

XII. Problems in carrying out the Extension Program in the County:

1. Suitable time to hold meeting for older 4-H girls
2. Small attendance in some of H. D. Clubs because of working women - adjust time of meeting to suit these women.
3. Make contact by personal visits of home agent inviting other women to club.
4. Developing Farm and Home Program - ask for specialist assistance in planning program.

1. Report to specialists about any interesting persons.

X. Plan for Professional Improvement:

A. Organized Study

1. Schools - attend all related to subject of concern, especially in district.

2. Short Courses:

Plan to attend annual conference and any meetings by specialist that I have opportunity to attend.

B. Reading Professional Books and other publication -

Read or at least scan all publication and books which come to the office.

Receive ~~an~~ access to and study:

1. The Extension Review
2. The Virginia Extension Division News
3. What's New in Home Economic
4. Farm Journal
5. 4-H Letter
6. Progressive Farmer
7. Better Homes and Gardens
8. Good Housekeeping
9. Journal of Home Economics

C. Membership in Professional Organization

- a. Home Demonstration Agent's Association
- b. American Home Economic Association.

D. Planned educational trips:

Any tours that I have an opportunity to take within the state or adjoining.

XI. Plans for cooperating with other Extension Agent in county for working toward a useful county extension program or some phase of extension program:

4-H having joint meetings only one joint at present.

1. Continue with conferences with county agent
2. Plan joint projects.
3. Have more joint social activities.
4. Joint Farm and Home Development Work.
5. Plan joint lighting committee

VIII. Describe plan for developing good public relations in County with:

A. Co-Workers

The county agent, extension secretary and home agent cooperate in the County Extension Program. Plan to have informal extension conferences each week.

B. General Public:

Be interested in county affairs and happenings, especially those of an educational, religious, cultural, social or service of other nature. Send newspaper articles and pictures to local newspaper.

Send bulletins and give special help to people who are not in club work.

C. Elected Representatives:

Keep friendly relationships with Board of Supervisors and their families. Make yearly report to board of work being done in Extension in Powhatan County. Receive and accept any of their suggestions as how extension program in the county can be improved.

D. Commercial Interest

Play no favorites to any commercial firms. Give due recognition to any concern which help H.D. or 4-H Work. Study and keep on file any commercial material which might be valuable in carry out Extension program.

E. Other Professional Workers

Cooperate in any way possible on the following - Soil Conservationist, Health Nurse, Welfare Workers, workers in other counties, teachers and superintendents.

IX. Plans for recording progress and evaluating program as planned for 1958.

- a. Keep work copy of Plan of Work in the notebook (Check at least twice a month).
- b. Keep daily notes and records on activities, happenings, accomplishments, reminders, requests, meetings and other dates in day book.
- c. Write up "Specal Events" and file in annual report folder and check club year book on program frequently with club presidents.
- d. Keep notes and dates of out county meetings in special meeting book.
- e. Write full narrative report each month.
- f. Keep watch over division of time between 4-H and H.D. work.
- g. Keep accurate daily figures for reports in which figures were asked.
- h. Get a report on accomplishments from a representative number of club members near the end of club year with 4-H and H.D.

C. Over-all Youth Leaders (organization leaders for county youth council)	No. in 1958	Goal 1959
D. 4-H Club	No. in 1958	Goal 1959
Number 4-H Club officers	35	35
Number adult project leaders	6	10
Number junior project leaders	2	4
Number result demonstrators	0	2
No. meeting at which leaders were trained by specialist	0	2
No meeting at which leaders were trained by dist. agent	0	0
No. meetings at which leaders were trained by agent	0	2
No meeting at which leaders were trained by personnel in 4-H Dept.	1	1
No. meetings at which leaders were trained by others	0	0
Attendance at leader training meetings	7	14
No. 4-H leaders trained individually	6	6
No. club meetings held by leaders without agent present	3	6
No. club meetings at which leaders assisted	38	45
No. demonstrations given by adult leaders	3	5
No. demonstrations given by junior leaders	1	6

Leaders will be ask to give demonstrations, help plan community activities and help with record keeping

Leaders will be trained in groups by the agent.

	No. in 1958	Goal 1959
Number meetings at which leaders were trained by agent	0	1
Attendance at training meetings	88	90
No. club meetings held by leaders without agent present	21	20
No. club meetings in which leaders assisted	52	55
Total number demonstration given by leaders	34	50
No. talks or discussion by leaders	25	60

Leaders will be trained for each month's program prior to the meeting by either the Home Demonstration or V. F. I. Specialist from the subject field. These leaders will be trained in groups with representatives from each club.

Leaders will be used to plan county wide activities in every way possible.

V. Scope of Work

Organization	No. in 1958	Goal 1959
Number of home demonstration clubs	8	8
Membership	270	270
Number of 4-H Clubs	6	6
Membership	61	95
Number of young men and women's club	0	0
Membership	0	0
Number community improvement clubs	0	0
Number home economic committees	1	1
Number general interest committees	0	1
Number youth committees	0	0
Number other organizations	0	0
Number farm and home development families	4	8

VI. Plan for Leadership

	No. in 1958	Goal 1959
A. Over-all Program leaders (organization leaders for County Extension Service Board)	0	0
B. Home Demonstration Club Leadership	No. in 1958	Goal 1959
Number organizational leaders	40	40
Number project leaders (subject matter)	88	90
Number Federation program of work chairman	8	8
Number program development leaders	8	8
Number result demonstrators	1	2
Number meetings at which leaders were trained by specialists	7	6
Number meeting at which leaders were trained by district agent	0	0

7. Fair
 - a. Encourage 75% participation in Goodland-Powhatan-Louisa Fair.
8. Clubs observe National 4-H Week - and Rural Life Sunday
 - a. Publicity through newspaper.
 - b. Have exhibit in Bank Lobby.
 - c. 4-H participation in special program (such as Sunday School).
9. County wide picnic
 - a. Have group of club members and leaders to plan picnic.
 - b. Publicity through newspaper.
10. "Share the Fun"
 - a. Have county wide program
 - b. Select participant to enter State Program.
11. Christmas Candlelight Service
 - a. Have full participation by 4-H'ers.
 - b. Publicize by letters, newspaper and posters.
12. Spring Vesper Service
 - a. Participation by 4-H'ers
 - b. Publicize by newspaper.
 - c. Invite the public.

D. Young men and young women's work

There is no organized group of young men and women in the county. Most of the young men and women in the county are married. Many of the women are members of the H.D. Clubs. Some of the programs are keyed for these young women.

VII. Plans for work with other agencies

1. County Health and Welfare Department

Help with the educational phase of clinics and other services rendered by them. Keep in touch with their program and problems and give this information to others.
2. Red Cross Chapter - Help publicize the Bloodmobile through club women. Club women act as volunteer helpers.
3. Ruritan Club - The H. D. Clubs serve suppers throughout the year to this club which is a service to the Ruritan Club and a money making project for the clubs.
4. Electric Power Companies - have special program on lighting and ask power companies to help.

3. Personal assistance with project.
4. Special workshops.
5. Distribute up-to-date subject materials.

C. 4-H Activities

1. District Camp at Jamestown
 - a. Plan to have quota attend
 - b. Publicity through letters and newspaper.
 - c. Have junior leaders attend.
2. State 4-H Short Course
 - a. Have quota
 - b. Reports to various clubs, and sponsors upon return of Short Course representatives.
3. Conservation Camp
 - a. Have two club members attend.
4. Community Activities
 - a. Cooperate with Labor Day program to help community building fund.
 - b. Assist in serving coffee at Holiday Dinner Dance.
 - c. Assist in other community suppers and activities upon request.
5. Achievement Day
 - a. Have county wide program with 4-H members participating.
 - b. Award medal to outstanding club members and give additional recognition.
 - c. Reports from each club.
6. County Contest
 - a. Have county contest for each project taken to determine the winner to participate in the District Contest - award ribbons to participants.
 - b. Use trained women in county to judge contest.
 - c. Have junior group participate and present ribbons.
 - d. Encourage more participation in these contest.
 - e. Publicity through newspaper.

3. Special all day workshops
4. Letters to 4-H members and parents
5. 4-H County and District Contest
6. News articles
7. Completion of record sheets

Clothing

- a. So you'd like to sew
- b. Make or Remake

Objectives:

1. To teach the girls with limited or no actual sewing experience needed step, principles and practices in learning to sew.
2. To help girls who have past sewing experience select best suited fabric, pattern and finishing methods to their needs.

Procedure:

1. Talk with 4-H club members about needs and interests.
2. Demonstration to club as well as individuals.
3. Letters to parents and members.
4. Home visits to discuss problems and special assistance.
5. News articles
6. 4-H County and District Contest
7. Exhibits for club and fair
8. Complete 4-H records

Electric

Objective:

1. To help 4-H members learn some of basic points in facts of electricity.
2. To help boys and girls realize the importance of electricity in relation to equipment.

Procedure:

1. Personal talks with members and parents.
2. Outline project with 4-H member.

IV/ County Extension Program - Youth

A. Organization

1. County youth council

No council organized in the county. This is a long time goal.

2. County Youth Committee - There is no organized committee. Plans are to have one in future years.

3. County 4-H Council

The county council is composed of presidents, vice-presidents, secretaries, treasurers, song leaders and reporters of each 4-H club in the county along with leaders and advisors. Their function is to plan and sponsor county wide program. They also make plans for club projects. Two regular meetings are planned for the year at which one is devoted to training of each new officers for his position.

4. All Stars:

There is no organized group of All Stars in the county since there are only 10 All Stars living in the county. These All Stars are Mr. C. N. Elam Miss Jo Elam, Mr. Nick Elam, Mrs. John Cosner, Mrs. Helen F. Mootz, Mrs. Rebekah Wilburn, Mrs. Ruth Mann, Mrs. S. W. Parker, Miss Dorothy Gilland Mr. Robin Lester.

5. Honor Club: No honor club in County.

6. Project Planning Committee: There is no project planning committee as such. The 4-H county council plans these projects.

B. 4-H Project Work

Food

a. Meal Preparation

Objective:

To help girls learn the basic principles of meal planning, skills in preparing nutritious and attractive foods, best use of home produced foods, and wide selection in buying foods.

Procedure:

1. Talk with 4-H members as to what they would like included on program.

2. Demonstration by agent, leaders or 4-H members at each meeting.

- e. National H. D. Week
 - a. Have a committee to work on program and publicity for this week.
 - b. All clubs observe this week.
 - c. Have publicity through radio, newspaper and letters.
 - d. Have an exhibit or poster in bank lobby or store.
 - e. Encourage attendance at District meeting in spring.
 - f.

f. H. D. Gentlemen's Night or Achievement Program:

H.D. Gentlemen's night will replace 1959 achievement program. This week will be held in March. 1959 Achievement program be held in Fall unless committee decided to have another Gentlemen's night.

- a. This program help promote H.D. club work - it brings accomplishments before people.
- b. Have committee to work on program.
- c. Have publicity concerning program through newspaper and circular letters.

III. Farm and Home Development:

The Home Agent has been working with four farm and home families. These families are R. J. Lester, J. W. Hatcher, C. N. Elam and Ford Harris. The H. D. Committee has worked with this program, especially in selection of families.

Objectives:

- a. Get more new families started in Farm and Home development.
- b. Work more closely with these families.

Procedures:

- a. Plan with committee for new families.
- b. Secure help from specialist on special work.
- c. Send families up-to-date bulletins and materials.
- d. Discuss with families their needs and desires.

Plan to recognize achievement by special news articles or specific accomplishments and special home visits with words of praise.

December - The chairmen or a qualified person talk about a Christmas painting.

D. Other Activities:

Club Objectives:

1. Every club member endeavor to reach more people and definitely participate in carrying through the 1959 program.
2. Every club member encourage homemakers to participate in carrying through the 1959 program. in all H.D. Club programs.
3. Dedicate one planned meeting and social hour to the gainfully employed homemakers and mothers.
4. Work with other agencies and organizations in the fields of education, health, community service and Civil Defense.
5. Each club be represented at all county-wide district and State H.D. sponsored meetings.
6. Each club continue to carry through a roadside community beautification project with special emphasis on entrance planting and general clean-up program.
7. Encourage H.D. Club members to participate at Goochland-Powhatan-Louisa Fair.
8. Sponsor and assist 4-H members in all all 4-H Activities.
9. Begin compiling data for history of Powhatan County.
10. Every club member memorize Homemaker's Creed .

County and Community Projects:

- a. Sponsor buffet for Holiday dance for benefit of War Memorial community building. The women furnish food for about 300 people. This is a large annual event of the year.
- b. Cooperate with other activities of the community as Labor Day and Memorial Day program.
- c. Some of the clubs plan to serve Ruritan Club suppers. This is a money making club project as well as service to Ruritan Club.
- d. Christmas Outdoor Decorating Contest sponsored by H.D. Club committee.
 - a. To encourage community beautification during Christmas season.

February - A phase of County History
March - Better Reading in the Home
April - Garden Tour Information
May - Flower Arrangement
June - T.V. and Radio Program Selection
July - Club Choice art activity (museum tour library)
August - Book review or craft exhibit
September - Information on Virginia Art Centers.
October - Art principles as applied to dress
November - Music
December - Christmas Art (a good painting)

Procedure:

Each month suggestion be sent to club chairman

January - Planning Art in Daily Living - Miss Catherine Peery, Rural Arts Specialist, trained the club chairman in November - agent will trained those who were not present. These leaders will discuss the subject in their clubs.
February - Compile a brief history of county and send copies to the club chairman.
March - Better Reading in the Home - Through observation and study each chairman bring tips that will aid in improving reading conditions in the home.
April - The Chairmen tell the group of various gardens that can toured within the vicinity of Richmond.
May - Flower Arrangements be brought and discussed or prepared during a club meeting.
June - T.V. and radio program observed by the club chairman - each chairman give pro and cons of the various programs.
July - Club Choice art activities museum and tours of libraries be made by interested persons.
August - Book review or craft exhibits: People who have been reading recommended list give book reviews or outside people called in. Special emphasis to be placed on the importance of reading five books of recommended list to receive reading certificates.
September : Information be collected from Art Centers to give the individual club by their chairman.
October: Latest information in form of bulletins etc be secured to give chairman in relation of art applied to dress.
November: Music - club chairman play what is considered good and poor music and conduct discussion - name the music or contest in some clubs.

Procedure:

1. Use specialist training to train selected leaders.
 2. Let leaders train their club attendance.
 3. Have at least one result demonstration.
 4. Publicize by newspaper and letters.
 5. Present each leader with latest information.
 6. Agent will answer questions by telephone and home visits.
 7. Send check sheets and representative women for evaluation.
6. Special Interest

a. ~~Copper~~ Tooling

Objectives:

1. To learn to make useful items for the home.
2. Help develop skills of Art.

Procedures:

1. Have specialist conduct a county-wide workshop.
2. Invite each club member or interested person by letter.
3. Have ladies who attend the workshop assist in teaching those who are unable to attend the meeting learn to make the items.
4. Publicity by newspaper by use of photographs.

C. Federation Program of Work - Art In Daily Living

Aim: To help families have richer, fuller, lives through "Art in Daily Living".

Objective:

- A. To learn to appreciate and enjoy books, drama, music, pictures, the songs of birds and beauties with which nature has surrounded us.
- B. To recognize three phases of Art (1) recognition (2) appreciation, (3) application.

Program of Work

January - Planning Art in Daily Living

Procedure:

1. Have leaders trained from each club by specialists and by agent.
2. Use leaders to train members of each club.
3. Present up-to-date materials to leaders to distribute to the county ladies.
4. Use newspaper and letters for publicity.
5. Send check sheets to ladies as a follow-up evaluation.
6. Present recipes with demonstrations.

4. Housing:

- a. Recreation Space in the Home

Objectives:

1. To stress the importance of space for family fun.
2. To suggest ways of providing recreation space.
3. To put emphasis on the necessity of having space for teen-agers to entertain friends.

Procedure:

1. Have specialist come to county for leader training.
2. Each club select leaders to present subject at the monthly club meeting.
3. Have some club members see a well planned recreation center for recreation space. in local homes.
4. Ask teen-age suggestions for recreation space.
5. Publicize by newspaper and letters.

5. Horticulture:

- a. Time and methods to prune trees and shrubs.

Objectives:

1. To promote a better understanding of when to prune around the home and how important it is to the beauty of the home landscape.
2. To keep women use the best method in pruning the given shrub or tree.

4. Agent present any additional information or answer any questions which come as a follow-up of demonstration.
5. Home visits.
6. Use newspaper for means of publicity.
7. Send check sheets to some ladies for evaluation.

2. House Furnishings:

- a. What is good lighting?
- b. Selecting and buying lamps.

Objectives:

1. To give the women better understanding as to what is meant by good lighting and to emphasize how important it is to each home.
2. To help homemakers select lamps for the given purpose in the home and present points to remember when buying a lamp.

Procedures:

1. Invite specialist to train leaders on the subjects.
2. Use leaders trained by specialist to train club members.
3. Have at least one result demonstration in connection with lighting committee.
4. Provide all of latest information possible to county women.
5. Use newspaper, letters, and exhibits for publicity.
6. Home visits to answer questions of homemakers.

3. Foods:

- a. Apple Dishes Around the Clock
- b. Holiday Foods for Fun and Health

Objectives:

1. To emphasize the many ways apples can be used in dishes for the family meal to add good nutrition.
2. To show ladies how foods can be planned and prepared during holiday season for fun if the family as well as add nutrition for better health.

Methods:

- a. Plan to make a clothing survey in the school
- b. Have special sewing classes.
- c. Publicize work of committee.

B. Home Demonstration Club Program:

The County Home Demonstration Club committee is the planning and executive body representing the Virginia Federation of Home Demonstration Clubs at the county level. The presidents, vice-presidents, county federation program of work chairmen and other key women in the Home Demonstration Club constitute this committee. This committee will hold two regular meetings this year - April and September. The committee will also meet in June or July for the purpose of program planning. The committee also assists in promoting the program throughout the year and assists the agent by getting reports on year's accomplishments. The committee will promote a H.D. Gentlemen's night program which is substituting for 1958 achievement program in March.

Procedure for carrying out 1959

Projects:

1. Home Management
 - a. What is a Sale - A good Buy
 - b. Work Simplification in the Kitchen.
 - c. Buying Laundry Supplies.

Objectives:

1. To help homemakers determine what can be a good buy or sale in purchasing her homemaking needs.
2. To present suggested way of how women can simplify work in her kitchen by time saving steps in methods and practice.
3. To help homemakers make the correct decision in buying laundry supplies for the various purposes around the home from dishes to family laundry.

Procedures:

1. Have leaders, as selected by their club, receive training on the topics of Home Management.
2. Have V.P.I. specialist visit the county to train the leaders.
3. Provide the train ladies with all possible up-to-date material and bulletins on the given subject.

Farm and Home Lighting Committee Committee Members:

Mrs. Edith Parker, Mrs. Dorothy Younce, Mrs. Ford Harris,
Mr. W. L. Wildman, Mr. E. F. Yates, Mr. Max Timberlake.

Objective - To improve lighting conditions on the farm
and in the home

Goals:

- a. To study the present situation of lighting in Fowhatan county.
- b. To have at least three result demonstration homes in the county.
- c. To stress buying and arranging of lamps for the purpose.

Methods:

1. Send check sheets to represent the proportion of population.
2. Result demonstration
3. Publicity through newspaper and posters and letters.
- 4.

Clothing

4. County Home Economics Committees committee members:
Mrs. E. F. Hicks, Mrs. B. S. Brent, Mrs. Willie Maxey,
Mrs. Edith Cosner and Mrs. Bernard Allen.

Goals:

- a. To help homemakers and children to understand the importance of care of clothing.
- b. To establish a family exchange of clothing.

I. Brief statement of the county situation considered in working out of 1959 program:

Powhatan county is a small county with a population of only 5,556 (according to 1950 census), of this 5,556, 3,136 are white and 2,420 non-white. According to the 1954 census of agriculture there were 599 farms which averaged 156.3 acres in size.

Agriculture is the chief industry. Milk is the leading source of cash farm income and account for nearly 50% of the total. Cattle and calves rank second in value of farm products sold and accounts for 18% of the total. Poultry including chickens, eggs, and turkey supply about 18% of the total.

As there is no industry in the county, approximately 250 people (found in a recent survey) travel to Richmond daily for occupations. This includes many of the homemakers in the county.

There are about 483 elementary and about 200 high school children, with many school activities plus outside activities, the school population is kept busy. This population being small naturally places the same school children in a number of the various activities therefore limiting time to 4-H work to some extent.

II. County Extension Program - adult

A. Organization

1. County agricultural Extension Service Board -

We have no County agricultural service board in the county now. This year we hope to get two committees in function leading to a board in the near future.

2. Home Economic Council

No organized council exists at the present time. When the special interest committee get organized, we hope to start a council by next year.

3. General interest committee

PLAN OF WORK
POWHATAN COUNTY
1959

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Assistant Home Demonstration Agent