

VIRGINIA AGRICULTURAL EXTENSION SERVICE

PLAN OF WORK

PROJECT VI

4-H AND OTHER EXTENSION YOUTH PROGRAMS

JULY 1, 1963 - JUNE 30, 1964

<u>NAME</u>	<u>TITLE</u>	<u>PERCENTAGE OF TIME DEVOTED TO EXTENSION</u>
Jack M. Tyree	State 4-H Agent	Full-Time
R. W. Blanton	Assistant State 4-H Agent	Full-Time
Margaret Gulley	Associate State 4-H Agent	Full-Time
Shirley Patton	Assistant State 4-H Agent	Full-Time
J. A. Reynolds	Associate State 4-H Agent	Full-Time
A. R. Slayton	Associate State 4-H Agent	Full-Time
W. A. Turner	Associate State 4-H Agent	Full-Time

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George E. Russell - Educational Leave

DATE APPROVED: April 12 1963

SIGNED:

W. H. Dingity  
State Director of Extension

DATE APPROVED: JUN 24 1963 1963

SIGNED:

Lloyd H. Damm  
Administrator, Federal Extension  
Service, U. S. Dept. of Agriculture

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#### GENERAL SITUATION

The 4-H and other Extension Youth Programs cover efforts of Extension to provide educational assistance to youth in furtherance of their growth and development. Work under this project includes individual learn-by-doing projects and counseling, group projects and group activities. It is designed to organize all resources for the most effective assistance to youth with their growing up problems; including the development of character, leadership, citizenship attitudes and ideals, as well as vocational skills and an increased understanding and appreciation of science. The project is outlined to include:

- A. Educational work for youth in agriculture, homemaking, family and community living, and related areas.
- B. Teaching subject matter related to individual and family decision-making processes, effectively adjusting to changes, trends and new technology.
- C. Developing the leadership capabilities of youth and volunteer adult 4-H Club leaders. The latter would include recruitment, teaching, serving and recognition of adults for volunteer 4-H leadership roles.
- D. Providing activities and events which support and supplement basic objectives of Extension work with youth.

Virginia continues to increase in population and in urbanization. As the nation's population increases, Virginia's increase is slightly more than her proportionate share. There are three large cities in the state, and it is adjacent to a large metropolitan area. Two of the trends which effect us are: (1) There are more young people in the state each year, and (2) A

larger percentage of them are classified as urban and rural non-farm each year.

According to the 1960 census, there were 665,000 young people in Virginia between the ages of 21 and 30. Two-thirds of those are in urban areas. Approximately 56 per cent of the 773,000 youth between the ages of 19 and 21 are urban.

The fast changing patterns of living create many problems. New trends give added significance to planning and management of family resources and to family life education. Youth continue to need the skills of basic agriculture, homemaking and good management; the development of sound human relationships and group participation to strengthen responsible citizenship.

The Extension youth program reaches youth who are future leaders for agriculture, homemaking, industry and all related fields. It is significant to note that the youth effected by the Extension youth program will not only be producing the food and fiber but also providing the population for industrial development.

The large number of young people becoming ten years of age each year increases the opportunities and responsibilities of the Extension Service in its work with youth. The challenge for Extension is to provide adequate and timely training for an increasing number of young people 10 to 30 years of age. Experiences are needed to provide useful training in leadership, character development, citizenship, agricultural industry, home economics and related projects. Active and progressive leaders are needed who understand the opportunities offered in our way of life and who will work actively to preserve our freedom, opportunities and responsibilities.

The rapidly increasing number of youth calls for specially oriented programs for young people and for the volunteer leaders who assist them. Therefore, the State 4-H Staff will devote major emphasis to programs stressed in the following listed areas.

## EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Youth Programs

PHASE: Leadership - Adult      FISCAL YEAR: 1963-64

The Situation: 4-H enrollment has increased from 56,121 in 1958 to 68,098 in 1962. There was a decrease of 3,864 club members from 1960 to 1962, but an increase on 17 organized clubs. The number of adult volunteer 4-H leaders has increased steadily from 3,474 in 1951. Agents reported in the Annual Statistical Report of County Extension Workers that there were 6,451 4-H leaders whereas, on the 4-H supplementary report, they indicated 4,455 leaders.

Figures show an average of 1.8 leaders per club and 15.3 club members per leader, but this is not a true picture of the adult leadership in the state. The number of adult leaders in counties over the state varies. One county with 1,677 members does not have any adult leaders while another county with 192 club members has 36 leaders. There is a wide variation in the duties performed by the leaders in school and community clubs, as well as a wide variation in the amount of responsibility given to the leaders and assumed by them. This indicates that Extension agents are applying only a part of the training they have received in leadership development. Two recent state publications have been developed for leaders, "The 4-H Adult Leaders Handbook," and "Program Ideas for Adult Volunteer 4-H Leaders." The latter is printed quarterly and mailed directly to leaders from the State Office.

Twenty-one counties have organized adult volunteer leader associations with one of the main purposes being to train leaders. Additional counties have requested assistance in organizing groups and in planning training sessions. Two districts have requested training meetings for their agents on involving adult leaders in their 4-H program. Agents in one county have been given intensified help in leader training. The agents in this county conducted their own leader training meeting.

Leader guides for approximately 12 project unit areas have been developed. Leaders are requesting guides for each project area. Specialists need assistance in developing an understanding of the type information needed by project leaders.

An adult leader's conference is held annually as a source of information, inspiration, and recognition. This conference is to supplement the training given leaders on a county level. Last year, only 48 counties sent representatives to the conference. Requests have been made for a similar type of conference to be held at the district level.

The Specific Problem: Lack of understanding by Extension personnel on the importance of involving leaders and how to effectively involve leaders in the 4-H program.

The Program Objective: To promote a better understanding on the part of Extension personnel on how to involve adult leaders in conducting a more progressive, educational, and successful 4-H program.

TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
1. To have District Agents increase their understanding and to recognize:	Individual contacts	All year	Tyree, Gulley, and other 4-H staff	Emphasis that District Agents give to leader training with their agents
a. the importance of effectively involving adult leaders in conducting a more progressive educational 4-H program.				
b. the role of the agent as a recruiter, trainer, and supervisor of 4-H leaders.	Presentation to district agents' plans for a leader training program	July	Tyree and Gulley	Response of District Agents in selecting pilot counties to begin leader training program.
2. To have agents increase their understanding and to recognize:	Three-week Short Course to include:	July and August	District Agents select agents to take Course	Change of attitude of those agents taking course toward leader-led clubs.
a. the importance of effectively involving adult leaders in conducting a more progressive and educational 4-H program.	a. 4-H Philosophy b. 4-H Objectives c. leader-led clubs d. activities involving leaders e. recruiting, training, using and recognizing leaders f. developmental needs			
	Conferences with co-staff	Throughout the year	Blanton Patton Reynolds	Observe whether or not the number of leader-led clubs increased.
	District and area meetings of agents	October and March		
	New agent training	August	4-H Staff	
	Provide teaching aids and methods for use by 4-H leaders	July and August	4-H Staff and subject-matter specialist	

TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
b. improve their skills in obtaining, training, and effectively involving leaders, and	Work with pilot counties in each district doing intensified leader training	July and Throughout the year	District Agents select pilot county, and 4-H Staff	Number of counties requesting pilot leader training program.
	Literature prepared for leader training program	Throughout the year	Gulley and 4-H Staff	Increased number of leaders and increased responsibilities.
c. gain additional knowledge and skills important to developing, conducting, supervising, and evaluating a county 4-H leader's program.	Program Ideas National 4-H News State Leaders Conference	Throughout the year  November	Gulley and 4-H Staff	
3. To have specialist recognize the need for:	Workshop with specialists on 4-H literature guidelines	August	Tyree and 4-H Staff	Leader guides prepared for each project
a. project leaders				
b. preparing material for project leaders	Individual conferences			Involvement of 4-H project leaders
c. training leaders to teach subject matter.				
4. To have specialist recognize need for:	Individual conferences	Throughout the year	4-H Staff	Number of project leaders in each specialist area
a. preparing material for agents to use in organizing a project in a county			Keynolds Patton Blanton Turner	
b. training agents to train project leaders				



## EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Extension Youth Programs

PHASE: Organization of the 4-H Club      FISCAL YEAR: 1963-64

The Situation: The number of organized 4-H Clubs has gradually increased over the past 12 years. In 1962, there were 2,436 clubs as compared with 1,746 in 1950. Membership is open to interested youth between the ages of 10 and 21. Most clubs are organized on a co-educational basis. Some clubs accommodate an age combination group and others are organized on a junior or senior group basis. Studies show that programs are most effective when they are geared to age groups, and a co-educational club is generally more appealing especially to the older age group.

The predominant type of organization has been the school club; a group organized to meet in school during school hours. The Extension Agent's major role has been to attend each club meeting and assume most of the leadership responsibility. There is a trend toward more community 4-H Clubs. Almost a third of the clubs are now organized on a community basis. Extension agents are encouraged to have an organizational leader for each club and project leaders to teach subject matter as needed. Many counties have not reached this desired goal.

Current training on the community 4-H Club includes a presentation and discussion presented to Extension agents at their scheduled district meetings. A new publication on "Community 4-H Clubs" was distributed in 1962. This bulletin provides information on organizing and planning programs for leader-led community 4-H Clubs.

With the shift of the organizational emphasis, it has been difficult to establish and follow the recommended practice of placing the focus on the volunteer adult leader. Many Extension representatives still associate and practice the school type organizational approach to the community 4-H Club.

The Specific Problem: Extension staff lacks sufficient understanding and knowledge of 4-H organizational procedures to have an effective volunteer leader-led 4-H Club.

The Program Objective: To equip county Extension staff to be effective in providing the type of organization necessary to provide maximum four-fold learning experiences for the maximum number of youth.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
To have the Extension Staff to:				
Develop more favorable attitudes on the importance of effective 4-H club organizational procedures.	Compile report on "Virginia 4-H Facts and Trends" for distribution.	February	Turner	Summary of Extension Agents' Annual Reports
	Distribution of reference bulletins--"Community 4-H Club," and "4-H Leaders Handbook."	Throughout the year	Gulley and 4-H Staff	
	Discussion with Extension agents at conferences and informally.			Analysis of trends as reported in "Virginia 4-H Facts and Trends."
Acquire additional understanding and knowledge about 4-H Club organizational procedures.	Conference with District Agents to schedule training for Extension agents.	November and February	J. N. Tyree	1 2 1
	Conferences with county staffs		Gulley and other 4-H Staff	
	Class discussion and conference during various training conferences.	Summer and Fall	4-H Staff	Personal contacts with Extension staff representatives through conferences, correspondence and general conversation.
Recognize and improve skills needed in organizing 4-H Club groups.	Training meetings and conferences for county Extension agents. Area and/or individual county staff training.	Throughout the year	4-H Staff Patton Reynolds	

## EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Extension Youth Programs

PHASE: Project Literature

FISCAL YEAR: 1963-64

The Situation: There are 41 4-H project areas, 111 different project units, with 337 pieces of literature available. Some units have two pieces of literature while others have 18 pieces. The Extension agents have stated that it is difficult for them as well as the leaders and 4-H members to keep up with so many pieces of literature and their content.

4-H project literature is not always available. Project record books and other project references are being stocked and distributed from the Extension Publication and Supply Room.

The Extension agents "Project Manual," listing available literature for each project, was written in 1958. Since that time, additional projects have been added. Supplementary sheets for the project manual have been developed for some project areas but have not been developed for all the recent listed areas.

With the organization of more community 4-H Clubs, adult volunteer 4-H leaders are being encouraged to accept the leadership role for the club. These leaders are requesting more training in project work. Leader project guides are only available for approximately twelve project areas. Specialists are requesting assistance in developing project guides that will supply leaders with necessary information for conducting effective project work with junior and senior members.

In August of 1962, the Director of Extension appointed a committee to prepare guidelines for specialists to use in developing 4-H project literature to fit various age levels and to meet the needs and interest of boys and girls.

The committee met and the guidelines were presented to the Director in May, 1963.

The Specific Problem: Lack of knowledge in understanding the need for developing 4-H project literature and records for age and developmental levels of 4-H Club members.

The Program Objective: To develop and make available 4-H literature designed to meet the age and developmental needs of 4-H members.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
1. For specialists to become more aware of the need for developing 4-H project literature to meet the age and developmental levels of 4-H members.	1. Meeting with specialist to provide him with: <ul style="list-style-type: none"> <li>a. background information on age levels and developmental needs.</li> <li>b. literature guidelines</li> <li>c. samples of effective project literature from other states.</li> <li>d. slides on leader-led clubs</li> </ul>	August	4-H Staff	Specialists making plans to revise or write 4-H literature following 4-H literature guidelines.
2. To have specialist gain additional information on developing literature for various age levels and to meet the needs and interest of boys and girls.	2. Individual conference with Specialist Program Leader	Throughout the year	4-H Staff	
3. To have specialists make a plan for literature development in their subject-matter area.	Provide appropriate committees to analyze present 4-H literature with specials and make recommendations for revisions following literature guidelines.	Throughout the year	Administrative Staff; 4-H Staff working with Specialist	Schedule of each Specialist's plan for developing 4-H literature.

## EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Extension Youth Programs

PHASE: Programs for Different Age Levels

FISCAL YEAR: 1963-64

The Situation: During the past five years, the 4-H Club enrollment has been hovering around 70,000 boys and girls. According to county statistical reports, 30.49% of the club members enrolled are 13 years old and under and 19.51% are 14 to 20 years old.

There are 41 project areas available to 4-H members; four of these are designed specifically for senior members. Few of the projects are written on a graded approach encouraging participation in different units over a period of years. The 4-H literature committee will make recommendations to rewrite or revise all 4-H literature to meet the developmental needs and interests of different age levels during the fiscal year, 1963.

Senior 4-H Club enrollment is low in most counties. Some counties report low participation by both junior and senior members. They further report few volunteer adult leaders.

The basic parts of the county 4-H Club program are: monthly meetings, activities, events, organizational groups (Honor Club, All Stars, etc.) and incentives.

The Specific Problem: Counties do not have a planned 4-H program.

The Program Objective: To help the Extension staff plan 4-H Club programs designed to meet the developmental needs, interests, and satisfaction of different age levels.

TEACHING OBJECTIVES	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
1. To have Extension staff understand the need for a planned 4-H Club program based on age group abilities and developmental needs.	Provide all Extension staff aides for planning 4-H Club programs based on age group abilities and developmental needs.  a. Meeting with specialist b. Three-week Short Course c. District and area meetings d. Conference with County Staff	Summer and Fall	Blanton and 4-H Club Staff working with specialist	Statistical reports to note change of participation by junior and senior members
2. To have Extension agents acquire additional knowledge to develop a planned 4-H Club program for junior and senior members based on age group abilities and developmental needs.	Specialist and 4-H Club Staff to rewrite, revise, or develop new 4-H literature, based on recommendation of the 4-H Literature Committee, to enable county Extension agents to develop a planned program to meet the developmental needs and abilities of different age groups.	Fall and Winter	4-H Club Staff	County monthly and annual reports
3. To have County Extension Agents increase their skills in identifying and using the resources in their counties in planning programs to meet the needs of youth.	Stress the value of working with organized groups and committees such as the county RAD committee and others.  a. Conference with District Agents b. Area and district meetings	Fall	Blanton and Turner	County groups and committees including youth in their objectives and goals as reported in monthly and annual reports

## EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Extension Youth Programs

PHASE: Other Extension Youth Programs

FISCAL YEAR: 1963-64

The Situation: Approximately 285,000 of Virginia's rural young adults are in the 18 to 30 year old age range. This is a heterogeneous and highly mobile group of individuals. Some are still in high school and many are attending college. Of those individuals not in school, some are full-time employees in business and industry while others are employed on the farm or not employed at all.

Current Extension programs directed toward young people of this age group, though somewhat limited in scope, are designed to help develop each individual's leadership ability. Some of these programs are: (1) 4-H All Stars, (2) Virginia 4-H International Farm Youth Exchange, (3) College 4-H Alumni groups, and (4) State Leadership Camp. All Stars and IFYES are organized on the state level. Each of the six Extension districts in the state also has a district All Star organization and there are 38 county chapters.

Many 4-H All Stars remain active in various Extension youth programs for 4 or 5 years after initiation. While some individuals lose interest and become inactive leaders, others continue to participate in such events until they assume leadership roles in Extension programs for adults.

Even though attendance at State Leadership Camp averages 100 or less each year, those who participate in the program report that it has provided excellent leadership development opportunities.

County Extension Agents reported in 1962 that about 14,000 of the approximately 285,000 rural young people (18 to 30) in Virginia were involved in some programs conducted or co-sponsored by Extension.

1. More than 2,000 individuals participated in 77 Extension-sponsored groups.
2. Approximately 11,000 young people were assisted through jointly-sponsored groups, non-Extension groups and through individual contacts.
3. Some 250 youth of 4-H Club ages (18 to 20), but who were not club members, were assisted by Extension.

The Specific Problem: Lack of understanding among Extension agents regarding the importance of providing adequate opportunities for continued development of young men and women. Agents also lack knowledge and skill in planning effective programs with this age group.

The Program Objective: Agents become effective in planning and conducting programs which will meet the needs of young adults.

TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
1. Extension staff gain an appreciation for the developmental needs of young adults.	In addition to present methods being used, the following are proposed:			
	1. Discuss this topic with agents through individual and staff conferences.	Throughout the year	Slayton and other 4-H Staff	Observe the depth of county Extension programs designed specifically for young men and women.
	2. Prepare and present to agents a statement on needs and interests of young men and women.	Fall	Slayton	Check on use of this publication in county training meetings.
	3. Discuss this information through agent training conferences.	Throughout the year	Slayton and other 4-H Staff	Check agent reports for follow-up in applying this information to county programs.
2. Extension agents increase their knowledge of how to provide effective leadership development opportunities for young adults.	1. Prepare and present to agents a statement regarding philosophy, objectives and suggested procedures to be used in programs for young adults.	Fall	Slayton and Reynolds	Observe the depth of county Extension programs designed specifically for young men and women.
	2. Discuss topic with agents individually and in staff conferences.	Throughout the year	Slayton and other 4-H Staff	Check on use of this publication in county training meetings.
	3. Discuss information with agents during various agent training conferences.	Throughout the year	Slayton and other 4-H Staff	Check agent reports for follow-up in applying this information to county programs.



TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
3. Extension agents acquire improved skills in involving young adults in the operation of on-going county Extension programs.	1. Discuss with agents through individual and staff conferences.	Throughout the year	Slayton and other 4-H Staff	Observe the depth of county Extension programs designed specifically for young men and women.
	2. Discuss during various agent training conferences.			Check on use of this publication in county training meetings.
	3. Involve agents in operation of State Leadership Training Camp.	August	Slayton and Reynolds	Check agent reports for follow-up in applying this information to county programs. Determine number of young adults which are involved in operation of various county Extension programs.

EDUCATIONAL PLAN

PROJECT AREA: 4-H and Other Extension Youth Programs

PHASE: 4-H Tenure

FISCAL YEAR: 1963-64

The Situation: Only 64% of the 69,545 4-H members in Virginia in 1961 re-enrolled in 1962. Over 26% of the beginners dropped out during or immediately following their first year in 4-H. Only 11% of Virginia 4-H members continue 4-H work more than 4 years. Tenure of 4-H members in Virginia is 2.5 years and in the nation 2.7. Some studies have shown that about 63% of 4-H drop-outs could be avoided with proper program and methods.

The Specific Problem: A large number of boys and girls do not re-enroll in 4-H because adequate attention has not been given to their interests and developmental needs by the adult volunteer leaders and Extension agents.

The Program Objective: To increase the tenure of 4-H members.

TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
Extension agents and adult 4-H leaders to:	1. Provide facts and trends.	February	Turner	Individual conferences with Extension agents.
1. become aware of the 4-H member drop-out situation in the state, county, and their club,	2. Through agents training in workshops and conference.	Throughout the year	Tyree and 4-H Staff	Review reports of county Extension agents.
2. recognize that tenure is related to program content and methods which are important in meeting developmental needs and interests of boys and girls, and to				

TEACHING OBJECTIVE	METHODS	WHEN	BY WHOM	PLANS FOR EVALUATION OF ACCOMPLISHMENTS
3. Increase and apply skills in programing to meet the developmental needs and interest of junior and senior 4-H members.	3. Write article for "Program Ideas" pointing out program content and methods which are important in meeting developmental needs and interest of boys and girls.	Quarterly	Gulley and Turner	
	4. Provide 4-H leader literature developed to meet the needs and interests of different age groups.	Throughout the year	Specialist	Observe use made of literature prepared.
	5. Provide 4-H member literature developed to meet the needs and interests of different age groups.	Throughout the year	Specialist	
	6. Provide a "4-H program planning guide" for Extension agents to use in working with adult volunteer leaders.		Gulley and Patton	
	7. Encourage Extension agents to help leaders use the "4-H Leaders Handbook."		4-H Staff	Analyze annual reports to determine if tenure is increasing.
	8. To provide agents with tools for leader training.		4-H Staff	
	9. Encourage annual program planning at club level to provide for individual member involvement and recognition.		Patton	

VIRGINIA AGRICULTURAL EXTENSION SERVICE

ANNUAL NARRATIVE REPORT

PROJECT VI

4-H AND OTHER EXTENSION YOUTH PROGRAMS

JANUARY 1, 1963 - DECEMBER 31, 1963

<u>NAME</u>	<u>TITLE</u>
J. M. TYREE	STATE 4-H CLUB AGENT
R. W. BLANTON	ASSISTANT STATE 4-H CLUB AGENT
MARGARET J. GULLEY	ASSOCIATE STATE 4-H CLUB AGENT
SHIRLEY J. PATTON	ASSISTANT STATE 4-H CLUB AGENT
J. A. REYNOLDS	ASSOCIATE STATE 4-H CLUB AGENT
A. E. SLAYTON	ASSOCIATE STATE 4-H CLUB AGENT
W. A. TURNER	ASSOCIATE STATE 4-H CLUB AGENT

DATE SUBMITTED: February 8, 1964

SIGNED: Jack M. Byres

Chairman, Project VI

DATE APPROVED: Feb 29 1964

SIGNED: W. H. D.

State Director of Extension

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Phase: Leadership - Adult

Objective: To promote better understanding on the part of District and County Extension Agents and Specialists on how to involve adult leaders in conducting a more progressive, educational and successive 4-H Club program.

- Teaching Objectives:
- (1) To have District Agents increase their understanding and to recognize:
    - a. the importance of effectively involving adult leaders in conducting a more progressive educational 4-H program.
    - b. the role of the agent as a recruiter, trainer, and supervisor of 4-H leaders.
  - (2) To have agents increase their understanding and to recognize the importance of:
    - a. effectively involving adult leaders in conducting a more progressive and educational 4-H program.
    - b. improving their skills in obtaining, training, and effectively involving leaders, and
    - c. gaining additional knowledge and skills important to developing, conducting, supervising, and evaluating a county 4-H leader's program.

- (3) To have specialists recognize the need for:
  - a. project leaders
  - b. preparing material for project leaders
  - c. training leaders to teach subject matter
- (4) To have specialists recognize the need for:
  - a. preparing material for agents to use in organizing a project in a county.
  - b. training agents to train project leaders.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

District Agents recognize the importance of effectively involving adult leaders in conducting a more progressive educational 4-H program. This was demonstrated by their request for district training for agents on "The Agents Role in 4-H Leadership Development." These requests were promoted by the State 4-H Club Agent in Administration Staff Conference, personal contact with District Agents and through 4-H Leadership Development teaching plans.

Two district agent teams requested the 4-H Staff to present additional information to County Extension Agents at a second series of district training meetings. The Northeast District agents requested and received 4-H Staff assistance with area conferences for County Extension Staffs. The 4-H Staff (Gulley and Reynolds) assisted the agents in the city of Newport News in developing a 4-H Leader-training program at the request of District Agents. District Agents have arranged for a member of the 4-H Staff to council with a number of individual county staffs on expanding the 4-H program through an adult leader program. It has not been possible

to fulfill all of the requests for area conferences with county staffs or requests for individual staff conferences. County Extension Agents are recognizing the importance of effectively involving adult leaders in conducting 4-H programs. Fifty-three per cent of the counties devoted a major section of their annual report to 4-H Leadership Development. Agents are making a greater distinction between the roles of organizational leaders and project leaders. Agents reported the project leaders were secured for new projects like Automotive Care and Safety and Light Horse-Pony before project enrollment was promoted. The following quotes from county annual reports indicate progress made:

"The leaders took a major role in planning the yearly program for both the school and community 4-H Clubs. The program more adequately meets the needs and interests of the 4-H members due to the fact that the leaders work closer with the 4-Hers." (Tazewell)

"Completion of project record books was the biggest we have had. The quality of records was also up. This was largely due to help and suggestions provided by adult leaders. Probably the most important thing of all was that club members had an opportunity to learn more. Interest among parents and other people of the community increased." (Craig)

"Many strides were made this year to increase the leadership in the various clubs. One club has approximately twenty leaders (this includes both project and organization), another newly organized community club, has an organization leader and eight project leaders. Our leadership per member is increasing steadily." (Culpeper)



"Approximately 85 per cent of project instruction was conducted by adult and junior leaders. No previous year has seen as much direct and effective leader activity in all the areas affecting the growth and stability of our youth programs." (Fairfax)

"By actively participating in the planning and conducting of their own programs the club members and leaders show more interest and feel that it is their program and not that of Extension agents. As a result of the procurement and proper training of additional leaders, we have secured 30 additional 4-H members." (Loudoun)

All agents in the state have received information on "leader-led 4-H clubs" and agents in two districts have received additional information about 4-H Leadership Development including recruiting 4-H leaders. Members of the 4-H Staff met with eight county staffs in two area meetings and held training conferences with county staffs. All new agents received some training on "Effectively Involving Leaders in the 4-H Program".

Seventy-nine per cent of the counties had an increase in the number of leaders for a state total of 6,482. Forty-eight per cent of the counties increased the number of organizational leaders and 65 per cent increased the number of project leaders. In 1963, 38 per cent of the 4-H Clubs were leader-led. The number of 4-H meetings conducted by leaders increased 21 per cent.

The 4-H Staff with assistance of others developed a plan for a three-week course for agents on "4-H Leadership Development" to be taught in August of 1964. It has been presented to the Administrative Staff for approval.

Agents have improved their skills in obtaining, training, and effectively involving leaders. Thirty-four per cent of the counties held more county-wide training meetings for organizational leaders than in 1962. Thirty-eight per cent of the counties not holding training meetings in 1962, held training meetings for leaders in 1963.

The agents in city of Newport News conducted a six session training program for organization and project leaders in October and November.

Page County reported, "One phase of our youth work that seems to be most successful is our 4-H adult leaders program. This program consists of recruiting new leaders and motivation of existing leaders. As a result of our leader training program, these things have happened in Page County:

Increased enrollment and attendance in the 4-H Clubs; an increase in members participating in county, district, and state activities; Leaders are doing more of the project instruction; planning and conducting more activities; influencing other adults to become 4-H Club leaders; and are more interested in the 4-H Program at the county and state level.

The role of the 4-H leader in Page County at the present is small compared to the role to come. We in Extension feel that 4-H work couldn't adequately have been done without leaders."

Hampton agents stated in their annual report, "Hampton 4-H adult leaders attended fourteen training meetings during 1963. They were trained by the assistant home agent through home visits, office visits, telephone calls, literature and letters. Hampton leaders developed greatly in leadership ability and self confidence in 1963. They learned to request information and help from the agents and other leaders as they needed it. They all felt they received the training needed to serve as leaders during 1963."

The 4-H Staff prepared a teaching script for agents on "How to Train 4-H Leaders to Conduct an Effective 4-H Club Meeting." At a series of District Meetings, a member of the 4-H Staff (Gulley) demonstrated how to conduct an effective leader training meeting using the script mentioned above.

The agents in West Central District were given an outline for a county leader training program.

Agents are gaining knowledge and skills that are important to developing, conducting, supervising, and evaluating a county 4-H leaders' program. One indication is the use being made of the aids for leaders developed and promoted by the 4-H Department. For example, agents have requested 4-H Program Ideas to be sent each of their 4-H leaders. Agents requested that 566 new 4-H leaders receive National 4-H News subscriptions through a state-wide sponsor. Some agents obtained local sponsorship for an additional 317 subscription. Five counties organized County 4-H Leaders Associations during 1963.

Lunenburg agents reported, "Success in 4-H Club work continues to stem from intensive leadership development. Continued work with leader orientation and training programs has doubled concern and interest among parents and leaders for broadening the 4-H program in the county. The number of project instruction meetings conducted by leaders more than doubled in 1963. Thirty-seven per cent of the 4-H members received project instruction outside of the regular meetings, many of which attended project meetings five times. If the 4-H program continues to move forward a highly intensified effort must be continued in the field of leadership development. Effective leader training can do much to bring about the desired result."

The State 4-H Club Agent worked with District agents in selecting county personnel to assist with certain state 4-H functions. These agents received additional training at these state functions that would help them develop the county 4-H program. Agents stated after attending State Leaders Conference, "We are better equipped to conduct similar training in the counties."

The quarterly 4-H Program Ideas publication is prepared as an aid to agents in their 4-H leadership development program.

The area conferences with county staffs helped these agents to see their role as a program developer, conductor, supervisor, and evaluator more clearly.

Much needs to be done in this area. The proposed three week Short Course for agents will implement this objective.

Specialists are recognizing the need for project leaders, and for preparing material for project leaders and for training leaders to teach subject matter. Some specialists have requested assistance from the 4-H Staff in making revisions in their 4-H project literature that will be in keeping with the 4-H literature guidelines. Some of these specialists have been given individual assistance.

All 4-H Staff members have put emphasis on this phase. Special leadership was provided by Miss Margaret Gulley.

Phase: Organization of Community 4-H Clubs

Objective: To equip county Extension staff to be effective in providing the type of organization necessary to provide maximum four-fold learning experiences for the maximum number of youth in all areas of Virginia.

Teaching Objectives:

- (1) Develop more favorable attitudes on the importance of effective 4-H Club organizational procedures.
- (2) Acquire additional understanding and knowledge about 4-H Club organizational procedures.
- (3) Recognize and improve skills needed in organizing 4-H Club groups.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

Twenty-three counties in the state reported this as an area which received major emphasis in 1963. This fact and comments by agents indicate that they now feel that 4-H Club work can be effectively conducted through leader-led clubs. Favorable attitudes were developed toward organizing 4-H Clubs on a community basis through organizational leaders.

One example of this was expressed by the Northumberland county Extension agents who reported "The proper approach for organizing clubs should be to first recruit an organizational leader for a club." Another agent said "We have learned that the leader-led community club approach is effective way to conduct 4-H Club work." Hanssmond county agents reported "definite changes have been brought about on the part of county people in that they feel it is their 4-H Club program and the leaders are responsible for the success."

Various methods were employed to bring about a more favorable attitude toward this type of organization, one was the distribution of certain literature as follows: Virginia 4-H Club Facts and Trends (Turner), The Community 4-H Club (Turner and Staff) and the 4-H Leaders Handbook, (Patton and Staff). This material pointed out trends taking place in the state, it provided information on organization procedure and gave the leaders a handbook as a guide. Also, this topic was taught to Extension agents individually and in district and area training sessions. (Gulley, Slayton, and Reynolds).

The results indicate that agents' knowledge and skills were increased in this area as 53 Virginia counties (53 per cent) reported an increase in the number of community 4-H Clubs in 1963 over 1962. Another indication of significance is the fact that adult leaders held 1633 more 4-H meetings in 1963 than in 1962.

This area of emphasis was coordinated very closely with the leadership development phase of the Virginia Plan of Work with much emphasis placed on the role the Volunteer Adult leader plays in a community 4-H Club.

At the State Adult Leaders Conference in November, 1963, a workshop was conducted to help leaders see and understand the roles of the organizational and project leaders in the community club.

Phase: Project Literature

Objective: To develop and make available 4-H literature designed to meet the age and developmental needs of 4-H members.

- Teaching Objectives:
- (1) For specialists to become more aware of the need for developing 4-H project literature to meet the age and developmental levels of 4-H members.
  - (2) To have specialists gain additional information on developing literature for various age levels and to meet the needs and interests of boys and girls.
  - (3) To have specialists make a plan for literature development in their subject-matter area.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

Specialists have become aware of the need for developing 4-H project literature to meet the age and developmental levels of 4-H members.

This has been accomplished through informal contacts with members of the 4-H literature committee and members of the 4-H Staff.

Some of the specialists have gained additional information on developing literature for various age levels and to meet the needs and interests of boys and girls.

Specialists in seven subject-matter fields have requested permission of the State 4-H Club Agent to work with members of the 4-H Staff in outlining new project literature that will be in keeping with the proposed literature guidelines. These specialists will have a plan for literature

development in their subject-matter area when the guidelines are released.

These accomplishments were achieved through a 4-H literature committee which was appointed by the Director of Extension in December, 1962. Three sub-committees of the literature committee were formed. The sub-committees have performed and made recommendations in the form of guidelines which are in the process of being edited. When the editing job is completed, they will be presented to the Director for his approval.

A workshop with specialists to discuss 4-H literature guidelines is planned for the near future.

Special leadership was provided this area by Jack N. Tyree, State 4-H Club Agent. Miss Margaret Culley is a member of the committee.



Phase: Programs for Different Age Levels

Objective: To help County Extension Staff plan 4-H Club programs designed to meet the developmental needs for different age levels.

Teaching Objectives:

- (1) Extension Staff understand the need for a planned 4-H Club program based on age group abilities and developmental needs.
- (2) Extension Agents acquire additional knowledge to develop a planned 4-H program for junior and senior members based on age group abilities and developmental needs.
- (3) Extension Agents increase their skills in identifying and using resources in their counties in programs to meet the needs of youth.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

Specialists, district agents, and county Extension personnel better understand the need for the 4-H Club program planned to meet the needs and interest of both boys and girls. There are indications of increased awareness among the Extension agents regarding the importance of developing 4-H projects, program and activities to meet the developmental needs and interest of the various age levels. As a result, project enrollment of members who have been in club work for six years or more shows some increase in 1963. Counties report planning a yearly project program for both school

and community 4-H Clubs for all age groups based on the developmental needs of boys and girls. (Tazewell)

Projects developed especially to meet the developmental needs of senior 4-H members and conducted in Virginia during 1963 included the Automotive Care and Safety project, the Town and Country Business project and the 4-H Career Exploration project. The above projects are limited to the senior age groups. The Automotive Care and Safety project is limited to members 15 years of age and older.

During 1963, the Automotive Care and Safety project was conducted in 58 counties involving 1118 members. County Extension agents reported that the Automotive Care and Safety project had contributed to a sizable increase in 4-H Club enrollment in their counties.

The Town and Country Business project was reported by agents in pilot counties conducting the project to be an excellent incentive for senior club members to remain in 4-H Club work. A total of 139 senior members in nine counties were enrolled in the project. Plans are being made to offer the Town and Country Business project on a state-wide basis in 1964.

The 4-H Career Exploration project showed a 24 per cent increase in enrollment in 1963 over 1962. Fifteen hundred and fifty-six senior members from fifty different counties enrolled in the project. Agents and adult leaders both recognize the importance of providing opportunities for older 4-H members to satisfy their developmental needs to explore the more than 40,000 career opportunities.

County reports indicate that Extension Agents are more aware of the importance of providing younger club members with satisfying learning experiences as well as senior members. The Virginia 4-H camping program is a specific example of how agents are dividing and planning the program to meet the various age levels. During 1963, 9610 4-H Club members attended either a junior or senior 4-H Club camp. This was a 31 per cent increase over 1962. Senior camps were planned and conducted specifically for 3067 senior 4-H Club members. Agents report using questionnaires at the close of camp to obtain additional information from 4-H members concerning interests of the various age levels. (Fage, Patrick). Counties are holding more timely camp planning meetings for adult and junior leaders who assist with the camp program.

More 4-H Achievement records were received at the state level and there was an increase in participation in district and county demonstration activities. These events are all conducted on a junior and senior division basis. One county 4-H council (Shenandoah) chose as an objective to increase participation among club members in club, county, district, and state contests. The agents stated, "Fifty-five per cent additional achievement record books were entered in competition. Boys demonstrational contests were added for the first time. Seventy boys and girls participated in county demonstrations and judging activities, a considerable increase over 1962."

Extension agents' skills were increased in identifying and using available resources within their counties with planning and executing programs to meet the developmental needs of youth. Many counties reported

joint working and planning relations with other professional groups and committees in their counties.

An example was planning and erecting educational exhibits for the Atlantic Rural Exposition. Albemarle County, state winner of four exhibits erected, reported that planning and erecting their exhibits involved members of a 4-H community club, adult leaders, businessmen, a lumber company, a utility company, the Division of Forestry and others. "Winning the first place award was the culmination of community cooperation. Credit for the award belongs to a number of people and organizations," reports the agent.

Franklin County reported cooperative effect among 4-H Club members working with the Red Cross Bloodmobiles. Other counties indicate a high interest and cooperation with county Rural Civil Defense Boards. Leaders and agents distributed literature at monthly club meetings. Illustrated talks, and demonstrations were presented to alert 4-H Club members how to be prepared in case of a nuclear attack. One county reported using a questionnaire to determine knowledge gained about civilian defense by club members from other sources.

The "Youth Speaks" program sponsored by the Virginia Council of Farmer Cooperatives, Inc. gave 4-H Club members an opportunity to attain adult-like experiences in public speaking, and to gain considerable knowledge about cooperatives and the free enterprise system. A large number of the counties reported participation in this activity.

Involvement of Home Demonstration Clubs, Buritan Clubs and 4-H County Councils made scholarships available for boys and girls. These scholarships

were used for club members to attend camps, State 4-H Short Courses, and other out-of-county events. (Dimwiddle)

Thirty-nine counties cooperated with outdoor advertising agencies to post 4-H billboards on Virginia's highways depicting 4-H. Club members of all ages helped to raise funds for the posters to promote 4-H Club work on a nation-wide basis.

One hundred fifty senior 4-H members from all over Virginia attended the State 4-H Conservation Camp which was designed and executed to meet the interests and needs of senior 4-H Club members. This camp was conducted in July by the State 4-H Staff. Various other methods were used to bring about the above results. The State 4-H Club Staff taught needs and interests of individual youth at the New Workers Conference, District Meetings, and at county staff conferences throughout the year. The subject was re-emphasized with specialists through individual conferences and with district staffs in relationship to preparing literature to meet the needs and interests of various age groups. A paper was prepared, presented, and made available by one 4-H Staff member (Slayton) to county workers which identified the needs and interests of various age groups.

Subject-matter material and project instructions in this phase was provided by various subject-matter departments and specialists as follows: Automotive Care and Safety, Mr. E. B. Hale, Agricultural Engineer; Town and Country Business, Dr. Don Long, Agricultural Economist; Career Exploration, Dr. George Blume, Agricultural Economist; Mr. W. P. Bradley, Department of Agricultural Information. Mr. Bradley worked with one

member of the 4-H Staff (Blanton) in developing unit one of a photography project which will be piloted in 20 counties starting in 1964.

All 4-H Staff members emphasized this phase in their teaching and contact with other Extension personnel during 1963. Special leadership was given by E. W. Blanton and W. A. Turner.

A special conference on resource development was planned and held in conjunction with the TVA and six other states in the TVA Region. This conference was designed for senior 4-H members living in counties included in the TVA Region. Senior Club members who participate are given leadership roles designed for this age level both at the conference and through follow up upon return.

The Virginia 4-H Share-the-Fun program reached an all-time high of 4,825 in 1963. This is another activity which is designed to meet the interest and developmental needs of 4-H Club members by age groups. The program is divided into junior and senior divisions at the county level. The senior group participated in the state program during 4-H Short Course in June. This program has provided outstanding leadership opportunities for senior members as they have participated in various educational activities throughout the year.

Phase: Other Extension Youth Programs

Objective: Extension Agents become effective in planning and conducting programs which will meet the needs of young adults.

- Teaching Objectives:
- (1) Extension staff gain an appreciation for the developmental needs of young adults.
  - (2) Extension agents increase their knowledge of how to provide effective leadership development opportunities for young adults.
  - (3) Extension agents acquire improved skills in involving young adults in the operation of on-going county Extension programs.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

Agents now recognize and appreciate the developmental needs of individuals in the age range 18-30. This conclusion is supported by the type of programs and learning experiences being developed with young adults. One county (Washington), for example, developed a toastmasters club providing young adults training in the art of presiding and speaking effectively at meetings. Additional evidence of agents' increased awareness of young adults' developmental needs is found in the following type of statement from agents' reports . . . "Young adults in Richmond County . . . need help to become established as useful and better citizens."

To help agents understand needs of young adults, a member of the State 4-H Club Staff (Slayton) developed a statement regarding this topic

and discussed it with county Extension agents at district and area meetings during the year.

Extension agents are more knowledgeable and skillful in providing effective leadership development opportunities for young adults. County Extension Agents are involving this age group in a variety of programs at local, county, district, and state levels. County reports show that a total of 1,521 young adults from 46 counties were involved in 86 different Extension sponsored groups during 1963. An additional 12,333 individuals from 70 different counties were assisted through young adult programs jointly sponsored by Extension and other organizations.

One of the most effective leadership training opportunities provided young adults has been serving as junior and adult leaders of 4-H Clubs. A total of more than 2,600 individuals from approximately 90 counties in the state reportedly received training and served as junior 4-H leaders during the year. Various functions of the 18-21 year olds in this group included such things as assisting with training 4-H Club officers, helping younger 4-H members develop and present demonstrations and assisting with planning and execution of county-wide achievement days, fairs, etc.

A sizeable, but undetermined number of the 6,482 adult 4-H leaders who serve as organizational and project leaders in the state are in the 18-25 age range. The involvement of these young adults as 4-H leaders provided valuable leadership training for these leaders and their services permitted agents to devote more time to other important functions. A definite accomplishment in this area was noted in the following agent's statement "Young adults (leaders) in our county have become more familiar



with their roles as leaders and they now need less assistance from agents."  
(Albemarle County)

Methods used by State 4-H Staff to help agents bring about greater leadership development among young adults included the preparation and discussion with agents of a statement regarding philosophy, objectives and roles of junior leaders; an intensive leader training program at State Leadership Training Camp and discussion of this topic with agents at the annual New Extension Workers Training Conference. Several members of the State 4-H Club Staff were involved with this phase of the young adult program. Major leadership was provided by Reynolds and Slayton.

Considerable progress has been noted in the involvement of and contributions by young adults in the International Farm Youth Exchange Program during the past year. Two outstanding young Virginians, Gail Lush (Amelia County) and Tom Coffman (Roanoke County) served as IFYE delegates to New Zealand and Uruguay respectively during 1963. Seven young adults from other countries came to Virginia as IFYE Exchangees during the year. Not only did these delegates and exchangees share their own way of life with their host families, but also they continue to serve as ambassadors for better understanding when they return to their home states and communities. The state IFYE Program Leader (Slayton) represented the State 4-H Club Staff in working with this segment of the young adult program.

The 4-H All Star and 4-H Honor Club organizations continue to provide opportunities for personal development of and service by many young adults. A total of 30 counties reported All Star groups with 839 members which met 75 times during the year. Four-H Honor Clubs were reported by 36 counties which listed 1562 members who met 198 times. Agents in one county

(Culpeper) reported that the young adults in their All Star group were . . ."active in supplying leadership for 4-H project work and county-wide activities". Another agent (Shenandoah County) indicated . . ."twenty-nine Honor Club members in our county raised \$198.00 through an auction to build new booths in the county fair building". The young adults' leadership activity through the Honor Club was credited with increased re-enrollment of 4-H Club members in the county. Leadership, at the state level, for the All Star and Honor Club programs has been provided primarily by Reynolds and Slayton respectively.

Eventhough accomplishments in the young adult program have been encouraging during 1963, the greatest challenge in this area lies ahead. As the upper age limit of 4-H Club membership is dropped to 19 by January 1965, Extension agents will have greatly expanded opportunities to administer to the developmental needs of young adults. This challenge actually will demand the careful attention and dedicated leadership of Extension personnel at all levels of the organization.

Phase: 4-H Tenure

Objective: To increase 4-H tenure through program enrichment.

Teaching Objectives:

- (1) Become aware of the 4-H member drop-out situation in the state, county, and their club,
- (2) Recognize that tenure is related to program content and methods which are important in meeting developmental needs and interests of boys and girls, and to
- (3) Increase and apply skills in programming to meet the developmental needs and interest of junior and senior 4-H members.

Major Accomplishments, Methods Used, Effectiveness, and Personnel Involved:

County Extension Agents and adult 4-H leaders have become more aware of the 4-H member drop-out situation through the publication of "Virginia 4-H Club Facts and Trends," which reported state re-enrollment figures and tenure. Provisions were made for counties to determine their re-enrollment and tenure. Approximately 25 per cent of the counties selected this area as to receive major emphasis in 1963.

Additional counties indicated that work was being done in this area. This was evidenced by such reports as "Tenure in 4-H received attention and as a result the older member enrollment has increased 65 per cent over 1962-1963." (Fluvanna county)

In reporting accomplishments, agents indicated that this was a long time major emphasis program. One county (York) stated, "One new club has

been organized and each existing club is reporting increased enrollment for 1963-1964. Figures will be reported in 1964." Analysis of the "1963 County Statistical Reports" showed an increase in total 4-H enrollment and in re-enrollment. However, re-enrollment had not increased at the same rate as the total 4-H enrollment. Tenure figures for 1963 do not show an increase.

"Virginia 4-H Club Facts and Trends" was prepared by the 4-H Club Staff. (Turner) It was discussed with District Agents and distributed to counties by the State 4-H Agent. District Agents and members of the State 4-H Staff worked with Extension Agents in interpreting the information for each county.

County Extension Agents recognized the relationship of tenure to programming to meet developmental needs and interest of club members. The agents also recognized that they and adult 4-H leaders needed to increase their knowledge and apply skills in programming to meet the developmental needs and interest of junior and senior 4-H members. For example, one county (Lunenburg) stated, "Closer attention was given to project selection and individual participation by the 10-12 age group to hold continued interest through the 13-19 age group."

The State 4-H Staff wrote articles in "Program Ideas for Adult 4-H Leaders" and "Head, Heart, Hands, and Health," the 4-H Club paper, encouraging annual club program planning and participation of each member in meetings and activities throughout the year. Radio tapes were also done on the same topic. A sample of items to include in planning a yearly 4-H program are included in the "4-H Leaders Handbook," which is made available to adult leaders.

Involvement of leaders in conducting the 4-H program has continued to increase. Illustrative materials were provided for Extension Agents to use in training leaders on educational experiences that monthly 4-H meetings provide. One county (Alleghany) reported "The result of better trained leaders is reflected in the program of work being conducted by junior leaders and older youth in the county."

As indicated earlier, this is a long range program emphasis area. Increases in re-enrollment and tenure will be re-emphasized as project literature is developed on age levels and as the adult leadership training program grows.

ACCOMPLISHMENTS NOT COVERED IN THE PLAN OF WORK

The State 4-H Staff continued to put emphasis on staff development during 1963. The total staff attended and participated in the "Southern Region State 4-H Club Leaders Conference" in June. The conference provided for professional improvements in the highest degree with lectures and discussions designed to equip staff participants to be more effective in the 4-H program.

Special effort was devoted to developing a graduate training course for county Extension agents primarily responsible for 4-H and Youth Development program in Virginia. This proposal which would eventually involve agents doing 4-H work in all counties in Virginia has been presented to the Administrative Staff for approval.

Individual staff members have performed a variety of college faculty functions throughout the year. One member serves on the committee designed to increase enrollment in the College of Agriculture. The State 4-H Club Agent served on the College of Agriculture Scholarship Committee and handled administration matters relative to the 4-H program.

During the summer of 1963, an opportunity developed for special program expansion work in the Newport News-Hampton area of the state. Staff members provided special county staff training and assisted in planning an expansion program in the area. Efforts in this area will continue.