

VIRGINIA AGRICULTURAL EXTENSION SERVICE

Project 12 PLAN OF WORK

for

Calendar Year 1949

Major phases of project
or subdivisions of
project covered

Name of Worker*

Percentage of time
devoted to entire
project by each worker

Negro Farm Agent Work

Ross W. Newsome
S. E. Marshall

100%
100%

Date submitted: January 18, 1949.

Signed: Ross W. Newsome
Project Leader

Date approved: June 9, 1949.

Signed: S. E. Marshall
State Director of Extension

Date approved: AUG 8 1949, 1949.

Signed: M. H. DeLoach
Director of Extension Work
U. S. Department of Agriculture

*If phases of project are divided between two or more workers, indicate assignment to each.

I. Situation and Trends

- (1) The area for which this supervisory plan is made consists of 30 counties with 28 farm agents and 14 home agents.
- (2) Tobacco, peanuts, cotton, tomatoes, and cucumbers are the cash crops of the area. Truck crops are produced for home use and the market. Tobacco and peanut acreage will be under control. Cotton is on the decrease.
- (3) Hogs are the main livestock produced for market. Poultry is produced for home and market.
- (4) Farmers are confronted with the problems of farm management, soil conservation, low yields of feed and forage crops, low income and insufficient feed and food for healthy livestock and healthful family living; all of which makes a low level of living.
- (5) All agents need more in-service training in methods of teaching adults and 4-H members, and in influencing farm families to make changes in farm practices. They need training in program planning, program analysis, and practical application of research findings to local problems.
- (6) Agents need to use more specialist help in program planning, planning result demonstrations, and field meetings at demonstrations.
- (7) Three agents need office space. These agents have no other office than in their homes.

II. Major Supervisory Problems

- (1) Maintaining effective Extension Organization on the State, County, and Community level.
- (2) Increasing the number of local leaders, and giving them sufficient training to do a good job.
- (3) Securing adequate office space for agents.
- (4) Assisting agents in practical application of research findings to local problems.
- (5) Getting agents to use more specialist help and arranging schedules to get maximum benefits of specialists' time.
- (6) Encouraging and stimulating agents to make professional and personal improvement.
- (7) Publishing good extension activities.
- (8) Developing a high interest in 4-H club work in order to keep an everflowing supply of volunteer leaders and adult cooperators to the overall Extension Program.

III. Supervisory Activities

- (1) A study of State, County, and Community organizations to determine the weak points. An attempt will be made to strengthen them through conferences with the agent and meeting with the organizations.
- (2) Agents will be encouraged to make greater use of organizations and leaders.
- (3) A study of personnel will be made to determine the individual training needs. An attempt to meet the needs will be made through office conferences, letters, group meetings, and reference material.
- (4) Agents will be given assistance in program planning and analysis in office conferences and group meetings.
- (5) Have agents to arrange to hold field meetings with farmers at good demonstrations and make observation trips to the experiment stations serving their area.
- (6) County Boards of Supervisors will be met in 4 counties for the purpose of requesting office space for agents.
- (7) Specialists help will be secured for agents in planning demonstrations and for field meetings and tours.
- (8) Agents' Plans of Work will be checked with their accomplishments on each visit.

IV. Calendar of Activities

	<u>Days</u>
January - Make requests to the counties of Charles City, New Kent, Essex, and Richmond for office space, and change in Extension personnel in counties of Charles City, New Kent, and Halifax.	8
Assist agents in making their plans of work and in making use of specialists.	12
Assisting agents with leader-training meetings.	8
Administrative Work (Office).	20
February - Assisting agents with Farmers' Conferences and leader-training meetings with adult and 4-H leaders.	12
Assisting agents with plans for demonstrations and general educational work.	6
Planning for State Advisory Board Meeting.	6

IV. Calendar of Activities (Continued)

	<u>Days</u>
February - Training conferences with agents.	10
Planning for tract to maintenance clinic for older youth boys.	6
Administrative Work (Office)	8
March - Assisting with Farmers' Conferences and leader-training meetings.	10
Assisting agents with plans for demonstrations, field meetings, and tours.	10
Assisting with tract toward maintenance clinic for older youth boys.	6
Improving 4-H club work in counties.	6
Planning for State Short Course and Wild Life Conference.	4
Training new agents.	6
Administrative Work (Office)	6
April - Assisting agents in starting 4-H and adult demonstrations.	6
Review plans of work with agents.	6
Checking demonstrations with agents.	8
Arranging for State Advisory Board Meeting.	4
State Farmers' Conference.	2
Conferences to improve 4-H work.	6
Administrative Work.	16
May - Visiting demonstrations with agents for the purpose of further arranging for field meetings and tours.	12
Arranging for State Advisory Board Meeting.	8
Assisting with Programs for Rural Life Sunday.	8
Administrative Work (Office)	20
June - Attending tours, field meetings, and visiting demonstrations.	8

IV. Calendar of Activities (Continued)

	<u>Days</u>
June - Attending Rural Life Sunday Programs.	4
Training in-service agents.	12
Preparing news articles.	2
State 4-H Short Course.	10
Administrative Work (Office)	12
July - Assisting agent in arranging for State Advisory Board Meeting.	8
Visiting Experiment Stations with agents.	6
Attending picnics and rallies.	6
Professional Improvement	12
Administrative Work (Office)	20
August - Planning with agents for 4-H Achievement Days and fairs.	10
Assisting with field meetings and tours.	12
State Wild Life Conference.	6
Visiting experiment stations with agents and leaders.	6
Professional Improvement.	12
Making further plans for State Advisory Board Meeting.	4
September - Arranging for field meetings for agents and leaders at experiment stations.	6
Holding State Advisory Board Meeting	6
Annual leave.	36
October - Assisting with 4-H Achievement Days and tours.	8
Holding training conferences with agents.	8
Training conferences with agents on reports and publicity.	8
Administrative Work	20

IV. Calendar of Activities (Continued)

	<u>Days</u>
November - Holding training conferences with agents on annual reports.	8
Assisting with Achievement Days and fairs.	8
Annual Reports.	12
Administrative Work (Office)	20
December - Re-organizing County and Community Organizations.	8
County Plans of Work.	8
Making Annual Reports.	20
Administrative Work	12
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Number of Days	578*

*These days constitute the activities of both the State Agent and the District Agent.

