

PLAN OF WORK

1958

LOUISA COUNTY

*Elizabeth Pancake, HSA*

1958 PLAN OF WORK

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Home Demonstration Agent

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County

I. COUNTY SITUATION

Louisa County is a rural county with an area of 517 square miles, located in the Central Piedmont Plateau. The county is surrounded by Fluvanna and Goochland counties on the south; Hanover on the east; Orange and Spotsylvania on the north; and Albemarle on the west. Two small towns with less than a thousand population in both are in the county. The 1950 census indicated a county population of 12,826 and 1771 farms. The rural farm population is 6961 while the rural non-farm population is 5859.

About 70% of the county is in forest. The predominant types of agriculture are livestock, livestock products, poultry and field crops. Well over half of the farms are operated on a part-time basis and 60% have income from other sources such as employment in industries in Louisa County or nearby cities, Charlottesville, Richmond, Fredericksburg, or Orange. Industry within the county includes saw milling and planing mills, overall factory at Louisa, a shirt factory and New Jersey Zinc Company at Mineral.

Seventeen percent of the female population over 14 years of age is employed in textile production, domestic service, educational service and retail trade. The median farm income is \$1436 per year and the median school year completed is 7.0 grade.

With the above information in mind during program planning, the Louisa County women are interested in better and less expensive methods

for home improvements, selection and care of house furnishings for better family living.

## II. COUNTY EXTENSION PROGRAM - ADULT

### A. Organization

1. County Agricultural Extension Service Board
2. Home Economics Council

At this time there is neither a County Agricultural Extension Board nor a Home Economics Council in Louisa County. The Extension Agents are planning to establish a County Agricultural Extension Service Board and a Home Economics Council during the early part of 1958. It is definitely believed that through the County Agricultural Extension Service Board we will find an excellent place to provide a better understanding of the county situation, problems will be recognized and objectives for meeting problems will be determined. It is felt that the County Agricultural and Home Economics Extension programs will be correlated and strengthened. Therefore, more leadership will result, and the people will feel more and more that this is their program.

3. General Interest Committees

As the County Agricultural Extension Service Board is established, General Interest Committees are expected to develop. The agents expect to present information to the committees concerning the county situation relating to the topic of interest. The agent expects to make personal contacts, assist in getting help of specialists and to be available as

a resource person in supplying scientific information.

4. County Home Economics Committee

Problems are being recognized in Louisa County at the present time which may result in one or more Special Interest Home Economics Committees. The agent expects to work with these committees as a resource person, making personal contacts and providing scientific information and specialist aid as is requested. It is felt that these Special Interest Home Economics Committees will develop leadership, reach more homemakers than would be reached through clubs and strengthen the Home Economics phase of the Extension program.

5. County Home Demonstration Club Committee

The Home Demonstration Club Committee is composed of the president, and the program development leader from each home demonstration club, the county officers and a few key leaders. The County Home Demonstration Club Committee will be used to:

1. Plan the monthly demonstration topics.
2. Set up club or county objectives.
3. Select a Federation Program of Work.
4. Cooperate with community and county projects such as a fair.
5. Plan and carry out the business of the Home Demonstration Clubs as a county organization.

The Home Demonstration Club Committee will have representation on and help to organize the County Home Economics Council and the County Agricultural Extension Service Board.

B. Project Work

1. Landscaping
  - a. Principles of Landscaping

Objectives

To help the homemaker gain usable information concerning:

- (1) What landscaping is.
- (2) Organization of yard areas .
- (3) Selection and arrangement of shrubbery for foundation plantings and screenings.
- (4) How to make and carry out plans for improving home grounds

Procedures

- (1) Mr. Albert S. Beecher, Extension Horticulturist, will train landscaping leaders in December to give method demonstrations in the clubs during January.
- (2) Result demonstrations may be developed.

## b. Pruning Shrubbery

Objectives

To help homemakers gain usable information concerning:

- (1) Recommended pruning methods.
- (2) Proper time for pruning.
- (3) Desired equipment for pruning.

Procedures

- (1) Mr. Albert S. Beecher will conduct a leader training meeting in December.
- (2) Leaders and agent will conduct method demonstrations in February.
- (3) Result demonstrations may be developed, in connection with January's topic.

## c. Weed Control

Objectives

- (1) How to get rid of weeds by recommended procedures considering safety and moderate cost.

Procedures

- (1) Mr. Alan Kates, Associate Extension Weed Specialist

will conduct a leader training meeting in June.

- (2) Leaders will be expected to conduct method demonstrations in July.
- (3) Result demonstrations may be developed

## 2. House Furnishings

### a. Farm and Home Lighting for Health and Safety

#### Objectives

To help homemakers learn:

- (1) The importance of good lighting and its relation to health and safety.
- (2) What good lighting is.
- (3) How to achieve good lighting at minimum expense.

#### Procedures

- (1) Miss Jean Keatley, Home Economist from the Virginia Electric and Power Company in Charlottesville, will train House Furnishing leaders in January.
- (2) Leaders will give method demonstrations in March.
- (3) A workshop will be held where lamps can be made or remodeled if enough interest is shown.

### b. Framing and Hanging Pictures

#### Objectives

To teach homemakers:

- (1) How to select suitable frames for various types of pictures.
- (2) How to frame pictures.
- (3) Where to use pictures.
- (4) How to hang pictures.

#### Procedures

- (1) Miss Ruth Jamison, Extension House Furnishings Specialist, will train the agent in January.

- (2) The agent will train leaders in February.
- (3) Leaders will be expected to give method demonstrations in April.

c. Refinishing Furniture

Objectives

Homemakers wish to learn:

- (1) How to remove old paints and finishes.
- (2) How to prepare wood for new finishes.
- (3) Kinds of finishes to use for different woods.
- (4) How to apply finishes.

Procedures

- (1) Miss Ruth Jamison, Extension House Furnishings Specialist, will conduct a special interest method demonstration in January.
- (2) Women attending this meeting will be encouraged to take the information back to their communities.
- (3) Result demonstrations may be developed.
- (4) A special interest home economics committee may be developed on House Furnishings.

3. Home Management

a. What Insurance Can Do For You

Objectives

Homemakers desire information on:

- (1) The types of insurance available.
- (2) Advantages and disadvantages of these types.

Procedures

- (1) Miss Helen Alverson, Extension Home Management Specialist, will conduct a leader training meeting in September.
- (2) Leaders will conduct discussions in clubs during October.

## b. Credit and Its Use

Objectives

Homemakers wish to have information concerning:

- (1) Types of credit.
- (2) How to establish credit.
- (3) Loans and how to obtain them.
- (4) Interest rates on different types of loans.

Procedures

- (1) Miss Helen Alverson, Extension Home Management Specialist, will train leaders in September.
- (2) Leaders will conduct discussions in clubs during November.

## c. Civil Defense

Objectives

- (1) To teach homemakers and interested citizens of the county what the Civil Defense Program is and how it functions.
- (2) To show how citizens of Louisa County can help during an emergency.

Procedures

- (1) Col. Kenneth B. Chappell, Chief of Civil Defense Operations in Louisa County, will conduct a special interest meeting in February.
- (2) Representatives from Home Demonstration Clubs will take information back to their clubs and communities.

## 4. Foods

## a. Freezing Foods

Objectives

Homemakers wish information concerning:

- (1) Results of research on freezing foods which they can apply.

- (2) Quick tricks in freezing leftover as well as fresh foods.

Procedures

- (1) Miss Janet L. Cameron, Extension Food Specialist, will train leaders in April.
- (2) Leaders will give method demonstrations in clubs during May.

b. Egg Cookery

Objectives

- (1) To teach homemakers new and different ways of using eggs for all meals.

Procedures

- (1) Miss Janet L. Cameron, Extension Food Specialist, will train leaders in April.
- (2) Food leaders will conduct method demonstrations in clubs during June.

5. Rural Arts

a. Making Corsages From Home Grown Flowers

Objectives

- (1) To teach homemakers how to use their own flowers in making attractive corsages.
- (2) To teach materials available for use in making corsages and where they can be purchased.

Procedures

- (1) Individual club members, who have been trained in garden clubs, will give method demonstrations in clubs during September.

b. Handiwork of Club Choice

Objectives

- (1) For each club to have an opportunity to study the handiwork of its choice.

Procedures

- (1) Local leaders, who have been formerly trained, will give method demonstrations in September.

The following media will be used throughout the Home Demonstration subject matter topics:

- (1) Illustrative materials
- (2) Home visits
- (3) Circular letters
- (4) News articles
- (5) Bulletins and leaflets
- (6) Slides
- (7) Movies

C. Federation Program of Work

The Home and Community Recreation phase of Family Life is being carried for the second year. Miss Catherine Peery, Extension Rural Arts Specialist, has furnished information which will be used in a Federation Program of Work Workshop meeting early in the year. At this workshop, plans will be made for carrying out Home and Community Recreation during 1958.

D. Other Activities

1. Better Homes and Gardens Day

Home Demonstration club members will hold their annual money-making project on March Court Day, March 10th. The County Home Demonstration Club Committee voted to eliminate the program and concentrate on the sale of lunches, as attendance at the program in former years has grown so small.

2. National Home Demonstration Club Week

It is felt that a Home Demonstration Club Tea will be held to which non-club members and members will be invited. Further plans for this will be developed at a County Home Demonstration Club Committee Meeting. It is felt that as a result

of such an activity, membership may be increased and the Home Demonstration Program may be strengthened. The agent expects to cooperate with the County Home Demonstration Club Committee in the form of a resource person.

3. Judging by Local Leaders

Mrs. J.S. Clinger, Mrs. Raymond Sauer and Mrs. E.V. Rogers are local leaders who have been trained in judging. As an opportunity arises, the agent expects to be able to use these homemakers for judging. Since these homemakers have been trained at a Judging School conducted by Extension Specialists, it is felt that their standards of quality as well as others' standards of quality will be improved.

Potential local leaders will be encouraged to attend an Extension Judging School if such a training meeting is held.

4. Club Objectives

The following club objectives were set-up by the County Home Demonstration Club Planning Committee:

- a. Monthly publicity to County Paper.
- b. Promote County Health Program by actively assisting Hospital Auxiliary, Red Cross and Civil Defense.
- c. Work with local recreation groups.
- d. Assist and work with other organizations such as 4-H, Young Adult and PTA.
- e. Continue study in citizenship by encouraging better understanding of International Farm Youth Exchange Program.

The agent expects to work with the Home Demonstration Club committees in planning activities related to club objectives, serve as a resource person for securing information and specialists

help, if needed, and encourage the clubs to participate in activities toward accomplishing these objectives. The agent expects to encourage clubs to give publicity to outstanding activities.

5. District Federation Meeting

All Home Demonstration club members will be encouraged to attend the District I Federation Meeting, which will be held in Charlottesville in April.

6. Tri-County Fair

The Tri-County Fair, including the counties of Louisa, Powhatan and Goochland will be held in Goochland. Home Demonstration club members and 4-H club members expect to exhibit articles at the fair. It is felt that homemakers and youth will be able to determine standards they desire through participating in the fair. The agent expects to encourage Home Demonstration club members and youth to participate in the Tri-County Fair. This will involve personal contacts and news articles.

7. Achievement Day

The Home Demonstration Club Achievement Day Program in 1958 is expected to aid the overall program through:

- a. Creating interest of club members and non-club members.
- b. Providing an inter-change of ideas.
- c. Promoting better club relationships and recognition of clubs.
- d. Recognition of club members.
- e. Providing a means for summarizing and evaluating the years' work.

- f. Providing a means for correlating Home Demonstration Club and Youth Work.

As a result of the Achievement Day it is felt that Home Demonstration Club work will be better publicized.

Definite plans will be made for the 1958 Achievement Day program early in 1958 by the County Home Demonstration Club Committee. It is anticipated that exhibits and reports will be made and reading certificates presented.

#### 8. Farmers Picnic

The annual Louisa County Farmers Picnic will be held in August at Mineral Fair Grounds. Civic, Home Demonstration and other clubs of Louisa County will participate. It is felt that good public relations are fostered by Home Demonstration Clubs participation in the county-wide event.

#### 9. Plan for Publicizing Home Demonstration Work

To publicize Home Demonstration work, the agent expects to do the following:

- a. Write weekly news articles.
- b. Make monthly radio broadcasts.
- c. Make home visits, telephone calls, circular letters.
- d. Encourage homemakers and 4-H club members to make exhibits in the county and at fairs.

### III. FARM AND HOME DEVELOPMENT

At the present time there are no Farm and Home Development families being worked with by both agents.

The agent expects Farm and Home Development families to be developed through requests for information and follow-up work resulting from method and result demonstrations.

Objectives

- (1) To reach more people on a family basis.
- (2) To help these people analyze and solve their own problems.
- (3) To help families improve their standard of living by use of recommended methods.

Procedures

- (1) Follow-up requests made.
- (2) Work with County Agent on families either agent has approached.
- (3) Keep a working file on each family assisted.
- (4) Make numerous home visits.

Recognition will be made at Achievement Day, in result demonstration tour (if one is held), in county newspaper and possibly in an interview on radio program.

IV. COUNTY EXTENSION PROGRAM - YOUTH

A. Organization

1. County Youth Council

At the present time there is no County Youth Council.

Representatives from various Youth Special Interest Committees and from 4-H and Young Men and Women's groups, such as All Stars, Honor Clubs and leaders will be on the Youth Council when established. The Council will be used in the following ways:

- a. To coordinate and correlate the work of all the Youth Committees.
- b. To assist in determining county-wide youth activities.

As a result of the Youth Council it is felt that leadership will be developed and the Extension Program will be strengthened.

2. County Youth Committees

County Youth Committees will be established as the needs are determined.

3. County 4-H Council

The agent feels that if the County 4-H Council can be revised in 1958 it will help to promote a better 4-H Club Program in the county and develop leadership.

4. All Stars

There are a few All Stars in Louisa County who may serve as leaders in 1958. The agents and All Stars will consider a 4-H member for recommendation for an All Star.

5. Project Planning Committee

It is felt that a 4-H Project Planning Committee composed of representatives from each club, may be established in 1958 for helping to plan and carry out 4-H project work. It is felt that the project planning committee will help to develop better leadership and more interest in project work.

6. County 4-H Leaders Group

There are now 14 volunteer 4-H Project Leaders in Louisa County. A meeting of these leaders will be held early in the year to discuss 4-H project work and problems of leaders in carrying out this work.

This group will be encouraged to organize and elect officers in order that more efficient work may be done

B. 4-H Project Work

1. Health - Home and Family

Objectives

To help club members:

- (1) Recognize and meet their own health needs.
- (2) Improve conditions for garbage and trash disposals.
- (3) Get rid of rats and mice.
- (4) Control household pests.
- (5) Learn proper way to handle milk.
- (6) Improve methods of dishwashing.
- (7) Learn to plan adequate meals.
- (8) Equip a home medicine chest.
- (9) Learn to take a water sample for inspection.

#### Procedures

- (1) Method demonstrations will be given by the agents as follows:

November - What Are Your Health Needs?

December - Get Rid of Rats and Mice.

January - The Best Planned Meals

February - Equipping a Home Medicine Chest

March - Improve Garbage and Trash Disposal

April - Controlling Household Pests

## 2. Electricity - Unit I

### Objectives

- (1) Acquaint members with electricity in general and the uses of electricity.
- (2) To help club members learn how to use electricity safely.
- (3) To teach the club members how to make an extension cord which is safe and useful.
- (4) To teach club members the importance of good lighting.
- (5) To help club members learn how to improve their home and farm lighting.
- (6) To help club members see the need for and learn the care of lighting equipment.
- (7) To teach club members proper uses, cleaning and storage of small kitchen appliances.

Procedures

- (1) Method demonstrations will be given by Virginia Electric and Power Company representatives as follows:

November - Is There an Octopus in Your House?  
December - Care of Appliances, Fuse Boxes  
January - How to Plan a Good Study Center  
February - How to Make or Improve a Study Lamp  
March - Extension Cords

3. Tree Identification

Objectives

To teach members:

- (1) Identify forest trees found near their home.
- (2) How to collect leaves, twigs, bark and wood.
- (3) How to make leaf prints.
- (4) How to mount materials collected.
- (5) Uses of woods identified.

Procedures

- (1) Method demonstrations will be given by the agents as follows:

October - How to Press Leaves  
November- How to Identify Trees by Leaves.  
December- How to Identify Trees by Twigs, or Bark.  
January - How to Mount materials collected  
February- Uses of Woods we have Identified.

- (2) A trip in the school yard or nearby field will be held in March to study trees.
- (3) April - Tree Identification Contest.

The following objectives and procedures will be used in each of the foregoing projects:

- (1) To teach how to keep records neatly.
- (2) To teach how to give demonstrations.
- (3) To participate in contests.
- (4) To encourage exhibits.

Procedures

- (1) Personal contacts will be made.
- (2) Exhibits will be made.
- (3) Method demonstrations by members.
- (4) Contests in each project.

C. 4-H Activities

1. 4-H Club Camp

Louisa County expects to have its allotted quota of 23 girls and 18 boys to attend 4-H Camp the week on July 21-26 at Holiday Lake, Appomattox, Virginia.

It is felt that by participating in 4-H Camp Program and activities, members and leaders will be better informed, will make new friends and will develop leadership. Camp may create more interest in 4-H activities in the county.

2. Achievement Day

A 4-H Club Achievement Day Program is expected to be held around the end of the year after projects have been completed. An Achievement Day Program is expected to recognize outstanding 4-H club members and leaders, and to serve as a means of evaluating the years' club program. Awards will be presented, an interesting and educational program will be planned by the agents, 4-H Officers and 4-H Leaders.

3. Rural Life Sunday

Clubs who can make arrangements with their local churches will observe Rural Life Sunday. It is felt that observance of Rural Life Sunday will help to promote 4-H club work and strengthen the 4-H club program. Leadership will be developed and strengthened where 4-H members par-

ticipate in the planning and carrying out of these activities.

4. 4-H Short Course

Louisa County expects to have 4-H members attend and participate in their State 4-H Short Course

5. Contests

Contests will be held among members in each project group. In each project where there are interested members qualifying, a contest on the county level will be held. Interested winners will be given the opportunity to attend and observe the district contests. There will be no members eligible for competition in the district contests as there are no members 14 years of age who have been enrolled in a project for two years.

6. Tri-County Fair

4-H members will be encouraged to enter articles they have made in the Goochland-Powhatan-Louisa Fair. It is felt that by competing with others that better work will be done and standards raised.

D. Young Men and Young Women's Work

Representatives from the Young Adult Club and the Extension Agents planned the following program for 1958:

1. January - Banquet
2. February -The Importance of Our Health Department
3. March - Parliamentary Procedure
4. April - The Watershed Project in Louisa County
5. May - Entertain High School Seniors
6. June - Make The Fish Bite

7. July - Water Safety - Watermelon Feast
8. August- Outdoor Cookery
9. September - Visit another YMW Club
10. October - What Kind of Insurance Do I need?
11. November - IFYS Speaker
12. December - The Role Our Welfare Department plays.

#### Objectives

- (1) To become acquainted with current Outlook trends and facts.
- (2) To learn the part our Health and Welfare Departments play and how we can cooperate.
- (3) To learn to use correct parliamentary procedure.
- (4) To learn more about the watershed project and how we can help in carrying it out.
- (5) To increase membership.
- (6) To learn about fishing and wildlife.
- (7) To learn how we can carry out recommended water safety measures.
- (8) To learn new methods and recipes for Outdoor cookery.
- (9) To strengthen relationships between our club and neighboring clubs.
- (10) To learn what types of insurance are available and what is the best type for different individuals.
- (11) To promote a better understanding of our foreign neighbors.

#### Procedures

- (1) The agent expects to serve in an advisory capacity.
- (2) Tours will be made.
- (3) Members will participate in leadership camp at Camp Farrar, Virginia Beach.
- (4) Mr. E.W. Carson, District Agent, will speak on Outlook information and Louisa County Facts at the January banquet.
- (5) Dr. J.B. Kenley, County Health Director and Mrs. Agnes Belser, County Health Nurse, will conduct a discussion on the work of the Health Department.

- (6) Members of the FFA will conduct a meeting on Parliamentary Procedure.
- (7) Col. H.E. Waldrop, Soil Conservationist, will conduct a discussion on the Watershed Project.
- (8) Entertain high school seniors with a recreational meeting.
- (9) Mr. Max Carpenter, Game and Inland Fisheries, will conduct the June meeting.
- (10) Trooper Dwight Ozmont will conduct a meeting on Water Safety at a private pool.
- (11) The agents will conduct a method demonstration on Outdoor cookery.
- (12) A visit will be made to the Culpepper YMW club in September.
- (13) A qualified individual will present October's program on Insurance.
- (14) A recent IFYE delegate to another county will conduct a discussion in November.
- (15) Mrs. Sadie Ellis, Head of Louisa County Welfare Department, will discuss the work of the Welfare Department.

#### V. SCOPE OF WORK

A. Organization	<u>No. in 1957</u>	<u>Goal 1958</u>
Number of home demonstration clubs	12	12
Membership	213	230
Number of 4-H clubs	8	9
Membership	217	250
Number of young men and women's clubs	1	1
Membership	43	50
Number home economics committees	0	1
Number general interest committees	0	2
Number youth committees	0	1
Number farm and home development families	0	36

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	5
B. Home Demonstration Club Leadership	<u>No. in 1957</u>	<u>Goal 1958</u>
Number organizational leaders	39	39
Number project leaders(Subject matter)	92	108
No. Federation Program of Work chairmen	12	13
Number program development leaders	12	12
Number result demonstrators	0	25
Number meetings at which leaders were trained by specialists	7	7
Number meetings at which leaders were trained by district agents	2	0
Number meetings at which leaders were trained by agent	1	2
Attendance at training meetings	105	150
No. club meetings held by leaders without agent present	35	40
No. club meetings in which leaders assisted	13	25
Total number demonstrations given by leaders	50	60
No. talks or discussions by leaders	419	425

Plans for Training and Using Leaders

Extension Specialists and Agent will give method demonstrations to train project leaders on subject matter planned for the 1958 program. Leaders will be expected to conduct four or more demonstrations in the absence of the agent. Leaders will also conduct method demonstrations in the presence of the agent and

will assist the agent with other demonstrations. Program Development Leaders will be trained by the agent in December to conduct club discussions on program planning January and February and to assist with program planning in March as well as to assist with program execution.

Federation Program of Work Chairman will be trained by agent or State Federation Program of Work Chairman.

Organizational leaders will conduct regular meetings.

C. Over-all Youth Leaders	<u>No. in 1957</u>	<u>Goal 1958</u>
(Organization leaders for county Youth Council)	0	5
D. 4-H Club	<u>No. in 1957</u>	<u>Goal 1958</u>
Number 4-H Club officers	39	54
Number adult project leaders	7	15
Number junior project leaders	0	5
Number result demonstrators	0	10
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	2	6
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
Attendance at leader training meetings	4	84
No. 4-H leaders trained individually	0	14
No. club meetings held by leaders without agent present	16	42

	<u>No. in 1957</u>	<u>Goal 1958</u>
No. club meetings at which leaders assisted	8	5
No. demonstrations given by adult leaders	20	42
No. demonstrations given by junior leaders	0	5

Plans for Training and Using 4-H Leaders

When project leaders and junior leaders are determined, training meetings will be conducted by agent to give leaders training on subject matter information and recommended procedures for conducting 4-H project work.

E. Young Men and Young Women's Clubs

	<u>No. in 1957</u>	<u>Goal 1958</u>
Number club officers	8	8
Number adult leaders or sponsors	0	2

Plans for Training and Using Leaders

Organizational leaders will conduct regular meetings and will be trained in parliamentary procedure as necessary.

Agents will serve as resource persons and will assist in helping members to carry out the monthly program topics.

VII. PLANS FOR WORK WITH OTHER AGENCIES

A. Power Companies

The agent expects to work with Power Companies in connection with the 4-H Electric Project.

B. Schools

Work with the public schools of Louisa County has been carried on through organization of 4-H clubs. The agent will

continue to cooperate with the schools in conducting the 4-H Program.

C. County Welfare Department

Individual Home Demonstration clubs and the Young Adult club expect to work with the Welfare Department to assist deserving families and individuals.

D. Home Economics Teachers

The agent expects to work with Home Economics teachers in the county high school by showing interest in their work and giving and requesting information when needed.

E. County Merchants

The agent plans to work with county merchants in connection with the 4-H Electric Project, and in other ways which may develop later in the year, as resource people for illustrative materials.

F. County Health Department

The agent expects to cooperate with Health Department officials in connection with the 4-H Health Project.

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

A. Co-Workers

Office conferences will be held to make plans for carrying out the county program and for agent to be acquainted with each others activities.

B. General Public

The agent expects to keep the general public informed of the progress of Home Demonstration work in Louisa County through news articles and to develop good public relations through personal

contacts, telephone calls and by showing interest in general public activities.

C. Elected Representatives

The agent plans to write news articles, make personal contacts, and invite members of the Board of Supervisors to special activities.

D. Commercial Interests

The agent expects to show interest in and participate in educational programs conducted by community interests whenever possible.

E. Other Professional Workers

The agent expects to be interested in the work of other county professional workers such as Home Economics Teachers, Agricultural workers and the County Public Health Nurse.

IX. PLANS FOR RECORDING PROGRESS AND EVALUATING PROGRAMS

Daily records will be kept in order to have more complete and accurate monthly reports. Monthly reports and annual reports will show the progress made toward completing objectives set up in the Plan of Work. A work copy of the Plan of Work will be kept in the agents field notebook.

Achievement reports and records will be kept by individual club members as well as the agent and club summaries at the years' end will contribute much to the evaluation of the years' work.

These evaluations, in turn will contribute to work at Planning Meetings.

X. PLANS FOR PROFESSIONAL IMPROVEMENT

A. Organized Study

The agent expects to attend Agent Training Meetings

conducted by Extension Specialists, District Meetings for Agents, State 4-H Short Course and Annual Extension Agents Conference.

B. Reading Professional Books and Other Publications

Current issues of the Journal of Home Economics, Forecast, What's New in Home Economics, Farm and Home Magazines, Extension Service Review, Extension News, National 4-H News, Head, Heart, Hands and Health, Specialists News Letters, University of Virginia, News Letters and Fashion Magazines will be kept in the agents office and used frequently for the enrichment of the Extension program.

C. Membership in Professional Organizations

The agent belongs to the Virginia Home Economics Association, National Home Economics Association, Virginia Home Demonstration Agents Association and National Home Demonstration Agents Association.

D. Participating in Programs and Workshops Planned by Other Organizations.

The agent expects to participate in programs and workshops planned by other organizations when such meetings are held and when attendance would be possible.

E. Planned Educational Trips

The agent plans to make a trip to New York, New York in June.

XI. COOPERATIVE PLANS OF EXTENSION AGENTS TOWARD A UNIFIED COUNTY EXTENSION PROGRAM.

The agents have discussed the need for an Agricultural Extension Service Board and Special Interest Committees. Plans will be set-up for establishing such a Board in the near future.

XII. PROBLEMS IN CARRYING OUT EXTENSION PROGRAM AND PLANS FOR MEETING:

It is felt that if more leaders receive better training and encouragement to carry out more responsibilities the agent will have more time to spend on program planning, farm and home development, home visits, 4-H club organization and leader training.

It is felt that through personal contacts and leader training meetings, the club officers and leaders will be able to better carry out their responsibilities as officers and leaders.