

1959 PLAN OF WORK

Due January 15, 1959

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Bedford

County

I. County Situation:

Bedford County is located in the highest part of the Piedmont Plateau of Virginia bound by the James River on the north and Roanoke and Staunton Rivers on the south; and extending from east to west between the cities of Lynchburg and Roanoke. It is both geographically and climatically ideal for diversified agriculture. Seventy per cent of the land is used for farming.

Nearly half of the 791 square mile expanse of the county is wooded and about the same amount is used for pasture and cropland. The number of farms is gradually decreasing, while the average acreage per farm is increasing. Dairying ranks first in agricultural importance, livestock ranks second, followed by field crops, poultry and fruit. More than forty per cent of the value of agricultural products sold comes from dairying alone.

Less than 20 percent of the total county population is non-white. Approximately 30 percent of the women over 14 years of age work away from home, yet the median income for over 50 percent of the approximately 30,000 county population is less than \$2000.00 per family a year. Available employment resources include paper, textile, rubber products, stone, clay, metal and wood.

## II. County Extension Program - Adult

### A. Organizations

#### 1. County Agricultural Extension Service Board:

##### (a) Composition:

This board is composed of leading citizens representing civic organizations, agricultural groups, business concerns, youth groups and educators who are concerned with the welfare of the total county population.

##### (b) Ways of using the Board:

- (1) Ask the Board to replace inactive members on the present committees.
- (2) Present background data and ask the Board to recommend other home economic committees to be established.
- (3) Ask the Board to name members to serve on the new committees
- (4) Ask the Board to appraise work done by special interest committees.

#### 2. Home Economics Council:

A home economics council has not been organized thus far, however, with the addition of the new home economics committee perhaps one will be organized.

#### 3. General Interest Committees

No general interest committees have been organized at the present time, however, the agent will encourage the organization of general interest committees and assist with conducting activities of such a committee if one is organized.

#### 4. County Home Economics Committees - Health and Nutrition:

##### (a) Composition:

This committee is composed of 16 members and 7 advisors. Among the membership of both men and women, most of which are parents not only concerned with the health of their own families but also vitally interested in the health of their neighbors. Among the advisors are doctors, dentists, representative of the county health department, home economists and county school board personnel.

- (b) Ways of using the committee:
- (1) Assist with taking and recording of nutritional survey.
  - (2) Assist with the securing, assembling and distribution of educational materials
  - (3) Prepare special educational programs
  - (4) Assist with conducting such programs
  - (5) Assume their responsibility for carrying on activities to promote better health and nutrition in Bedford County.

B. Project Work

1. Foods

(a) Demonstrations:

1. Variety in meals with home grown products
2. Planning and preparing economical and nutritious meals
3. Freezing and canning of home produced and home prepared foods.

(b) Objectives:

1. Improve the health of Bedford County families with nutritious foods.
2. Encourage better nutrition by teaching variety in food production and methods of preparation and preservation.
3. Make the best of available food resources
4. Save time, energy and money in meal preparation

(c) Methods:

1. Education through demonstration and distribution of bulletings
2. Training local leaders
3. Using mass media to publish recommended procedures and illustrative and successful stories.

2. Wills - Deeds, Estates and Social Security

(1) Leader training given by local lawyers

(2) Material distributed on social security and emphasis on rural Social Security problems.

(b) Objectives:

1. To increase awareness of necessity for the whole family to understand wills, deeds, estates and social security.

(c) Methods:

1. Will use radio, newspaper and TV.

C. Federation Program of Work

1. County Objectives:

(a) County Goals

- (1) Make a garden calendar
- (2) Conduct an anti-litterbug campaign
- (3) Study ways to control weeds and insects
- (4) Encourage pruning properly
- (5) Work on mailbox improvement project
- (6) Have an ornamental horticulture tour

(b) Agents Objectives:

- a. Arrange with Extension specialist for help with garden calendar and week, and insect control.
  - b. Have demonstrations on proper pruning.
  - c. Assemble helpful information for litterbug campaign
  - d. Use radio, TV, newspaper, 4-H poster contest in litterbug campaign
  - e. Hold officer training clinic for new club officers
  - f. Help to see the ornamental horticulture tour is arranged.
- See that this is well publicized in advance.

D. Other Activities:

1. Home Demonstration Club Week:

(a) Agents objectives:

1. Better familiarize the public with home demonstration club work.
2. Help home demonstration club members realize benefits from home demonstration club work and analyze their programs and progress.

(b) Agents contribution:

1. Furnish assistance requested by individual clubs and county publicity chairman
2. To arrange for exhibits in local store windows, TV programs and radio programs
3. Supply publicity chairman with pictures and helpful information from office files, for news articles and other programs.
4. Encourage attendance at District IV Federation meeting
5. Encourage individual home demonstration clubs to observe National Home Demonstration Club Work.

## 2. Educational Trips:

### (a) Agents Objectives:

1. Assist with carrying out club objectives
2. Stimulate interest in home demonstration club activities
3. Offer diversion to members who have little opportunity to get out.
4. Give members who have little opportunity to travel a chance to do so.
5. Create wholesome relationship among home demonstration club members from all parts of the county.

### (b) Agents contribution:

1. Help to coordinate plans between participating clubs
2. Assist with making reservations and other arrangements (transportation, etc.)
3. Accompany clubs on club trips.

## 3. Bedford County Fair

### (a) Agents Objectives

1. Give members an opportunity to show and be recognized for their efforts.
2. Encourage fair competition
3. Have all clubs participate

### (b) Agents Contribution:

1. Cooperate with sponsoring organizations in planning the home economics department
2. Make recommendations to catalogue committee of items to be included.
3. Assist home economics chairman with preparations to enter exhibits correctly and display them effectively.

## 4. Home Demonstration Club Achievement Day

### (a) Agents Objectives:

1. Appraise years accomplishments
2. Exchange club activity ideas
3. Provide one county-wide meeting annually in which all members may participate.
4. Try to have as many clubs represented on program as possible.

### (b) Agents Contributions:

1. Assist achievement day committee in making necessary program arrangements in the following ways.
  - a. Mimeographing programs and reports
  - b. Securing program speaker, etc,
  - c. Securing adequate meeting place
  - d. Assist with communications upon request

2. Assist and meet with the Achievement Day planning committee if presence is requested.

### III. Farm and Home Development

Number of families worked with in 1958 - 8

Goal for 1959 - 15

No committee has been formed to select families to be worked with through the farm and home development approach. The families have been selected on the basis of the amount of assistance requested on the phases of home improvements and farm improvements and the extent to which assistance has been given these families. No plans have been made for working with groups on the farm and home on the work with individual families is planned.

#### A. Agents Objectives:

1. To help the families find ways of using the resources they have to the best advantage.
2. To help the family find ways of making immediate and temporary improvements
3. To help the family to make plans for the future
4. To help these families find ways of managing their time and energy and money more wisely.

#### B. Methods:

1. Home visits
2. Family planning
3. Cooperative agents planning
4. Specialists assistance
5. Family surveys
6. Analysis of present habits in view

#### C. Ways of recognizing progress:

1. Record keeping and family analysis
2. Result demonstrations
3. Improved working and spending habits

### IV. County Extension Program - Youth

#### A. Organization:

1. County Youth Council  
No county youth council has been organized
2. County Youth Committee  
No county youth committees have been organized at the present, however, it is the agents objective to organize at least one youth committee in 1959.

3. County 4-H Council

(a) Composition:

Composed of officers of all 4-H clubs

(b) Composition of Executive Committee:

Composed of 15 county officers which are elected from the over all county council.

(c) Ways of using this Council:

1. To select County-wide project
2. To plan program for county wide project
3. To plan special 4-H club activities
4. To sponsor fund raising projects

(d) Agents plan for revising this Council:

Organize the officers of all clubs in a particular school or community into a community council for the purpose of:

1. Selecting representatives on the county 4-H Council based on number of the membership of clubs represented.
2. Select leaders (project and organizational)
3. Plan community 4-H club activities

Thus, the county council would be made up of representatives of each community on the basis of membership rather than having all officers members of the county council; and electing an executive committee to carry on county-wide business. This would also enable leaders to be elected rather than selected by the agents to serve as advisors on the County Council Committee.

4. All Stars:

A. Composition:

Composed of Bedford County 4-H club members or former club members who have been accepted into the Virginia All Star Chapter.

B. Methods of Using This Group:

1. 4-H club leaders
2. Judges
3. Sponsor contests
4. Keep in contact with former active 4-H club members
5. To encourage prospective All Stars
6. Make recommendations for new all stars

5. Honor Club:

A. Composition:

4-H club members who are at least 14 years of age and under 21 years of age, who have completed three years of 4-H club work and

done an outstanding 4-H club work, and show promise of continuing as an outstanding 4-H club member.

B. Ways of Using this group:

1. To select new Honor Club members
2. To hold interest of 4-H club members
3. To sponsor 4-H club yearbook
4. To sponsor county record book workshop
5. To assist with county-wide project training meetings and adult and junior leaders
6. To encourage project training groups in the community through project leaders, adult and junior.

6. Project Planning Committee:

The assumed duties of a project planning committee are taken over by the county 4-H council executive committee.

No project planning committee is organized in Bedford County.

7. Ampere Club - Electrical organization

A. Composition:

Composed of 4-H club members enrolled in the farm and home electric project who attend the annual 4-H electric school.

B. Plans for using this group are:

1. Plan the electric school
2. Request and outline classes, etc.
3. Sponsor electric demonstrations contest
4. Plan and enter an exhibit in the Virginia 4-H Electric Congress group
5. Select field problem to be conducted by the advanced group
6. To promote interest in the electric project

8. Home Demonstration Committee on 4-H Club Work:

A. Composition:

Composed of 4-H club chairman from each organized home demonstration club.

B. Agents Objectives:

1. To serve as 4-H organizational and project leader
2. To be informed about 4-H club work and serve as public relations personnel for the 4-H club program in their respective communities.
3. To have members of this committee serve as leaders for out of county trips and activities
4. Encourage interest in 4-H club work among eligible children with whom they may come in contact.

5. Encourage interest in 4-H club members through recognition of those doing outstanding work.

6. To support the State 4-H leaders conference

C. Agents Contribution:

1. Attend committee meetings when presence is requested

2. Advise the committee on projects to undertake when advice is requested.

3. Assist with planning programs, etc. for social events sponsored for 4-H club members

9. 4-H Leaders Organization (unorganized)

A. Composition:

Men and women serving as 4-H club projects sponsored by organizational leaders

B. Agents Objectives:

1. To organize such a group

2. To encourage more organizational leaders

3. To solicit their help in holding regular club meetings

4. Encourage community project training meetings, demonstration and judging training through project leaders

C. Agents Contribution:

1. Make up list of eligible and potentially interested leaders and call meeting of such a group to discuss plans for organizing.

2. Present need for leaders organization to this group and outline ways their services are needed.

B. 4-H Project Work

1. Forestry

(a) Agents Objectives:

1. Make Bedford County youth aware of forest value and appreciate the beauties of our native woodland

2. Promote interest in the importance of forestry through civic groups, parents, schools, industry, etc.

3. Encourage cooperation in U. S. Forestry Department

4. Stress good record keeping and completion

5. Help to plan a county wide forestry field day

(b) Methods:

1. Hold planning meeting with 4-H County Council. Ask extension forester to be present.

2. Club exhibits and demonstrations

3. Film strips

4. Hold county wide forestry field day

5. Poster and record book contest

6. Use mass media to publicize the project

C. 4-H Activities

1. National 4-H Club Week

(a) Agents Objectives:

1. Encourage all clubs to observe National 4-H Club Week
2. Use this as an opportunity for 4-H promotion publicity
3. Give 4-H club members an opportunity to tell of their accomplishments.

(b) Agents Contributions;

1. Encourage club exhibits of projects or achievement
2. Encourage news articles and radio programs
3. Assist with preparing a TV program
4. Encourage window exhibits

2. County Contests

A. Demonstrations:

(1) Agents Objectives:

- a. To give an opportunity for training in each subject matter field.
- b. Give members an opportunity to participate in public
- c. A fair means of selecting county representatives in District (and state) demonstrations contests.
- d. To recognize 4-H'ers and their efforts

(2) Agents Contribution:

- a. Hold county contests on the following topics  
breads                      food preservation  
dress revue                 frozen foods  
canning                     home improvement  
dairy foods                 laundry  
poultry consumption       poultry production  
electricity                 public speaking  
share the fun               forestry
- b. To solicit business concerns for prizes
- c. Assist county winners and their leaders in preparing for District contests.
- d. Solicit the assistance of former 4-H club members and 4-H leaders as judges.

B. Achievement:

(1) Agents Objectives:

- a. To give outstanding 4-H club members an opportunity to receive trips and other awards,
- b. To promote interest in 4-H club work

c. To encourage record keeping  
d. to help 4-H club members recognize their own benefits from their 4-H experiences.

(2) Agents Contribution:

- a. Conduct record book workshop
- b. To help participants select and assemble their material.
- c. To approve the contest record before judging

C. Sears Garden Contest:

1. Agents Objectives:

- a. promote interest in raising, preparing and preserving foods.
- b. To encourage 4-H club members to make a contribution to the family food supply.
- c. To increase variety of foods served and encourage the use of new vegetables

2. Agents Contributions:

- a. Conduct contests with the assistance of junior leaders
- b. Use some gardens as result demonstrations
- c. Have elimination contests to determine best gardens
- d. Provide contestants with bulletins to help them to produce the best.
- e. Encourage better work and accomplishments.

3. Camps

A. Short Course

(1) Agent's Objectives:

- a. To help deserving boys and girls feel an opportunity for encouragement.
- b. To help encourage contest entrants to attend
- c. To provide potentially outstanding club members with encouragement.

(2) Agents Contribution:

- a. Encourage contest participation
- b. Make necessary applications and transportation arrangements
- c. Encourage All Stars to attend All Star Conference and Short Course.
- d. Secure a 4-H leader to attend Bedford County delegation.

B. Senior Camp

(1) Agent's Objectives:

- a. Provide an opportunity for camping experience to those who cannot attend Short Course or Holiday Lake.
- b. Offer older boys and girls a different camping experience from that they have had before
- c. Have program of interest and helpfulness to older club members.

(2) Agent's Contribution:

- a. Encourage participation in this camp among older club members.
- b. Assist with plans with camp and attend if possible.
- c. Cooperate with other participating counties in planning and conducting the camp.

C. Conservation Camp:

(1) Agent's Objectives:

- a. Provide limited number of boys and girls who have made a definite contribution to conservation with an opportunity to further their interest and contribution.
- b. Allow deserving boys and girls who have never attended to do so.
- c. Encourage a leader to attend if quota is provided for them.

(2) Agent's Contribution:

- a. Participate in unbiased selection of boys and girls to attend.
- b. Encourage those selected to attend
- c. Help make necessary preparation for attendance

D. 4-H Camp - Holiday Lake

(1) Agent's Objectives:

- a. Provide camp experience for younger boys and girls who meet requirements.
- b. Encourage interest in 4-H club work through camping experiences.
- c. Assist with planning a program of interest and educational value to this age group.

(2) Agent's Contribution:

- a. Attend planning meeting and participate in anyway to provide a more smoothly running camp.

b. Encourage a variety of camp classes in which campers may enroll according to choice.

c. Cooperate with camp director and other county personnel involved.

#### 4. Club Trips

##### A. Agent's Objectives:

1. Plan educational trips with deserving clubs
2. Stimulate clubs working and sharing together
3. Encourage interest in 4-H club work, particularly among senior club members.

##### B. Agent's Contribution:

1. Encourage the planning of an educational trip with the deserving clubs.
2. Encourage clubs to sponsor money making projects to eliminate excessive individual expenses
3. Allow participating clubs to set their own schedules or eligibility.
4. Encourage the attendance of leaders
5. Assist clubs in making reservation and transportation arrangements.

#### 5. Project Training Meeting:

##### A. Agent's Objectives:

1. Hold a project training meetings in the following fields for adult and junior leaders:
  - a. foods
  - b. clothing
  - c. home improvement
  - d. home management
  - e. home gardening
2. To offer project training in the available home economics project.
3. To help secure more leaders and give them something to do and give them training in the respective subject matter fields.
4. Encourage high percentage of record completion
5. To provide trained leader available to help furnish each club member with material and help to complete their project.

##### B. Agent's Contribution:

1. Plan training meetings in major subject matter fields separately.

2. Assist with transportation arrangements
3. Work with experienced leaders and specialists in planning information to be presented.
4. Develop part of the training period to stressing record completion.
5. Promote demonstrations at training meetings for members
6. Outline the organization of project training groups for leaders to conduct in their neighborhood.

6. Electric School:

A. Agent's Objectives:

1. Give specific training in projects of interest to both boys and girls.
2. To increase interest in 4-H club work
3. To raise standards of living
4. To teach boys and girls to make simple electrical repairs and provide adequate lighting in their homes.

B. Agent's Contribution:

1. Cooperate with power suppliers and local dealers in planning and preparing for the school
2. Contact local firms or industries to arrange for tour.
3. Use adult and junior leaders to help teach classes, workshops and keeping records
4. Assist with the planning and teaching of classes and workshops.
5. Encourage holding a demonstration contest

7. Fairs (Bedford County Fair, Lynchburg Farm Show, Atlantic Rural)

A. Agent's Objectives:

1. Give members an opportunity to show and be recognized for their efforts.
2. Encourage competition
3. Have 50% of the club members exhibit of 4-H club projects in some fairs.

B. Agent's Contribution:

1. Cooperate with sponsoring organizations
2. Make recommendations to the catalogue committee
3. Assist with entering exhibits
4. To promote club educational exhibits
5. To assist with getting exhibits to respective fairs

8. 4-H Club Day

A. Agent's Objectives:

1. To promote interest in 4-H club work by providing an annual social event in which members may participate.
2. Offer parents and leaders an opportunity to participate with their youngsters in a 4-H club activity.
3. Offers all clubs an equal chance at having a club social.

B. Agent's Contribution:

1. Solicit the cooperation of 4-H club leaders in preparing for 4-H club day lunch.
2. To assist with surveys to indicate the number expecting to participate.
3. To met with the executive committee of the county council in planning an interesting and educational program.
4. Encourage each club to have participats in competitive contests to make club banners, etc. in preparation for the day.

9. County Achievement Day

A. Agent's Objectives:

1. Recognize accomplishments of 4-H club members
2. Have exhibits or a float parade in connection with Achievement Day.

B. Agent's Contribution:

1. Secure cooperation of school officials in making awards
2. Encourage a high attendance of club members, parents and leaders.
3. Assisting with arranging for an intersting program

10. Community clubs

A. Agent's Objectives:

1. Encourage clubs to take pride in improving their communities.
2. Have clubs erect 4-H club entrance signs
3. Promote safety and anti-litter campaign, mailbox improvement throughout the county.
4. Encourage some clubs to make favors for hospital trays.

B. Agent's Contribution:

1. Encourage each club to select one community improvement project to work with:
  - a. Encourage clubs to improve schools conditions in some way.
  - b. Encourage roadside clean-up.
  - c. Encourage some clubs to make favors and decorations food baskets, etc. for the sick and aged.
2. Promote mailbox improvement throughout the senior clubs in certain communities
3. Cooperate with rural organizations in serving meals programs (demonstrations and entertainment).

D. Young Men and Womens Work

1. Organization:

A. Young men and womens club -

This group is made up of young men and women between the approximate ages of 18 and 30. Membership in this group is open to young married couples and single men and women. This group offers an opportunity for rural young people to get together regularly and enjoy some type of educational or recreational program; or an opportunity for fellowship and the discussion of community problems.

2. Project Work:

A. Handicraft

1. Agent's Objectives:
  - a. Offer a program which will be of interest to both young men and women.
  - b. A project that will provide a finished product to take home.
  - c. Contribute to simple home furnishings
  - d. Provide a relaxing yet constructive type of program

2. Agent's Contribution:

- a. Demonstration methods of making certain handicraft
- b. Provide catalogues and price lists for which materials may be ordered.
- c. Encourage members to show or exhibit completed articles.

3. Y. M. W. Activities:

A. State Leadership Camp:

1. Agent's Objectives:

- a. Encourage interest and participation in State wide YMW organization.
- b. Have state leadership camp serve as a training meeting for YMW leaders
- c. Get program ideas

2. Agent's Contribution:

- a. Encourage as many YMW members as possible to attend.

B. Encourage a cooperative program by the YMW group and special interest activities of the home demonstration clubs on family life.

- 1. Proposed topics "you and your date"
- 2. "You and your mate"

V. Scope of Work

A. Organization

	<u>No. in 1958</u>	<u>Goal 1959</u>
Number of Home demonstration Clubs	20	20
Membership	385	385
Number of 4-H Clubs	59	59
Membership	1683	1700
No. young men and women's clubs	1	1
Membership	18	24
No. Community Improvement Clubs	2	2
Membership	285	300
No. Home Economics Committees	1	2
No. General interest committees	0	1
No. Youth committees	0	1
No. Other organizations	1	1
No. Farm and Home development families	20	20

VI. Plan for leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
A. Over-all Program Leaders (Organization leaders for county Extension Service Board)	<u>14</u>	<u>14</u>
B. Home Demonstration Club Leadership	<u>No. in 1958</u>	<u>Goal 1959</u>
Number organizational leaders	110	116
Number project leaders (Subject Matter)	120	130
No. Federation program of work Chairmen	22	22
No. Program Development leaders	20	20
No. Result demonstrators	13	15
No. Meetings at which leaders were trained by specialists	6	7
No. meetings at which leaders were trained by district agents	0	0
No. meetings at which leaders were trained by agent	15	20
Attendance at training meetings	325	350
No. club meetings held by leaders without agent present	35	50
No. club meetings in which leaders assisted	460	470
Total No. demonstrations given by leaders	25	30
C. Over-All Youth Leaders (Organization leaders for county Youth Council)	<u>No. in 1958</u>	<u>Goal 1959</u>
	0	20

D. 4-H Club	<u>No. in 1958</u>	<u>Goal 1959</u>
No. 4-H Club Officers	531	535
No. adult project leaders	60	75
No. Junior project leaders	175	200'
No. Result demonstrations	3	5
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	25	30
No. meetings at which leaders were trained by personnel in 4-H Department.	0	1
No. meetings at which leaders were trained by others	1	10
Attendance at leader training meetings	401	500
No. 4-H leaders trained individually	263	250
No. Club meetings held by leaders without agent present	12	50
No. club meetings at which leaders assisted	425	450
No. demonstrations given by adult leaders	59	60
No. demonstrations given by junior "	450	500

E. Young Men and Young Women's Clubs	<u>No. in 1958</u>	<u>Goal 1959</u>
Number club officers	4	4
Number adult leaders or sponsors	2	2

VII. Work with other Agencies:

A. Agency

1. County Health Department:

B. Plans of cooperation

1. Cooperate with Health Department on weight control club
2. Preparing material for health and nutrition committee
3. Preparing materials for leaders manuals in certain projects
  
2. County Welfare Department:
  - a. Visit and plan with families with which both welfare and extension work
  - b. Provide assistance for welfare families when requested.
  
3. F.H.A.
  - a. Work with F.H.A. families through H. D., YMW and 4-H clubs
  - b. Visit F.H.A. homes when assistance is needed and requested on home making problems.
  - c. Allow county H. D. Room to be used by this group for special meetings
  
4. A.S.C. AND S.C.S. (Agricultural Stabilization and Conservation and Soil Conservation Service)
  - A. Discuss programs and what assistance may be rendered
  - B. Work with those groups throughout the county professional workers council.
  
5. P.T.A.
  - a. Assist with preparing special programs pertaining to an Extension sponsored activity for P.T.A. and Community league meetings
  - b. Supply materials for or assist with such groups in anyway when assistance is requested.

VIII. Plans for developing good public relations in County with:

A. Co-Workers:

1. Meet with co-workers for regular office conference and cooperate in executing a unified county extension program.
  
2. Try to become more familiar with duties and activities being conducted in other departments.

B. General Public:

1. Greet the public courteously
2. Make contacts and cooperate with other public officials and civic organizations.
3. Join appropriate civic organizations in order to make new contacts.
4. Be available to serve when assistance is requested.
5. Try to observe regular office hours and if necessary be willing to work overtime.

C. Elected Representatives:

1. Invite representatives to talk to interested clubs on pertinent subjects regarding current legislative matters.
2. Encourage club members to write to representatives regarding current legislative matters.

D. Commercial Interests:

Cooperate with the following commercial agencies so far as not to conflict with extension policies in arranging for demonstrations, exhibits and educational programs:

1. Power suppliers
2. Dairy Council
3. Public agencies, such as radio, TV and press
4. Local business concerns

E. Other Professional Workers:

1. Cooperate with other professional workers through the professional workers council and unorganized home economists groups.
2. Offer TV programs occasionally to workers that do not have them scheduled.
3. Encourage active participation of and offer cooperation to professional workers on the special interest committees on the county Agricultural Service Board.
4. Give demonstrations, if possible, when requested
5. Provide fellow professional workers with a copy of new bulletin publications.

IX. Give plans for recording process and evaluating programs as planned for 1959:

1. Keep accurate daily records

2. Program planning chairman of home demonstration clubs assist with accurate record keeping by filling out a questionnaire monthly on the club program and activities and sending it to the Extension office.

3. Each home demonstration club fills out a club summary report on survey sheet pertaining to the years program at the end of the year.

4. Agents check annual plan of work occasionally, at least quarterly, to see that it is being conducted as planned, or followed as closely as is practical.

X. Professional Improvement:

A. Organized Study

1. Schools - none are planned
2. Short Courses - The Agent or assistant agent, if the county has one, will probably attend the State 4-H Club Short Course.

B. Professional Reading:

This agent reads two daily newspapers, plus the two county weeklys Consumers Research Bulletin, Ladies Home Journal, What's New in Home Economics, Forecast, American Home, Farm Journal, Family Circle, Progressive Farmer and Reader's Digest.

C. The agent is a member of A.A.E.A. and the V.H.E.A.

D. Other Organizations:

1. Liberty Academy P.T.A.
2. Girl Scout Council

E. Educational Trips

No designation has been chosen, but this agent usually travels on her vacation time.

XI. Cooperative plans for a unified Extension program:

1. All agents are working on one coordinated 4-H club program
2. All agents meet with special interest committees and commodity groups of the county Agricultural Service Board.

3. Participate in, and assist with agricultural field days, and annual meetings to which the home agents are invited and extended an invitation to the county agricultural agent to H. D. Achievement Day, result demonstrations and other countywide H. D. meetings.

4. Home Demonstration agents and county agricultural agents work cooperatively with community improvement clubs and a I.M.W. group.

5. Home demonstrations agents and county agricultural agents work together with farm and home development families.

## XII. Problems

### How agent plans to meet them:

1. Training and using 4-H leaders  
(Adult and Junior)

1. A. To hold special interest meetings including project instruction and record keeping.

B. Encourage leaders to work with neighborhood groups in a specific project, and be responsible for record completion of these members.

C. Secure leaders to meet with regular 4-H club meetings.

2. Low percent record completion.

2. A. Hold county-wide clinic for project instruction and filling out records in each major project field for both leaders and members enrolled.

B. Secure and train leaders in each major project field.

3. Inadequate help for leaders

3. Assemble leaders manuals in each major project field.

4. Plan too many 4-H club activities on "the spur of the moment".

4. A. Encourage and assist with drawing up a county 4-H yearbook earlier in the year.

B. Plan program calendar further in advance.