores available, stockvery limited.

Agent has to go to Charlottesville twenty miles distance (one way) for equipment and supplies.

C. NEED FOR MORE 4-H LEADERS

It is hoped that with the home demonstration clubs stressing 4-H leadership again this year, there will be a great improvement in community 4-H adult project leaders. Each club is to have one or more 4-H leaders.

This has improved but still a problem. The agent plans to tap every available source in securing more 4-H leaders, give them better training, and give them special recognition for accomplishments.

D. NEED FOR BETTER PUBLICITY

Progress has been made in this, but still room for improvement. No local paper, news has to be phoned in (long distance) or mailed to papers. Limited time to get news in weekly papers.