PLAN OF WORK

RICHMOND COUNTY - 1961

I. County Situation

Richmond County, a small agricultural county on the Rappahannock River, has as it's main source of income, grain, soybeans and corn. The river does not add much to the income of the white population.

The population of 6,189 is composed of 4,062 white and 2,127 negroes (1950 Census). According to the 1959 Farm Census there are 442 farms in the county of which 370 are white and 72 negro. Many farmers supplement their income by working off the farm.

The county seat, Warsaw, is the center of activity for Richmond County, and for the entire Northern Neck of Virginia. In recent years an increase in businesses, including a garment factory located in Warsaw, has given employment to many families and has also brought new people into the locality.

Approximately 95% of the farms have electricity, 1/3 have telephone service and 35% have running water. There are two white high schools in the county at the present time, which incorporate all twelve grades. Plans are now being made to build a consolidated High School for Richmond County which should be completed in January 1962. There is one negro High School and two negro Elementary schools.

There are no means of drawing the communities together other than through the churches or Extension sponsored activities. As there are few recreational activities available, recreation for the young people is a definite problem and need. Although a small influx of new families has begun, the majority of the families have lived in the area for generations.

Public Utilities in the county include the main office of the Tidewater Telephone Company and two electric companies, one being an REA Cooperative. The Cooperative has aided the Extension program by offering the use of their adequate meeting facility.

II. Extension Program - Adult

A. Organization

County Agricultural Extension Service Board

The County problems were discussed at some length in February 1956. Since that time the Extension Agents, aided by persons represented on this Board, have attempted to plan activities and programs which would help to improve the problems as determined by the Board. In 1961 the Agent will continue to cooperate with the Board on any new plans set up.

At the present time there is no active Home Economics Council, General Interest, or Home Economic Committee. One or two Home Economic committees will be formed as soon as sufficient interest is shown and can be determined by the Agent. The members on such a committee would include homemakers representing various areas in the county.

The County Home Demonstration Club Committee is composed of Club Presidents, Program Development Leaders, and key people in the county. This committee aids the Home Agent in planning the program for H. D. club groups. This committee meets twice a year. The Agent expects to cooperate with this committee.

B. Subject Matter and Special Emphasis Areas

Foods

| Problems | Topics to be Included | Number Groups |
|---|---|---|
| 1. Limited time for preparing meals<br>2. Same methods of preparing fruits & vegetables used without change.<br>3. Important vitamins lost due to poor cooking methods.<br>4. No knowledge of nutritious low calorie refreshments.<br>5. Limited income necessitates gifts prepared at home. | 1. Master Mix<br>2. Quick Nutritious Meals<br>3. Using Fruits & Vegetables in the family menu.<br>4. Simple Refreshments (low calorie)<br>5. Christmas gifts from the kitchen | 1 H. D. Club<br>2 unorganized groups |

| Goals | What is to be Learned | Plans for carrying out program and measuring results |
|---|---|---|
| 1. To teach homemakers to save time when preparing meals.<br>2. To teach homemakers to retain vitamins when cooking.<br>3. To help homemakers see the need for low calorie refreshments.<br>4. To show homemakers ideas for gifts which can be given from the kitchen. | 1. How to plan menus in advance.<br>2. Methods of cooking that will retain vitamins & minerals.<br>3. Ways to prepare low calorie refreshments.<br>4. How to make gift foods for Christmas.<br>5. Different ways to use garden fruits & vegetables to save the homemaker's food budget. | 1. Method demonstrations by Agent.<br>2. Three radio talks by Agent<br>3. Home visits<br>4. Fair exhibits<br>5. Club Achievement Report |

Clothing

| Problems | Topics to be Included | Number groups |
|---|---|---|
| Homemakers need information on making Bound Buttonholes<br>No knowledge of basic principles of Pattern Alteration.<br>Homemakers need information on construction principles to look for when buying clothing | Bound buttonholes<br>Better dress through alteration | 1 H. D. Club<br>2 Unorganized groups |

| Goals | What is to be Learned | Plans for Carrying out Program and Measuring Results |
|---|---|---|
| To teach homemakers to make bound buttonholes.<br>To make homemakers aware of good clothing construction in ready-made clothes.<br>To help homemakers learn basic principles of pattern alteration. | 1. The technique of making bound buttonholes on different fabric weights<br>2. How to recognize good construction in ready made garments.<br>3. Methods of altering patterns to fit problem figures.<br>4. How to recognize alterable ready-made clothing. | 1. Method demonstration by Agent<br>2. Radio talks by Agent<br>3. Fair Exhibits<br>4. Club Achievement Report. |

Housing

| Problems | Topics | Club or Groups |
|---|---|---|
| 1. Large Kitchen but little arrangement<br>2. No knowledge of 3 basic kitchen centers.<br>3. Homemakers use more energy than necessary in their kitchens. | Kitchen Planning & Arrangement<br>Space Savers | 1 H. D. Club<br>2 Unorganized groups |

| Goals | What is to be Learned | Plans for Carrying out Program and Measuring Results |
|---|---|---|
| 1. To teach homemakers useful kitchen arrangement.<br>2. To show homemakers that energy can be saved by proper kitchen planning. | 1. What constitutes the 3 basic kitchen centers.<br>2. How to arrange shelves and drawers for convenience.<br>3. How to save steps and energy in the kitchen. | 1. Method demonstration by Agent<br>2. Tour of re-arranged kitchens<br>3. Leaders trained by Specialist to help with Space Saver meeting.<br>4. Radio talks |

C. Other Activities

Activities such as Home Demonstration Club Community Projects, County H. D. Club Objectives, National H. D. Club Week activities, Achievement Programs, Fairs, and Tours definitely aid the over-all Extension Program by promoting a better relationship in the County.

National H. D. Week - a radio program interviewing the officers of the County H. D. Club Committee, and telling how H. D. work has advanced in the county can be presented by the Agent. News articles given to the local paper can also help to spread publicity about H. D. Week.

Northern Neck Agricultural Fair

Homemakers will be encouraged to enter individual exhibits. Each H. D. Club will be expected to develop and enter an educational exhibit on some phase of the program which they feel would make the most effective exhibit.

Achievement Day Program

At the Annual Agricultural Board Banquet a report will be given on the progress made in the County Home Economics Extension work. Individuals and groups who have done special work will receive recognition.

D. Farm and Home Development

Number of families worked with - 1960: 5
1961: 1

At the present time the Agent feels that attention should be concentrated on establishing a good and worthwhile Farm and Home Development Program with one family with the idea of eventually reaching other county farm families.

A progress report will be kept on the family which the Agents now assist.

III. County Extension Program - Youth

A. Organization

The 4-H County Council is composed of 4 officers from each of the 10 County Clubs. This Council meets on the average of once a month and with the help of the County Council Officers, a County 4-H Yearbook is published for all county 4-H members. The Council spearheads all money-making projects undertaken by the County 4-H Clubs.

4-H Project Work - Subject Area

| Electricity | Topics to be Included | Number clubs involved |
|---|---|---|
| | 1. Report on Electric Congress by County Winner<br>2. Christmas Safety<br>3. Lamps for Study Areas<br>4. Care of Appliances<br>5. Fuses and How to Replace them<br>6. Repairing service cords | Two |

**Goals**

1. Teach 4-H members the reason for good lighting at school and at home.
2. Have 4-H members respect electricity.
3. Help 4-H members learn to use electricity to their advantage.

**What Members are to Learn**

1. How to repair a service cord
2. How to clean and care for appliances
3. How to replace fuses.
4. The correct amount of light for the study area.
5. How to prevent electrical accidents.
6. How to improve lighting in the home.

**Plans for Carrying out Project**

1. Home Economist from N.R.E.C. and Home Economist and Agric. Engineer from VEPCO conduct programs.
2. Hold Countywide Electrical workshop for a whole day.
3. Send two County Electric winners to Electric Congress.

Forestry

Topics to be Included

1. Identifying trees by leaf and fruit
2. Method of planting young trees
3. Care of young trees
4. Disease affecting growth of trees
5. Forest safety precautions

Number clubs Involved

Four

Goals

1. Have 4-H members respect their forest land.
2. Show 4-H members the importance of trees in our economy.
3. Teach 4-H members how seeds are distributed by nature

What members are to Learn

1. To identify at least 25 trees.
2. How to plant and care for trees.
3. The types of common tree diseases.
4. How to prevent tree diseases.
5. Safety rules to use in the forest.

Plans for Carrying out Project

1. Talks by the Ass't. Agric. Agent
2. Method demonstration by State Forest personnel.
3. Field trip to Forest
4. Method demonstration by a Chesapeake Corporation Forester.

Career Explorations

Topics to be Included

1. Correct manners & dress in job interviews.
2. A career as Home Economist
3. A career as a Nurse
4. A career as a Secretary
5. A career as a Teacher
6. Recruiting officers

Number clubs involved

Two

Goals

1. Help 4-H members choose a suitable career.
2. Show 4-H members the many careers available to-day.
3. Help members realize the advantage and limitations of planning a career.

What Members are to Learn

1. How to dress and conduct themselves during a job interview.
2. Education and Personality requirements necessary for a job in Home Economics.
3. Education & Personality requirements necessary for a job in Nursing.
4. Education & personality requirements necessary for a job as Secretary.
5. Education & personality requirements necessary for a job as Teacher.
6. Opportunities available through the Armed Services.

Plans for Carrying out Project

1. Ass't. Manager of the local Electric Cooperative to speak on Dress and Manners.
2. Home Economist to speak and show slides on careers in Home Economics
3. Registered Nurse to speak on the field of Nursing.
4. Graduate Secretary to speak on the field of Secretarial work.
5. Teacher to speak on the field of Teaching
6. Recruiting Officer to speak on Opportunities in the Armed Services.

C. Other Activities

The Agent feels that 4-H activities other than the regular project groups, contribute a great deal to the success of the over-all program.

Jamestown 4-H Camp

4-H members will broaden their scope of the State 4-H program and learn new ideas which can be brought into their individual clubs. This camp also gives potential leadership a chance to develop.

Contests

4-H members will be encouraged to participate in the District Contest so that they can see the value of such competition and so they can bring ideas back to their individual clubs.

Club Picnics

Senior members learn to plan all aspects of such a group get-together and carry through with their responsibilities. A greater fellowship among members and between Agents and members is developed which benefits all concerned.

Fairs

4-H members will be expected to participate individually and as a group in the local Northern Neck Fair.

IV. Scope of Work

| A. | No. in 1960 | Goal for 1961 |
|---|---|---|
| No. H. D. Clubs | 1 | 4 |
| Membership | 17 | 48 |
| No. HD Groups (unorganized) | 2 | 1 |
| Membership | 18 | 12 |
| No. 4-H Clubs | 11 | 11 |
| Membership (girls only) | 123 | 149 |
| No. YMW clubs | 0 | 0 |
| No. Community clubs | 0 | 0 |
| No. Home Ec. Committees | 0 | 2 |
| Membership | 0 | 12 |
| General Interest Committees | 0 | 0 |
| No. Youth Committees | 0 | 1 |
| Membership | 0 | 12 |
| No. Farm & Home Development Families | 1 | 1 |
| No. other families reached | 99 | 105 |
| No different families reached | 304 | 342 |

Areas Needing Emphasis

The Agent feels that the whole scope of Adult work still needs a concentrated effort in order to have a beneficial Home Economics Extension program and a real understanding of Extension work.

Many home visits will be made with the hope of organizing clubs or special interest groups which can promote a better understanding of the Extension Program. Specialists assistance will be requested to help the Agent plan according to recommended procedures.

B. Plan for Informing the Public

a. Radio - a monthly program prepared according to present activities and season of year.
b. Press - Organized clubs are urged to send regular news items to local paper. Special activities are written and released by the Agent.
c. Individual contacts - the Agent plans to use letters, home visits, phone calls and office calls to promote this area.
d. Meetings - The Agent will accept the offer of any Civic, Church, or professional group to be a part of their program.

Result - Better public relations are expected due to better understanding on the part of more informed people.

Plan for Working in Unorganized Areas

Where special interest groups show a need and willingness the Agent will develop a program with the homemakers of the area.

It is felt that a home visit is the most effective method of stimulating and determining interest in unorganized communities.

V. Leadership

A. Plan for Leadership

| 1. County program Leaders | No. in 1960 | Goal for 1961 |
|---|---|---|
| a. County Agricultural Extension Service Board | 36 | 36 |
| b. Youth Council | 0 | 0 |
| c. Home Economics Council | 5 | 5 |

2. Home Demonstration Leadership

| | No. in 1960 | Goal for 1961 |
|---|---|---|
| No. organizational Leaders | 6 | 12 |
| " project leaders (subject matter) | 2 | 6 |
| " Federation FCW chairmen | 1 | 3 |
| " Program Development leaders | 1 | 3 |
| " Result demonstrators | 0 | 2 |
| " tr. mtgs. by Specialists | 1 | 2 |
| " " " " Dist. Agent | 1 | 1 |
| " " " " Agent | 0 | 2 |
| " " " " Others | 0 | 1 |
| Attendance at all tr. mtgs. | 6 | 32 |
| No. mtgs. held without Agent | 1 | 3 |
| " " leaders assisted | 1 | 3 |
| Demonstrations by leaders | 1 | 3 |
| Talks & discussions by leaders | 6 | 20 |

3. 4-H Club Leadership

| | | |
|---|---|---|
| No. club officers | 40 | 44 |
| " adult project leaders | 3 | 6 |
| " junior " " | 0 | 2 |
| " tr. mtgs. by Agent | 1 | 2 |
| Attendance at ldr. tr. mtgs. | 35 | 46 |
| No. club meetings at which ldrs. assisted | 2 | 10 |
| No. demonstrations given by adult ldrs. | 8 | 12 |
| " " " " junior " | 2 | 6 |

B. Strengthening Leadership

In order to have a strong and beneficial Extension Program in Richmond County, volunteer leaders in both 4-H and Adult club work are greatly needed. Progress in this area of leadership seems very slow but by making many home visits with potential leaders, confidence and understanding will be developed and thereby aid the entire Extension program.

VI. Special Consideration

A. Plan for maintaining and strengthening good public relations.

State Extension Organization

Good public relations will be maintained by cooperation in the building of the entire Extension program by office conferences, and by notifying the staff of all Extension activities.

Parent Institution

The Agent will, through prompt correspondence and thorough planning, make all necessary arrangements for Specialists visits to the County. The Agent will answer, on time, any surveys or requests sent from V.P.I.

Elected and Appointed Officials

The Agent will send invitations to officials regarding special Extension activities.

As in the past, the Agent will cooperate with any program planned by the Board.

Organizations

The Agent will talk with Principals and teachers about the projects their children are taking in 4-H in order to promote better understanding.

The Agent will cooperate with PTA groups and Church Circles by presenting a program.

Businesses

The Agent will notify the Home Economists of both Utility companies of special interest meetings and support their planned programs. An effort will be made to patronize the local businesses when planning a demonstration.

Mass Media Personnel

Observe deadline dates and send up-to-date, interesting articles for publication. Cooperate with the radio station by being prompt for all programs.

Other Agencies

The Agent will participate in the activities of such Agencies as Health Dept., Red Cross, Welfare, and F.H.A. whenever possible. Notify these Agencies of Extension Programs which would fit into their program.

Individuals & Families

Be prompt and friendly in sending requested materials, answering the phone, be courteous and helpful during home visits and office interviews.

B. Plan for Professional Improvement

The Agent will attend Professional meetings and workshops, and Training meeting in subject matter areas. Further improvement will be made by subscriptions to professional magazines and Extension USDA Publications.

C. Phase of County Program Contributing to Family Living

The formation of special interest groups, either on an organized or unorganized basis, will make the most significant contribution to better family living.

These special interest groups will be formed in communities where homemakers desire to follow through on one particular phase of the Home Economics Program.