

NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE

4-H Club & YMW PLAN OF WORK  
(Name of project)

for

Calendar Year 1957

<u>Major phases of project or subdivisions of project covered</u>	<u>Name of Worker*</u>	<u>Percentage of time devoted to entire project by each worker</u>
State Leader	L. R. Harrill	Full
Eastern District	Lyman B. Dixon	Full
Northeastern District	Margaret E. Clark	Full
Southeastern District	Dan F. Holler	Full
Northwestern District	Mary Sue Moser	Full
Southwestern District	Fred H. Wagoner	Full
Western District	G. L. Carter, Jr.	Full
4-H Club Work with Negroes	William C. Cooper Mrs. Anna D. Hunter	Full Full

Date submitted: January 14, 1957. Signed: \_\_\_\_\_  
Project Leader

Date approved: \_\_\_\_\_, 195  . Signed: \_\_\_\_\_  
State Director of Extension

Date approved: \_\_\_\_\_, 195  . Signed: \_\_\_\_\_  
Administrator, Federal Extension  
Work, U. S. Department of Agriculture

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

## FOREWORD

This comprehensive plan is made on the assumption that 4-H Club work is an indispensable part of an all-inclusive program designed to meet the needs of the entire family and farm; and, further, that the long-range plan and approach is on the basis that if we provide adequately for the presentday needs of the young people, when they reach maturity they will be in a better position to provide for their own needs.

Within the bounds of the State of North Carolina, beginning with the sandy shores of the Atlantic and extending to the top of the Blue Ridge in Western North Carolina, may be found almost as many different types of agriculture as one would find in the United States. Within the state are four distinct racial groups - the Negro, the Lumbee Indian, the Cherokee Indian, and the White race. Together with these four distinct racial groups, the part-time farming and the town and urban group present a real challenge and an unparalleled opportunity for the Extension Service to provide for the total needs of rural people.

In formulating a plan to meet the needs of the composite group, the plan has been made on the basis of needs to be served by the program, the ability of the group, and the personnel available to do the job - a plan that, when carried through to completion, will help them (the young people) provide for themselves economic, social, physical, spiritual, and moral growth and development essential to a wholesome, satisfying rural life.

## THE 1957 PLAN OF 4-H CLUB WORK FOR NORTH CAROLINA

### SITUATION

North Carolina has more than a half million farm boys and girls in need of leadership and training which will enable them to make the adjustments needed to provide a satisfying rural life in a changing world - a period in which rural youth will face the temptations of high city wages, shorter working hours, modern inventions and conveniences; a period which will present challenges and opportunities demanding of youth stamina, integrity, and clear vision that comes from experiencing rural life at its best; a period in which youth must have the guidance of adults with a sympathetic understanding of the problems and opportunities of young people.

To guide this great sector of our population whose thinking will determine the course of agriculture and rural life and to help them more effectively make the adjustments needed is a great and challenging task for extension workers and adult 4-H leaders. It is not enough that the 4-H program give information and training in better practices in agriculture and homemaking; it must also provide for the production of economic wealth, health improvement, citizenship training, cooperation, and recreation. In a broader sense, 4-H Club work must train youth in the Art of Living.

The 4-H Club, if properly organized and conducted, provides an opportunity for giving youth the kind of guidance needed to best solve their problems, and for the extension worker it provides a way to meet the needs of young people and further strengthen the Agricultural Extension Program in the county. Through 4-H Club work boys and girls learn of the opportunities provided by the Extension Service and, if properly guided, grow into the adult extension program.

Many economic and social factors are at work, such as higher wages for labor, higher costs for farm land, equipment, supplies, fertilizer and taxes, a lack of adequate medical care, and inadequate social and recreational opportunities, which have a definite relationship to the 4-H member. The indication is that these forces may:

1. Influence the kind of projects and activities that they should engage in as 4-H Club members.
2. Affect the kind of production, marketing and homemaking problems that their families have to face and deal with.
3. Tend to mold the kind of economic and political society in which they as adults will live.
4. Change the social pattern of rural young people.
5. Affect the general form and direction of the whole 4-H Club Program.

THE GENERAL OBJECTIVE FOR 4-H CLUB WORK is to reach a larger number of rural young people with a more effective program. In our long range planning, adjustments as needed will be made in the 4-H program to enable it to adequately serve the needs of rural young people in North Carolina. To reach this general objective the following plan of procedure will be followed:

1. A re-examination of the present 4-H program to determine what phases should be given more emphasis in relation to present-day conditions.
2. A special effort to acquaint the administrative staff members with the 4-H program and their part in it. This will be accomplished through presentation at regular staff conferences and with individual conferences with various members of the administrative and specialist staff.
3. The further development of the adult 4-H leader program in each county, giving the leaders a clearer understanding of the objectives, the organization, and the program of the 4-H Club and its influence on the lives of farm boys and girls.
4. To work for an increased enrollment in 4-H Club work.
5. To work for the improvement of the regular 4-H Club meeting by helping to increase the efficiency on the part of all workers in conducting 4-H Club work.
6. To help agents examine the county 4-H program and assist them in bringing new interest to the 4-H program.
7. Plan and promote a program that will provide for the maximum participation of club members in special activities, such as:
  - a. National 4-H Club Week.
  - b. 4-H Sunday.
  - c. 4-H camp.
  - d. Special community programs.
  - e. 4-H judging and demonstration contests.
  - f. Fair exhibits.
  - g. National 4-H Achievement Day.
  - h. Highway safety, thrift, wildlife conservation, and 4-H public speaking contests.

## LONG-TIME PLAN AND PROCEDURE

I. 4-H Club Objective:

The objective of 4-H Club work is to train rural youth for better living through economic, physical, social, and spiritual growth and development.

- A. The economic objective to be developed through better practices in agriculture and homemaking, by thrift, money management, and wise spending.
- B. The physical objective to be developed through good food, health, and clothing habits; improved sanitation; more adequate housing; good physical training; medical examinations and follow-up work.
- C. The social objective to be developed through developing proper ideals and attitudes for wholesome relationships in the homes, neighborhoods, and communities through:
  1. Family living.
  2. Club meetings.
  3. 4-H camps, achievement days, picnics, etc.
  4. Community organizations.
- D. The spiritual objective to be developed through:
  1. 4-H Sunday programs.
  2. Vesper services.
  3. Practicing honesty in everyday living.
  4. Developing a charitable attitude and a greater appreciation for the finer things of life.
  5. Devotions.

II. Methods of Procedure:

Agents and other extension personnel must be given a greater appreciation of the value and importance of 4-H Club work in the growth and development of our rural youth and in the further development of the Agricultural Extension Program. To do this, provision will be made for:

- A. Training Agents.
  1. Conference for training extension workers and leaders.
  2. More careful selection of county personnel.
  3. Agents to attend 4-H Club Week and other activities.
  4. Agents to visit and observe 4-H Club work in other counties and to assist with some specific problems.
  5. All extension workers to be provided with information or sources of information on 4-H Club work.

B. A Definite Program Flexible Enough to Meet the Needs of the Members, to be provided by:

1. Local staff conference to make tentative plans.
2. County survey to determine:
  - a. Number of possible club members.
  - b. Possible location of clubs.
  - c. General nature of community.
  - d. Needs of the county in the way of improvements for young people.
3. Discussing needs with farm and home leaders.
4. Developing program with the young people through:
  - a. Organization of local clubs.
  - b. County 4-H Council.
  - c. State 4-H Council.

C. Full Cooperation with School Officials in County.

1. County superintendent of schools should be contacted and arrangements made with him to attend the first county-wide meeting of the principals and teachers.
2. Arrangements should be made with the school principals and teachers for a definite schedule of meetings, when, where and how.
3. The schedule made with the principals and teachers should be followed. When changes in schedule are necessary, satisfactory arrangements should be made with the principal and the club members.

D. Cooperation of Parents by:

1. Acquainting them with the program through:
  - a. The boys and girls.
  - b. Membership cards.
  - c. Pamphlets explaining 4-H Club work.
  - d. Adult 4-H Leaders.
  - e. Farm and home visits.
  - f. Publicity:
    - (1) News articles.
    - (2) Circulars and letters.
    - (3) Special recognition, awards, etc.
    - (4) Radio programs.
    - (5) Published analysis of average results of 4-H projects.
    - (6) Identification of 4-H projects.
  - g. Adult meetings:
    - (1) Educational.
    - (2) Social.
  - h. Project tours.
  - i. Invitation to special 4-H meetings.

E. Effective Use of Adult 4-H Leaders by:

1. Assisting agents with plans for complete delineation of clubs into neighborhood groups.
2. Providing the leader with information to do the job through:
  - a. Training schools.
  - b. Literature.
  - c. Demonstrations.
  - d. Visiting with agent projects of club members.
3. Using leaders in club programs, county councils, and camps, and other special meetings.
4. Arranging for specialists and others to be used, when practical, for training adult 4-H leaders.
5. Providing suitable recognition for leaders assisting with 4-H Club work.

F. Plan for 4-H Organization.

A 4-H organization in each county that will give every rural boy and girl an opportunity to make the greatest contribution possible toward better living in his community and county.

1. Membership in the local club should be in keeping with the national standards.
2. High school and grammar school members should be organized into separate clubs, provided membership justifies it, and should be designated as junior and senior clubs.

G. 4-H County Council.

1. Every county should have an active county council composed of the elected officers of the 4-H Clubs in the county.
2. A leaflet, "The 4-H County Council," was prepared in 1953 by members of the State 4-H Staff to guide extension workers and club members in organizing the 4-H County Council and planning the year's work.

H. Special 4-H Activities.

1. National 4-H Club Week.
2. National 4-H Sunday.
3. 4-H Camp.
  - a. Camp program to be carefully planned well in advance by agents and club members.
  - b. Camp program to include recreation and instruction.
  - c. Minimum requirement for camp attendance a project and record book up-to-date.
  - d. A junior and a senior camp to be held whenever justified.
  - e. Adult leaders to assist with camp.
  - f. Arrangements for needed specialists' help to be made well in advance.

4. District Elimination Contests.
5. State 4-H Club Week.
6. County 4-H Achievement Days.
7. District and State 4-H Recognition Programs.

I. 4-H Projects to Fit the Needs of Members.

The project should be of such a nature that it will train the member to earn a living or make a better home and, at the same time, contribute to the development of the club member.

1. It should develop skills, techniques and management.
2. It should strengthen the agricultural and homemaking program in the county.
3. It should be large enough to challenge the best interests of the club member and adapted to his farm and home needs.
4. It should be the property of the club member and the club member should share in the financial returns.
5. Club members should be guided in the selection of projects needed in the agricultural program.
6. Commercially supported projects should tie in with the regular 4-H Club program and should be encouraged so long as they contribute to a better 4-H program.
7. The project shall be considered completed when the club member has finished the required work for the club year.
8. Accurate and complete records should be kept on all projects and submitted to the agents.
9. Adequate materials, information, and record books should be furnished each member at the proper time and in the proper form.
10. A complete permanent record file should be kept on all members.

J. 4-H Club Meetings that:

1. Have a definite plan and program.
2. Have club members arrange for meeting and assemble necessary materials.
3. Begin and end promptly.
4. Have a teacher as sponsor for each club.
5. Offer programs with an appeal to the interest of all members and provide action and participation for all members.
6. Accomplish a definite purpose.
7. Are conducted according to recognized rules of order.

K. A Young Men and Women's Organization with:

1. Local Club.
  - a. Membership should include rural youth above club age and below the age level of adult organization so that interests will not vary too greatly (18 to 30 years).
  - b. Club should meet at least once each month.

- c. A definite schedule should be made and followed.
- d. A definite plan for the year, the educational programs to be subjects that are expressions of the members.
- e. Members to have responsibilities for each month's program, such as:
  - (1) Reception Committee.
  - (2) Program Committee.
  - (3) Recreation Committee.
  - (4) Refreshment Committee.

Note: Agent may guide these committees.

- f. Trained officers who are elected by the members should accept full responsibility of the club.
- g. A club yearbook for the county organization will add strength and interest to the organization.

## 2. County Organization.

- a. Local clubs of a county should meet as a county group once or twice each year.
- b. County officers should be elected.

## 3. District Organization.

- a. Members of a given number of counties, known as a district, <sup>sanitized</sup> will meet at least once a year for an educational program. These county groups will have elected district officers.
- out* b. Training schools such as recreational institutes, special interest meetings, etc., will be featured.

## 4. State Organization. <sup>club</sup>

- a. A meeting of the <sup>club</sup> executive officers of ~~all districts~~ will meet once a year. Officers will be elected.
- b. Definite <sup>YMW</sup> older youth club plans will be studied and recommendations made from the state level.
- c. A State YMW Conference will be held and each county will be requested to send delegates.

## EXECUTION AND ADMINISTRATION OF THE PROGRAM

Personnel and Assignment Responsibilities

<u>Name</u>	<u>Title</u>	<u>Responsibility</u>
L. R. Harrill	State 4-H Club Leader	Over-all Direction
Dan F. Holler*	Ass't State 4-H Club Leader	Southeastern Dist. Leader
Lyman B. Dixon	Ass't State 4-H Club Leader	Eastern District Leader
Margaret E. Clark	Ass't State 4-H Club Leader	Northeastern Dist. Leader
Mary Sue Moser	Ass't State 4-H Club Leader	Northwestern Dist. Leader
Fred H. Wagoner	Ass't State 4-H Club Leader	Southwestern Dist. Leader
G. L. Carter, Jr.	Ass't State 4-H Club Leader	Western Dist. Leader
William C. Cooper )	Assistant State Leaders for	4-H Program for Negroes
Mrs. Anna D. Hunter )	Negro Club Work	

\*Leader of YMW Program

- A. The State 4-H Club Leader is responsible for the organization, coordination, and promotion of the 4-H and YMW program in North Carolina. There are eight assistant state 4-H Club leaders. Six of these leaders are assigned the responsibility for the organization, supervision, and guidance of the 4-H program in each of the six extension districts. These leaders work in complete cooperation with the district supervisors in the areas assigned. Two of the assistant state leaders are assigned similar responsibility for the promotion of the 4-H program with Negro boys and girls. All 4-H leaders work together in the planning and the operation of state-wide programs and activities, such as 4-H leader conferences, state YMW meetings, district demonstration contest and awards programs, State Fair activities, State Recognition Day, State 4-H Club Week, and the International Farm Youth Exchange program.

In the correlation and supervision of the program in the state, it is the responsibility of the State Leader to:

- a. Work with subject matter specialists and assist them in coordinating and developing a subject matter program for 4-H that will best suit the needs of the 4-H members and the total extension program.
- b. Cooperate with the district supervisors in all phases of the organization, supervision, and conducting of the 4-H program.
- c. Assist with the training of agents in the proper methods and procedures for carrying out the 4-H program.
- d. Correlate and assist the subject matter specialists in the preparation and the supervision of subject matter and project material used by 4-H Club members in their 4-H projects.

- e. Assist agents in training local leaders for assisting with the 4-H program.
  - f. Arrange schedules, select and train camp personnel for the operation of the four state 4-H camps which annually serve approximately 6,000 4-H Club members.
  - g. Select International Farm Youth Exchange delegates who will represent North Carolina in foreign countries in this program and to select suitable homes for IFYE delegates from other countries who will live with host families while in North Carolina.
  - h. Maintain good working relationships with all cooperating groups interested in the promotion of programs designed to give youth opportunities such as the 4-H program provides.
  - i. Secure sponsorship for various phases of the 4-H and YMW program.
- B. Assistant State 4-H Club Leaders:

State Level - To assist with the planning and execution of the state 4-H program, which involves the writing of 4-H record books and publications in cooperation with subject matter specialists, program suggestions, 4-H record books and manuals, and seeing that these materials and information reach the counties for use; the planning, scheduling and staging of state 4-H events; assisting with placing and orientation of inbound and outbound IFYE's; assisting with the state YMW program; planning district and state conferences; organization of new clubs; and assisting with the judging of records and the selection of district and state winners for scholarships and other awards.

District and County Level - With the help of the district agents, analyze the district program as to needs, problems, etc., and to supervise and guide the organizational phase of 4-H Club work in areas assigned. To assist with the organization, planning, and execution of district events such as demonstration days, recognition days, training schools, district shows and sales, and district conference programs affecting 4-H Club work.

On the county level, to visit, confer, and work with extension agents to analyze the county's program and to keep them informed on additions, changes, and revisions of any and all phases of the 4-H program. To assist them in every way possible in developing a program designed to fit the needs of the young people in the county and the agricultural needs of the total extension program as it relates to the needs of the young people in the county and the opportunities offered through the 4-H program.

To visit and to confer with all extension agents in the county relative to the needs of young people in the county, opportunities offered through the 4-H program, most desirable 4-H organizational plan for the county, the planning of monthly programs and demonstrations at

4-H and county council meetings. To assist with the supervision of 4-H projects, county 4-H events and activities such as achievement days, 4-H exhibits, health rallies, camping tours, contest days, training schools, workshops, shows and sales, and national events. To assist in the selection, training, use, and recognition of adult leaders; to assist with district and state 4-H events; to interpret and explain to agents 4-H project record books, manuals, publications, certificates, awards, recognition, and scholarships.

To further increase the effectiveness of the 4-H program, a general plan has been developed for field visits and for group meetings with agents to keep them up-to-date on 4-H Club work. Prior to the field visit, a staff conference of all personnel assigned to the 4-H office will be held for a thorough discussion of the things to be undertaken in the county, the type of work to be done, and the results expected. A coordinated effort will be made to carry the same type of information and assistance to each county in the state regardless of whether the leader is a man worker or a woman worker. For specific cases or unusual cases which might require the services of a man or the services of a woman, provision will be made to supply the worker who can best render the service needed.

As new agents may be appointed they will be supplied with a complete set of 4-H materials and will receive an official visit from a 4-H staff member as early as schedules will permit.

Monthly conferences will be held for the members of the State 4-H Staff to review work done in counties, to plan and correlate the work, to plan programs, and to keep themselves informed as to the progress and needs of the 4-H program in the state.

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#### PLANS FOR IMPROVING 4-H PROJECTS AND INCREASING THE NUMBER OF COMPLETIONS

##### I. Conduct Conference with Extension Agents on 4-H Project Activities.

- A. Suggest an educational demonstration on selection of project for local 4-H Club meeting.
- B. Furnish and explain to agents the 1957 Publications List and Order Blank for 4-H Record Books and Manuals.
- C. Advise agents to prepare a notebook containing all 4-H publications; organize according to agricultural and homemaking projects.
- D. Inform them as to the details of the various contests for all projects.
- E. Explain the method for organizing a long-time record book; a separate record book is required for each contest entered.

- F. Encourage each county to give a monthly demonstration on assembling long-time records to every club in the county.
- G. Discuss awards available in each project and how to use them. Show certificates for 4-H Club members and leaders.
- H. Stress that records are due in the State 4-H Office by October 1, 1957.
- I. Suggest ways that adult and junior leaders can assist with project work.

II. Provide Information Relating to Projects through:

- A. Office conferences with agents.
- B. Correspondence.
- C. Conferences at program planning meetings.
- D. Talks at district meetings.
- E. Special county meetings.
- F. Subject matter specialists.
- G. District farm and home agents.

III. Materials to be Prepared and Distributed to Agents:

- A. Record books and manuals for each project.
- B. Calendar of 4-H Events and Dates for 1957.
- C. List of publications for use in the 4-H Club Program and order blank for requesting publications.
- D. Special bulletins giving suggestions for observing National 4-H Club Week, National 4-H Achievement Day, and National 4-H Sunday.
- E. Report forms for summarizing observance of national events.
- F. 1957 Summary of National and State 4-H Awards Programs.

IV. Assist Specialists with:

- A. Revising 4-H record books and manuals.
- B. Keeping a supply of record books and manuals on hand for extension workers.
- C. Preparing new publications for a more efficient program.

V. Plan and Organize District 4-H Contest Days for:

- |                               |                               |
|-------------------------------|-------------------------------|
| Beekkeeping                   | Fruit & Vegetable Production  |
| Dairy Foods                   | Fruit & Vegetable Use         |
| Dairy Management              | Livestock Conservation        |
| Cotton Production & Marketing | Peanut Production & Marketing |
| Forage Crops                  | Poultry Marketing             |
| Tobacco                       | Poultry Production            |
| Electric (Boys + Girls)       | Public Speaking               |
| Farmer Cooperative            | Soil & Water Conservation     |
| Forestry                      | Talent                        |
| Entomology                    | Tractor Operator              |
| Fruit & Vegetable Marketing   | Wildlife Conservation         |

Prepare a list of regulations governing these contests and awards offered and distribute to all agents.

- VI. Conduct District 4-H Recognition Day Programs in each District on November 9, 1957.
- VII. Prepare summary of Long-Time Records and Activities Entered for each District. Supply agents with copies.

#### PLANS FOR NATIONAL 4-H CLUB WEEK

- I. Prepare and mail mimeographed suggestions for the observance of National 4-H Club Week to all extension agents to include:
  - A. Cut for local paper.
  - B. Purpose of National 4-H Club Week.
  - C. Procedure to use in making plans for observance in a county.
  - D. National 4-H Club Week observance excerpts from reports of a few counties.
  - E. North Carolina 4-H Club facts.
  - F. Ideas for special newspaper editions, radio programs, exhibits, bulletin boards.
  - G. Sample chapel or civic club program.
  - H. County form for reporting the week's activities.
- II. Mail to each county copies of literature prepared by U. S. D. A.
- III. Visit counties to assist agents in planning for the observance of National 4-H Club Week. Attend special events.
- IV. Summarize county reports of National 4-H Club Week activities.

#### PLANS FOR NATIONAL 4-H SUNDAY

- I. Work planned to involve:
  - A. Plan 4-H Sunday - February and March.
  - B. Observe 4-H Sunday - May 5.
  - C. Summarize 4-H Sunday participation in state - June.
- II. Materials needed:
  - A. 4-H Sunday literature prepared in Washington office.
  - B. 4-H Sunday literature prepared in state office.
    - 1. How to plan for 4-H Sunday programs within a county.
    - 2. Sample program with helpful materials for the program.

### III. Methods to be used to execute work planned:

- A. February: At the monthly staff conference the 4-H staff will discuss plans for the annual observance of 4-H Sunday and will appoint a staff member to serve as chairman for the preparation of 4-H Sunday plans and a suggested program.
- B. March: Send to the extension workers in each county the plans and suggested program prepared for the observance of 4-H Sunday. Discuss with agents when county visits are made.
- C. May 5: National 4-H Sunday will be observed in counties.
- D. June: Members of the 4-H staff will tabulate by districts a state summary of 4-H Sunday observances from reports sent in by the various counties.

#### PLANS FOR NATIONAL 4-H CLUB CONFERENCE Washington, D. C., June 15-21

- I. Mail application blanks to agents in January.
- II. From the applications received select the four delegates, two boys and two girls, to represent North Carolina at the Conference.
- III. Notify extension agents having a delegate. Send letter of congratulations and orientation material to each delegate.
- IV. Arrange for travel of delegates and leaders.
- V. Attend National 4-H Camp and State Leaders meeting.

#### PLANS FOR NATIONAL 4-H ACHIEVEMENT DAY

- I. Promotion of National 4-H Achievement Day, November 9.
  - A. 4-H staff will prepare and mail to agents a mimeographed bulletin of suggestions, "Aids for Observance of National 4-H Achievement Day."
  - B. Encourage counties to use national 4-H fact sheet sent to them from the Washington office.
  - C. Compile state report of activities conducted in the observance of National 4-H Achievement Day.

- II. District Recognition Day will be held in each of the six extension district on November 9.

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#### PLANS FOR NATIONAL 4-H CLUB CONGRESS

Project records of club members are due in the State 4-H Office on October 1, 1957. From these records a state judging committee will select the state winners in the various projects who will be the delegates to National 4-H Club Congress, November 30 - December 7.

The State 4-H Staff will:

- I. Assemble and organize the records for the judging committee.
- II. Notify county extension personnel having state winners.
- III. Prepare a letter of congratulations, information leaflet on National 4-H Congress, and a detailed letter of travel plans to Chicago and mail to each club member who is to attend.
- IV. Secure photographs, additional copies of Standard Report Form, and health certificates from all state winners. Supervise the revision of winners' long-time record books.
- V. Conduct a State Recognition Day in Raleigh to honor all state winners. Conduct an orientation program for delegates to Club Congress.
- VI. Three members of the State 4-H Staff will chaperon the North Carolina delegation to National 4-H Club Congress in Chicago.

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#### PLANS FOR STATE FAIR EXHIBITS AND PROGRAM

##### I. Exhibits

- A. Work with district agents in selecting the counties to put on exhibits, two counties from each of the six districts.
- B. Secure from counties their suggestions for exhibit subjects and after eliminating duplications of ideas, assign a subject to each county having an exhibit.
- C. Notify subject matter specialists concerning the counties putting on exhibits and request their assistance with planning the exhibits.
- D. Be responsible for the general over-all arrangement of exhibits. Guide the agents and assist them in selecting space. Secure from the agents their plans for the exhibit and supervise the construction of the exhibit area.

- E. Be responsible for the proper entry of exhibits. Secure passes for agents putting on exhibits and for club members working with agents.
- F. Assist agents in making reservations for accommodations at the State Fair Youth Center for club members and others assisting with 4-H exhibits. A member of the State 4-H Staff will direct the operation of the Youth Center during State Fair week.

## II. Other 4-H Exhibits

- A. Secure the cooperation of district agents in inducing agents to encourage 4-H Club members to make more and a wider variety of entries in horticulture, agronomy, handicraft, clothing, canning, poultry and egg exhibits, and also in making entries in the open classes. Encourage agents to have club members make entries in junior shows and individual livestock exhibits.
- B. Have someone from the 4-H department visit each livestock department where agents and club members are exhibiting daily to give guidance and assistance. Have someone from the 4-H department present when and where 4-H members are showing and judging.
- C. Work with agents and Fair officials in making arrangements for presenting a selected number of 4-H state-winning demonstrations.

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## PLANS FOR STATE 4-H CLUB WEEK

The annual State 4-H Club Week program will be conducted at the North Carolina State College the week of July 22-27.

### Methods to be used:

- A. 4-H Staff members will be on the lookout throughout the early part of the year to locate good speakers and performers for the Club Week program.
- B. Conferences will be held with specialists to help plan the Club Week program.
- C. A meeting will be held with State 4-H Council officers to make further plans for the program and to get the club members' views on various phases of the program. Conferences with agents will be held to get their suggestions and to promote proper selection of delegates to attend Club Week.
- D. Arrangements will be made with college officials for the use of buildings, personnel, and facilities for conducting the program.
- E. Committees will be selected to assist in conducting the program and rooms for the various classes and activities will be assigned.
- F. With the district agents, agents will be selected to accompany their groups to Club Week and to assist with the program. Agents will be assigned to committees.

- G. A mimeographed booklet giving information concerning State 4-H Club Week will be prepared and sent to extension agents. A printed program for the week's activities will be prepared.
- H. A summary of the program will be prepared for the annual report and a staff conference will be held to evaluate the program and make suggestions for the 1958 program.

#### PLANS FOR WILDLIFE CONSERVATION CONFERENCE

##### I. Work planned to involve:

- A. Conduct a 4-H Wildlife Conservation Conference at the Roanoke Island 4-H Camp in August.
- B. Obtain the aid of personnel from the North Carolina Wildlife Resources Commission in planning and conducting the camp.
- C. Work with the Federal Cartridge Corporation, sponsors, in promoting wildlife conservation.
- D. Prepare a summary of the conference for the sponsor and for the annual report.

##### II. Materials to be used:

- A. 4-H Wildlife Conservation Record Book and Manual.
- B. Wildlife publication from the U. S. D. A.
- C. Publications from the N. C. Wildlife Resources Commission.
- D. Program for the Wildlife Conservation Conference.
- E. Pictures and news articles for promotion work.

##### III. Preparations for the camp include:

- A. 4-H Staff selects from records submitted 75 club members to receive trips to the conference. One agent from each of the six extension districts is selected to attend the camp and serve as counselor.
- B. Information concerning the camp is sent to the agents having delegates from their county.
- C. A printed program is prepared with the assistance of members of the Wildlife Resources Commission.

#### PLANS FOR A 4-H RECOGNITION AND AWARDS PROGRAM

Too often extension workers think only of recognizing individuals by presenting them certificates, cash awards, scholarships and other material objects. As important as this mode of recognition is, it can have a negative effect on the 4-H Club program if not handled properly. There are other forms of recognition that will mean much to an individual

and more to the 4-H Club program. Recognition should be made throughout the year and not at special events or activities only. The climax to all annual recognition should be made at the county Achievement Day program.

For the best interest of the program it is a duty of the Extension worker to recognize club members, adult leaders, parents and others in such a way as to stimulate achievement, leadership, and citizenship, with emphasis on developing the boy and girl.

The 4-H Club Office recommends that:

- I. Extension workers in charge of 4-H Club work study and acquaint themselves as well as the club members with:
  - A. Rules and regulations governing the awards offered for each project and activity found in the National Awards Handbook.
  - B. Summary of North Carolina Awards Program.
- II. Extension workers in charge of 4-H Club work use a recognition program to:
  - A. Give attention to individuals.
  - B. Give prestige to individuals.
  - C. Promote excellence among individuals.
  - D. Promote leadership.
  - E. Promote the 4-H Club program.
- III. Extension workers in charge of 4-H Club work recognize 4-H Club members, adult 4-H leaders, parents, teacher sponsors, and sponsoring individuals and organizations, throughout the year at all annual and special events and other appropriate occasions.
- IV. Extension workers recognize 4-H Club members through:
  - A. Words of encouragement and correspondence of a complimentary nature.
  - C. Visiting club members to assist and give information.
  - D. Giving opportunities and responsibilities to appear on radio, civic, and home demonstration club programs and to participate in 4-H Sunday services, National 4-H Club Week, etc., and in planning these events.
  - E. Giving opportunities to compete in fairs.
  - F. Selecting them to write reports and articles for press.
  - G. Publicizing the work of outstanding club members.
  - H. Selecting boys and girls for junior leaders.
  - I. Presenting certificates and other awards to qualified club members and arranging for special events to honor them.
  - J. Arranging for club members to attend District Recognition Day.
- V. Adult leaders to be recognized through:
  - A. News stories and radio programs; correspondence.
  - B. Special events in their honor and on other occasions.

- C. Visits to assist and aid.
  - D. Presentation of leaders' certificates and pins.
- VI. Parents to be recognized through correspondence concerning a club member's accomplishments, visits, special events to honor them.
- VII. Teacher sponsors to be recognized through invitations to attend all meetings, news stories and radio programs.
- VIII. Sponsoring organizations and individuals to be recognized through:
    - A. Allowing the sponsor to present his award at an appropriate occasion.
    - B. A letter or letters of thanks by club members and county council.
    - C. Invitation to attend meetings and special events.
    - D. Press and radio coverage.
- IX. Extension workers attach prestige and importance to awards being presented and present in a formal manner.

#### PLANS FOR A MORE EFFECTIVE 4-H CAMP PROGRAM

Four-H camp is one of the special activities looked forward to each year by many club members. It is the one time during the year in club work when representative members from all sections of a county, and sometimes the state, come together for a trip and a week together - a week that will be predominately educational and recreational with spiritual growth and development emphasized at all times. Attendance at 4-H camp is to be an award for good club work and should be discussed with all club members in that sense.

##### I. Purpose of 4-H Club Camp:

- A. To be an award of recognition to club members for carrying out good project work, attending meetings, and taking an over-all part in the county program.
- B. To be educational from the standpoint of making available subjects of interest and need to rural boys and girls.
- C. To give wholesome recreation that will provide not only a week of fun but a source of material for better recreational programs in the counties as well.
- D. To attain spiritual growth and development through vesper services and working and playing together.
- E. To provide leadership training and development through participation in special and varied activities in the camp's operation.

## II. Programs at the four State-operated camps - Millstone, Roanoke Island, Schaub, and Swannanoa.

- A. Morning - Class instruction in:
  - 1. Social recreation.
  - 2. The use of electricity in the home and on the farm.
  - 3. Handicraft.
  - 4. Swimming and lifesaving.
- B. Afternoon - Outdoor recreation:
  - 1. Softball, basketball, horseshoes, ping pong, etc.
  - 2. Historical tours at some of the camps.
- C. Evening - Social recreation and worship service:
  - 1. Folk dances, stunts, talent, singing.
  - 2. Vesper programs presented by club members to conclude the day.

## III. Procedure for Developing the Program:

- A. State 4-H Staff will develop materials and teaching aids for class instruction in:
  - 1. Social recreation (folk dances, games, stunts, songs).
  - 2. Handicraft (type, cost, time involved).
  - 3. Use of electricity (develop demonstrations and subject matter with aid of power company officials).
  - 4. Swimming (strokes, water fun, lifesaving).
- B. State 4-H Staff will develop material and teaching aids for general outdoor recreation, evening programs, and vesper services.
- C. State 4-H Club Office will employ instructors and other personnel for camps.
  - 1. Instructors to be qualified and of high character - former club members where practical.
  - 2. Camp instructors to teach four classes each day, Tuesday through Friday, as well as enter and participate in all camp activities.
- D. State 4-H Staff will plan camp instructors' training conference.
  - 1. To be held several weeks prior to camp opening.
  - 2. To consist of actual instruction and work in each of the four classes - crafts, recreation, swimming, and electricity.
  - 3. To provide information and experience for understanding the campers and to develop leadership, sportsmanship, citizenship, and everyday living with others.
  - 4. This training conference to be conducted under actual camp conditions with the prospective instructors assuming the role of campers.

- E. State 4-H Club Staff will encourage agents to:
  1. Brief campers on camp life prior to arrival at camp.
  2. Strive for more representative adult 4-H leaders to accompany campers to camp.
  3. Plan with county council and with everything being equal conduct only one camp.
- F. State 4-H Staff will:
  1. Plan with aid of nutrition specialists and others a balanced and approved camp menu.
  2. Employ or assist in providing a dietitian and cooks for each camp.
  3. Seek the cooperation of the Health Department in meeting all health regulations.
  4. Counsel with all concerned in developing a healthful and wholesome camp program.
- G. The State 4-H Club Office through the respective camps will provide accident insurance on each camper from the time he leaves home until he returns. This will be financed from a portion of the camp fee charged each camper.

#### IV. Length of Operation:

Camps will operate beginning the first week in June through the third week in August. A continuous schedule for that period of time will be made.

#### V. Over-all Objective:

To offer the type of training as outlined to an increased camp attendance.

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### PLANS FOR LEADER TRAINING

The acute need for volunteer leadership in the 4-H program is evident when it is found that North Carolina has approximately half a million boys and girls of 4-H Club age and approximately 470,000 young people of YMW age. Although tremendous effort has been put forth and much has been accomplished, it is disturbing to find that only about 25 per cent of young people of 4-H Club age and approximately 2,000 young people of YMW age are presently enrolled in 4-H and YMW Clubs. These figures establish the dire need for additional leadership and indicate that one of the major problems and, at the same time, one of the greatest opportunities for extending our efforts through leadership is finding, training and using volunteer leaders in the 4-H program. To this end, major emphasis will be placed on leadership training during 1957, beginning first with the administrative and supervisory staff and

continuing with the specialist group, the farm and home agents, the adult leaders, and the older club members.

Any effective educational program or 4-H Club program can only be established after determining the needs and interests of the group. With this in mind, our plan in conducting leader training schools will be:

- A. To establish in the minds of each of the groups referred to the need for leaders in the program.
- B. To point out the ways in which leaders can help with the program.
- C. To give to prospective leaders the information and guidance which will enable them to do the things needing to be done.
- D. To provide means whereby these leaders will receive recognition for the work done.

In general, the plan to be followed will be as follows:

#### I. Adult 4-H Leaders.

- A. Encourage extension workers in each county to organize or strengthen already organized adult 4-H leaders. Use the publication, "Extension Workers Guide For: Organizing Adult 4-H Club Leaders."
- B. In each county assist extension workers in training adult 4-H leaders. Emphases may be placed on 4-H organization, subject matter, special events such as 4-H Sunday, Achievement Day, Fat Stock Shows, Dairy Foods Demonstrations, Fair exhibits, etc.
- C. Conduct district workshops on 4-H adult leaders, their selection, training and use, for all extension workers.
- D. Encourage subject matter specialists to so plan their 4-H materials that adult 4-H leaders will be given careful consideration.
- E. Assist extension workers in each county in recognizing adult 4-H leaders:
  1. Award certificates and pins.
  2. Honor at special events as banquets, achievement programs, etc.
  3. Feature an adult 4-H leaders' day during one day of State 4-H Club Week.

#### II. 4-H Junior Leaders.

- A. Encourage extension workers to enroll older 4-H Club boys and girls as 4-H junior leaders.
- B. Prepare a 4-H Junior Leadership Project Record Book.
- C. Assist extension workers in each county in recognizing county, district, and state (boy and girl) 4-H Junior Leadership winners.
- D. Present a certificate of recognition to junior leaders.

### III. 4-H Parents.

- A. Encourage extension workers in each county to acquaint the parents with the 4-H program before doing anything with club members. The following procedure is suggested:
  - 1. Get consent of each parent for children's joining the 4-H Club by encouraging family counseling for the selection of projects, which will necessitate each parent's becoming familiar with the various 4-H projects and activities and the over-all program.
  - 2. Send circular letters to parents of all club members, perhaps when enrolled and again at close of club year.
  - 3. Include representative parents when making 4-H plans.
  - 4. Visit the homes of club members. Ask parents to visit the county extension office.
  - 5. Hold special meeting of parents to discuss club work.
- B. Provide for extension workers in each county special literature on 4-H parents, such as:
  - 1. Parents and 4-H Club Work, USDA, Pa-95.
  - 2. Parents Part in 4-H Club Work, General Mills, Inc.
  - 3. "Partners in Progress" by Thomas A. Farrell, President, Dearborn Motors, Birmingham, Michigan.
- C. Assist extension workers in planning ways to recognize 4-H parents.
  - 1. Invite parents to 4-H recognition luncheons and banquets.
  - 2. Give credit to 4-H parent leadership.
  - 3. Invite parents to appear on radio and other programs.
  - 4. Give special recognition and appreciation to parents at such events as county 4-H Achievement Day.
  - 5. Ask parents for their ideas and use them.

An effort will be made during 1957 to encourage counties with organized YMW Clubs to use local people to assist with their county programs. Quite often the YMW Club looks to State College or some other faraway source for program material when they have at home individuals and programs which would be more interesting to them. Counties with YMW Clubs that are not preparing a booklet showing their programs, officers, and other information will be encouraged to include this in their program for 1957.

Again in 1957, during the months of March and April, District YMW banquets will be encouraged. It is planned to hold one banquet for the Western District and Southwestern District, a banquet for the Northwestern District, and one for the Southeastern District. These spring meetings will be held to provide information, inspiration, and recreation for YMW Club members.

During the month of <sup>February</sup> the annual meeting of the State YMW officers will be held and plans will be made for the summer program of YMW activities and the annual YMW Conference. <sup>At</sup> this meeting the location of the conference, the length, the fee, and the type of program to be offered will be decided.

## CALENDAR OF WORK

Work Planned	Method to be Used
<b>December</b>	
Calendar of 4-H Events (cont.)	Prepare a Calendar of 4-H Events for 1957.
Plan of Work	Prepare a Plan of Work for 1957.
Annual Report	Prepare the 1956 Annual Report.
<b>January</b>	
Camp Schedule	Arrange camp schedule for Millstone, Schaub, Swannanoa, and Roanoke Island 4-H Camps.
Camp Plans	Make contacts for camp personnel and begin arrangements for camp program and craft.
Tractor Leader Schools	In cooperation with the Agri. Engineering Dept., conduct 4-H Tractor Leader Training Schools at N. C. State College for Northwestern and Southwestern districts.
State 4-H Club Week Plans	Make preliminary plans for State 4-H Club Week.
Training Schools	Visit counties to assist agents with training schools for 4-H leaders, record keeping workshops, and officers' training schools for 4-H Club members.
National 4-H Club Week Plans	Prepare suggestions for agents to use in observance of National 4-H Club Week.
<b>February</b>	
Agent 4-H Training Schools	In cooperation with district agents, conduct training schools for agents on 4-H adult leaders and 4-H meetings - some to continue into March.
Conferences with Specialists	Confer with various departments on their 4-H plans for year, including 4-H demonstrations, record books and manuals, and program helps.
4-H <sup>Church</sup> Sunday Plans	Prepare material and suggestions to send agents for national observance.
<b>March</b>	
National 4-H Club Week	Assist counties in observance of National 4-H Club Week, March 2-10. Attend programs.
Visits to Counties	Visit agents in counties to assist with 4-H plans.
4-H Scholarships	Review 4-H scholarship applications.
(cont.)	

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**March (cont.)**

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|--|---|
| Select delegates to National<br>4-H Club Conference and<br>Danforth Camp | Select two boys and two girls from applications received to represent North Carolina at National 4-H Conference.<br>Select one boy and one girl to represent North Carolina at Danforth Camp. |
| Conferences with Specialists   | Confer with specialists on Electric program in camp and Congress, Forestry Camp, Wildlife Camp.   |
| Tractor Leader School  | In cooperation with Agri. Eng. Dept. plan and conduct school for Western District at Asheville.   |
| State 4-H Executive Board  | Meet with State 4-H Council officers to plan annual 4-H Club Week (March 9-10).   |
| Camp Instructors' School   | Plan Camp Instructors' School for May 10-12.  |
| State Fair Exhibits  | Selection of topics for 4-H exhibits.   |
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**April**

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|---------------------------|---|
| 4-H Fat Stock Shows       | Cooperate with animal husbandry specialists in conducting Fat Stock Shows and Sales.                                |
| State 4-H Club Week Plans | Cooperate with specialists in making plans for State 4-H Club Week.   |
| District Contest Plans    | Work with district agents and specialists in planning for the 4-H contests to be held in each of the six districts. |
| Camp Issue of 4-H Ward    | Prepare and issue a special edition of the 4-H Ward, giving information pertaining to camps and camp programs.      |
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**May**

- |                                  |   |
|----------------------------------|---|
| National 4-H Sunday              | Assist counties in observance of National 4-H Sunday, May 5; attend programs.                                       |
| Camp Instructors' School         | Conduct school for instructors employed for Millstone, Roanoke Island, Swannanoa, and Schaub, May 10-12, Millstone. |
| Pre-camp Plans                   | Assist agents with plans and arrangements.  |
| Preparation for camp             | Make arrangements for food and supplies and supervise cleaning and opening of camps.                                |
| 4-H Record Books                 | Cooperate with specialists in preparing for publication of 4-H record books and manuals for 1957.                   |
| State 4-H Sheep Shearing Contest | Assist animal husbandry specialists with State contest.   |
| State 4-H Club Week Plans        | Make plans for State 4-H Club Week.   |
| Forestry Camp Plans              | Work with Forestry Dept. on program for State 4-H Forestry Camp.  |
| Wildlife Camp Plans              | Work with Wildlife Resources Commission on program for State 4-H Wildlife Camp.                                     |
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June

- 4-H Camps Direct camp programs at Schaub, Millstone, Swannanoa, and Roanoke Island.
  - YMW Conference Supervise YMW Conference.
  - National 4-H Club Conference Two members of the 4-H Staff will accompany N. C. delegates and will attend the State Leaders' Meeting, June 15-21.
  - District 4-H Contests Assist in planning and conducting district contests.
  - State 4-H Forestry Camp Assist Forestry Staff in conducting Forestry Camp.
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## July

- 4-H Camps Direct camp programs at Schaub, Millstone, Swannanoa, and Roanoke Island.
  - State 4-H Club Week Conduct State 4-H Club Week, July 22-27.
  - Honor Club Conference Plan and conduct conference at Millstone, July 6-7.
  - State Finals, 4-H Contests Conduct final contests in the programs in which district eliminations were held.
  - Dairy & Livestock Judging (preliminaries) Assist specialists in conducting dairy and livestock judging contests, State College.
  - Wildlife Camp Delegates From records submitted select 75 delegates to attend the conference.
  - State 4-H Record Judging Committee Select and notify agents who are to serve on the committee.
- 

## August

- Visits to Counties Assist agents and club members in compiling long-time records and plans of work.
  - Achievement Day Plans Prepare materials and suggestions to send agents for observing Achievement Day.
  - Wildlife Conservation Conference Work with the Wildlife Resources Commission in conducting the annual camp sponsored by the Federal Cartridge Corporation.
  - Poultry Shows and Sales Cooperate with the poultry specialists in putting on poultry shows and sales in connection with 4-H poultry chains.
  - 4-H Camps Continue direction of camp activities.
  - Danforth Camp Assist delegates with travel plans.
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## September

- Dairy Shows Cooperate with dairy specialists in putting on 4-H dairy shows.
  - Visits to Counties Assist agents and club members in compiling plans of work and long-time records.
  - 4-H Supplies See that record books, enrollment cards, medals, certificates, and other materials are on hand in sufficient quantity to supply needs of agents.
-

## September (cont.)

## 4-H Staff Workshop

Participate in workshop to train staff in program planning, assistance from Federal Staff.

~~Calendar of Events~~

~~Prepare 1958 Calendar of Events.~~

## District and State Recognition Day Plans

Make plans for these programs.

4-H Electric Congress Plans  
Camp Schedule

Make plans for Congress.

Prepare and submit to counties request form for 1958 camp schedule.

## October

## 4-H Record Judging

Catalog and assemble 4-H records for judging. Assist with judging. Send State-winning records to National Committee October 21.

## State Fair

Two counties from each district will put on 4-H exhibits at the State Fair. Members of the 4-H Staff will assist agents in planning and setting up these exhibits.

## Achievement Days

Assist agents with Achievement Day programs, local and county, and with plans for observing National Achievement Day.

## IFYE Delegates

Select IFYE applications to be recommended for the 1958 programs.

## 4-H Electric Congress

Assist Agri. Eng. Dept. and Power companies in planning and conducting the 4-H Electric Congress October 27-29.

## November

## National 4-H Achievement Day

To be observed in counties on November 9.

## District Recognition Day

Work with district agents and farm and home agents in planning district recognition programs for November 9.

## State Recognition Day

Plan and conduct a recognition program to honor State winners in various 4-H projects in Raleigh on November 29.

## National 4-H Club Congress

Delegates will be selected and some members of the 4-H Staff will accompany them to the Congress in Chicago, Nov. 30 - Dec. 7.

## Special Awards Edition of 4-H Ward

Prepare and send to each county enough copies to place one in each school in which a 4-H Club is organized.

## Camp Schedule

Make out camp schedule for 1958 and send to counties.

*Calendar of 4-H Events*

*Prepare a calendar of 4-H Events for 1959*

## Line of work

195 6

[illegible]

## A PLAN OF SPECIALISTS' WORK AT THE STATE LEVEL

Line of work

#### 4-H and YMW Clubs

1956

List the number of days required by months for each type of work

[illegible]

## A PLAN OF SPECIALISTS' WORK AT THE STATE LEVEL

Line of work

### 4-H and YMW Clubs

1956

List the number of days required by months for each type of work

[illegible]

## A PLAN OF SPECIALISTS' WORK AT THE STATE LEVEL

Line of work

### 4-H and YMW Clubs

1956

List the number of days required by months for each type of work

[illegible]

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Line of work

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1956

List the number of days required by months for each type of work

[illegible]

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Line of work

### 4-H and YMW Clubs

1956

List the number of days required by months for each type of work

[illegible]

## A PLAN OF SPECIALISTS' WORK AT THE STATE LEVEL

Line of work

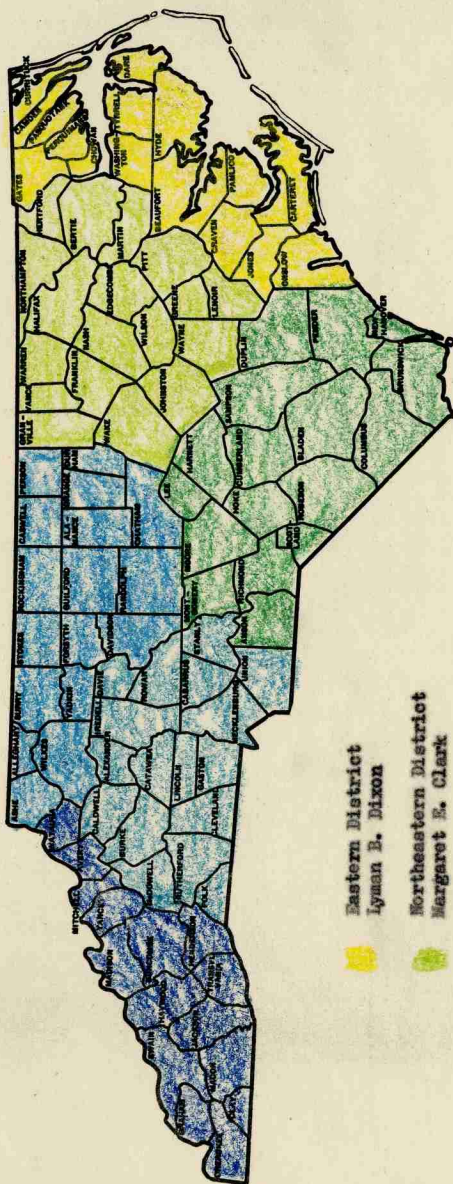
#### 4-H and YMW Clubs

195 6

List the number of days required by months for each type of work

[illegible]

# ASSIGNMENT OF COUNTIES TO ASSISTANT 4-H CLUB LEADERS



- Eastern District  
Lyman E. Dixon
- Northeastern District  
Margaret E. Clark
- Southeastern District  
Don F. Moller
- Northwestern District  
Mary Sue Moser
- Southwestern District  
Fred H. Wagoner
- Western District  
G. L. Carter, Jr.