

NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE

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

for

Calendar Year 1959

<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	Hal L. Reynolds	Full
4-H Club Work with Negroes	William C. Cooper Mrs. Helen Branford	Full Full

Date submitted: June 4, 1959. 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.

THE 1959 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, 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 will be made to determine what phases should be given more emphasis in relation to presentday conditions.
2. A special effort will be made 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 will be emphasized, 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. Work for an increased enrollment in 4-H Club work.
5. 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. 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. Highway safety, automotive care and safety, wildlife conservation, and 4-H public speaking.

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 other special meetings.
4. Using leaders in the 4-H camp program by providing a scholarship to 4-H camp for one leader for every 20 club members attending 4-H camp.
5. Arranging for specialists and others to be used, when practical, for training adult 4-H leaders.
6. Providing suitable recognition for leaders assisting with 4-H Club work. One man leader and one woman leader from each county will be given a scholarship to attend State 4-H Club Week.

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.
3. Agents will be encouraged to organize community 4-H Clubs in addition to the school clubs and will be assisted in organizing these by the State 4-H Staff.

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. County council officers will be members of the State 4-H Council.

H. Special 4-H Activities.

1. National 4-H Club Week.
2. 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 members.

- 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, should be made.
 - e. Members should 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 interest and strength 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. Members of a given number of counties, comprising a district, will meet at least once a year for an educational and recreational program.

4. State Organization.

- a. A meeting of the club officers will be held once a year.
- b. Definite YMW Club plans will be studied and recommendations made from the state level.
- c. A State YMW Conference will be held and each county will send delegates or 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 District
Lyman B. Dixon	Ass't State 4-H Club Leader	Eastern District
Margaret E. Clark	Ass't State 4-H Club Leader	Northeastern District
Mary Sue Moser	Ass't State 4-H Club Leader	Northwestern District
Fred H. Wagoner	Ass't State 4-H Club Leader	Southwestern District
Hal L. Reynolds	Ass't State 4-H Club Leader	Western District
William C. Cooper) Mrs. Helen Branford)	Assistant State Leaders for Negro Club Work	4-H Program for Negroes

*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 Programs in North Carolina. There are eight assistant state 4-H Club leaders. Six of these 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 day, State 4-H Club Week, the International Farm Youth Exchange program, and 4-H camp programs.

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 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 more than 160,000 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 and select and train camp personnel for the operation of the five state 4-H camps which annually serve approximately 6,500 4-H Club members.
- g. Select International Farm Youth Exchange delegates who will represent North Carolina in foreign countries in this program and select suitable homes for IFYE delegates from other countries who will live with host families 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 programs.

B. Assistant State 4-H Club Leaders:

State Level - Assist with the planning and execution of the state 4-H programs, 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; operation and supervision of four state 4-H camps; 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 supervise and guide the organizational phase of 4-H Club work in areas assigned. 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, 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. 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.

Visit and 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. Assist with the supervision of 4-H programs in the county such as achievement days, 4-H projects, 4-H exhibits, health rallies, camping tours, contest days, training schools, workshops, shows and sales, and national events. Assist in the selection, training, use, and recognition of adult leaders; assist with district and state 4-H events; 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 ones 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.

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 1959 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, 1959.
- 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. List of publications for use in the 4-H Club program and order blank for requesting publications.
- C. Calendar of 4-H Events and Dates for 1959.
- D. Special bulletins giving suggestions for observing National 4-H Club Week and 4-H Sunday.
- E. Report forms for summarizing observance of national events.
- F. 1959 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 effective program.
- D. Conducting district training schools.

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

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| Beekeeping | Fruit & Vegetable Use |
| Dairy Foods | Livestock Conservation |
| Dairy Management | Peanut Production & Marketing |
| Cotton Production & Marketing | Poultry Marketing |
| Dress Revue | Poultry Production |
| Forage Crops | Public Speaking |
| Electric | Sewing |
| Farmer Cooperative | Soil & Water Conservation |
| Forestry | Talent |
| Entomology | Tobacco |
| Fruit & Vegetable Marketing | Tractor Operator |
| Fruit & Vegetable Production | Wildlife Conservation |

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

- VI. Conduct District 4-H Recognition Day Programs in each District in November.
- 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 counties copies of literature prepared by USDA.
- 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 4-H SUNDAY

- I. Work planned to involve:
 - A. Plan 4-H Sunday - February and March.
 - B. Observe 4-H Sunday - May 17.
 - 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 17 - 4-H Sunday will be observed in counties on or around this date.
- D. June - A state summary of 4-H Sunday observances will be made from reports sent in by counties.

PLANS FOR NATIONAL 4-H CLUB CONFERENCE

- 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 in Washington, D. C., June 13-19.
 - A. Two club members from each district, a boy and a girl, and four club members at large will be invited to meet at State College to be interviewed by a panel of judges who will select the four delegates.
 - B. Notify agents of the selection of delegates and send information concerning the National 4-H Conference program.
 - C. Arrange for travel of delegates and leaders.
 - D. Three members of the 4-H Staff will attend the Conference and State Leaders meeting.

PLANS FOR NATIONAL 4-H CLUB CONGRESS

Project records of club members are due in the State 4-H Office on October 1, 1959. From these records a state judging committee will select state winners in the various projects, who will be the delegates to National 4-H Club Congress, November 29 - December 3. The State 4-H Staff will:

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

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 20-25.

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 and members of the State 4-H Executive Board (District 4-H officers) to make 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.
- 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 an evaluation of the program will be made.

PLANS FOR WILDLIFE CONSERVATION CONFERENCE

- A. In cooperation with the North Carolina Wildlife Resources Commission personnel, make plans for the 4-H Wildlife Conservation Conference sponsored annually by the Federal Cartridge Corporation.
- B. Select from records submitted July 1 seventy-five club members to receive trips to the conference. Select one agent from each district to attend the camp and serve as a counselor.
- C. Send information concerning the camp to agents having delegates.
- D. Prepare, with the assistance of members of the Wildlife Resources Commission, a printed program for the camp.
- E. Assemble materials to be used in promoting interest in wildlife conservation.
- F. Some members of the 4-H staff attend the camp and assist with the program.
- G. Prepare a summary of the conference for the sponsor and for the annual report.

 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:

- A. Extension workers in charge of 4-H Club work study and acquaint themselves as well as the club members with:
 1. Rules and regulations governing the awards offered for each project and activity found in the National Awards Handbook.
 2. Summary of North Carolina Awards Program.

- B. Extension workers in charge of 4-H Club work use a recognition program to give attention and prestige to individuals, promote excellence and leadership among individuals, and promote the 4-H Club program.
- C. 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.
- D. Extension workers recognize 4-H Club members through:
 - 1. Words of encouragement and correspondence of a complimentary nature.
 - 2. Visiting club members to assist and give information.
 - 3. Giving opportunities and responsibilities to appear on radio, television, civic and home demonstration club programs, and to participate in 4-H Sunday services, National 4-H Club Week programs, etc., and in planning these events.
 - 4. Giving opportunities to compete in fairs; selecting them to write reports and articles for publication; publicizing the work of outstanding club members.
 - 5. Selecting boys and girls for junior leaders; presenting certificates and other awards to qualified club members and arranging for special events to honor them.
 - 6. Arranging for club members to attend District Demonstration and District Recognition Day programs.
- E. Adult leaders to be recognized through:
 - 1. Visits to assist and aid; correspondence; news stories and radio programs.
 - 2. Special events in their honor and on other occasions; presentation of leaders' certificates and pins.
- F. Parents to be recognized through correspondence concerning a club member's accomplishments, visits, special events to honor them.
- G. Teacher sponsors to be recognized through invitations to attend all meetings, news stories, and radio programs.
- H. Sponsoring organizations and individuals to be recognized through invitations to attend meetings and special events and to present award at an appropriate occasion, through letters of appreciation from club members, and through press and radio coverage.

- I. Extension workers attach prestige and importance to awards being presented and present in a formal manner.
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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.

A. Purpose of 4-H Camp:

1. 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.
2. To be educational from the standpoint of making available subjects of interest and need to rural boys and girls.
3. To give wholesome recreation that will provide not only a week of fun but also a source of material for better recreational programs in the counties as well.
4. To attain spiritual growth and development through vesper services and working and playing together.
5. To provide leadership training and development through participation in special and varied activities in the camp's operation.

B. Programs at the state-operated camps:

1. Morning - Class instruction in social recreation, the use of electricity in the home and on the farm, handicraft, swimming and lifesaving.
2. Afternoon - Outdoor recreation including softball, basketball, horseshoes, ping pong, etc.; historical tours at some of the camps.
3. Evening - Social recreation including folk dances, stunts, singing, talent. Vesper programs presented by club members to conclude the day.

C. Procedure for Developing the Program:

1. State 4-H Staff will develop materials and teaching aids for instruction in the morning classes. Electric classes will be planned by the power company officials in cooperation with the 4-H staff.
2. State 4-H Staff will develop material and teaching aids for afternoon recreation, evening programs, and vesper services.
3. State 4-H Club Office will employ instructors and other personnel for camps. Where practical, qualified former 4-H Club members or older 4-H Club members will be employed to teach the classes in recreation, handicraft, and swimming. These instructors will assist with and participate in all camp activities.
4. The 4-H staff, assisted by experienced camp instructors, will conduct a camp instructors' training school several weeks prior to the opening of camp. Actual instruction and work in each of the classes is planned by the 4-H staff to provide information and experience for understanding the campers and to develop leadership, sportsmanship, citizenship, and everyday activities of camp life.

This training school is to be conducted under actual camp conditions with the prospective instructors assuming the role of campers.

5. The 4-H staff will encourage agents to brief campers on camp life prior to arrival at camp. Slides for each camp are available through the 4-H office.
 6. To encourage more representative adult 4-H leaders to accompany campers to camp, each county will be allowed to bring one leader per each 20 campers without payment of camp fee.
 7. The extension workers will be encouraged to plan with the county council for 4-H camp and to conduct only one camp if possible.
 8. Members of the 4-H staff in charge of camps will employ a dietitian and cooks for each camp and work with them in planning a nutritious and balanced camp menu.
 9. Insurance coverage will be provided on each camper from the time he leaves home until he returns home and will be included in the camp fee.
- D. Camps will operate continuously, with the exception of State 4-H Club Week, from the 1st of June through August, with the over-all objective of providing the training outlined above to an increased camp attendance.

PLANS FOR LEADER TRAINING

One of the greatest needs in the 4-H Club program is additional leadership, and one of the greatest opportunities for extending our efforts through leadership is in finding, training, and using adult 4-H leaders in the program. To this end, major emphasis will be placed on leadership training during 1959, 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 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:

A. Adult 4-H Leaders.

1. Encourage extension workers in each county to organize or strengthen already organized adult 4-H leaders; assist them in training adult leaders, with special emphasis on 4-H organization, subject matter, record keeping, demonstrations, exhibits, and special events.
2. Conduct district workshops on 4-H adult leaders, their selection, training and use, for all extension workers.
3. Assist extension workers in recognizing adult leaders by presenting certificates and pins, honoring them at special events such as banquets and achievement programs, and planning a special day for them during State 4-H Club Week.
4. To give leaders further opportunity to acquaint themselves with the 4-H program, each county will be allowed to bring one man leader and one woman leader to State 4-H Club Week to assist with the county group, without charge.

- B. 4-H Junior Leaders. Encourage extension workers to train older 4-H members to sponsor younger members, assisting them with projects, keeping records, and other 4-H activities.

C. 4-H Parents.

1. Encourage extension workers to acquaint parents with the 4-H program before doing anything with club members. The following procedure is suggested.
 - a. Get consent of parent for child to join the 4-H Club and encourage family counseling in the selection of projects to insure parent's becoming familiar with the various 4-H projects and activities and the over-all program.
 - b. Send circular letters to parents of all club members, perhaps when enrolled and again at close of club year. Visit the homes of club members and invite parents to visit the county extension office.
 - c. Hold special meeting of parents to discuss club work. Include representative parents when making 4-H plans.
2. Assist extension workers in planning ways to recognize parents.
 - a. Invite them to recognition luncheons and banquets and give credit to 4-H parent leadership.
 - b. Ask parents for their ideas and use them; invite them to appear on radio programs and other programs.
 - c. Give special recognition and appreciation to parents at such events as county achievement day.

D. Southern Regional Leadership Program.

1. A member of the 4-H staff will serve on the regional committee to develop plans for leadership training.
2. A state advisory committee made up of two district agents, two subject matter specialists, and two extension agents will be appointed to work with the 4-H staff in setting up a program to be followed in this state.
3. The teaching plan outlined by the state advisory committee will be tested in selected pilot counties.
4. Progress reports will be made to the regional committee as units are completed.

YMW PLANS FOR 1959

Through the cooperation of district agents, county extension workers and others, an effort will be made in 1959 to organize new YMW Clubs in counties which do not now have organizations. An effort will be made to get a selected group of counties without YMW Clubs to attend the annual conference and become familiar with the YMW program. In counties where organized clubs are already in existence an effort will be made to strengthen the work and to help them develop programs which will fit the needs of the rural young people.

Again, district YMW banquets will be encouraged, to be held during March and April. These spring meetings will be held to provide information, inspiration, and recreation for YMW Club members.

A meeting of the State YMW Officers is planned for January when plans for the annual YMW Conference and other YMW activities will be made. Matters concerning the conference to be discussed include the type of program, the location and length of the conference, and the fee.

The Superior Service Award program for YMW Clubs will be continued in 1959.

CALENDAR OF WORK

Work Planned	Method to be Used
January	
Application Forms	Prepare and mail application forms for 4-H scholarships and for National 4-H Conference, Danforth Camp, and State 4-H Honor Club.
Camp Schedule	Arrange camp schedule for state-operated camps.
Tractor Leader Schools	In cooperation with the Agri. Engineering Dept., conduct 4-H Tractor Leader Training School at N. C. State College for Western, Northwestern, and Southwestern districts.
State 4-H Club Week Plans	Make preliminary plans for State 4-H Club Week. Meet with State 4-H Council Executive Board at N. C. State College.
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.
YMW	Meet with YMW state officers to make plans for annual YMW Conference.
February	
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 Church Sunday Plans	Prepare material and suggestions to send agents for national observance.
March	
National 4-H Club Week	Assist counties in observance. Attend programs.
Visits to Counties	Visit agents in counties to assist with 4-H plans.
4-H Scholarships	Review scholarship applications.
State Fair Exhibits (cont.)	Selection of topics for 4-H exhibits

March (cont.)	
National 4-H Club Conference	From applications submitted, select two boys and two girls from each district and four club members at large to be interviewed by a panel of judges who will select the two boys and two girls to represent North Carolina at the National 4-H Conference.
Danforth Camp	From applications submitted, select the boy and girl to attend Danforth Camp.
Conferences with Specialists	Confer with specialists on Electric program in camp and Electric Congress, Forestry Camp, and Wildlife Camp.
Camp Instructors' School	Plan school to be held May 8-9.
April	
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 Demonstration Day Plans	Work with district agents and specialists in planning for the demonstration days to be held in each of the six districts. The Western District program will be held April 25.
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.
May	
4-H Church Sunday	Assist counties in observance of 4-H Sunday on May 17. Attend programs.
Camp Instructors' School	Conduct school for instructors employed for the state-operated camps, May 8-9, Millstone 4-H Camp.
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 submitting proposals for publication of records and manuals for 1959.
State 4-H Sheep Shearing Contest	Assist animal husbandry specialists with state contest.
State 4-H Club Week Plans	Continue work on plans for State Club Week.
Forestry Camp Plans	Work with forestry specialists on program for State 4-H Forestry Camp, to be held at Millstone, August 17-22.
Wildlife Camp Plans	Work with Wildlife Resources Commission on program, to be held at Millstone, Aug. 2-6.

June	
4-H Camps	Direct camp programs at Schaub, Millstone, Swannance, and Roanoke Island.
National 4-H Club Conference	Three members of the 4-H staff will accompany N. C. delegates and will attend the State Leaders' Meeting, June 13-19.
District Demonstration Days	Assist in planning and conducting District Demonstration Day programs in Northeastern, Southeastern, Northwestern, and Southwestern districts, June 23-26, and in Eastern District July 1.
July	
4-H Camps	Direct camp programs.
Honor Club Conference	Conduct conference at Millstone, July 11-12.
State 4-H Club Week	Conduct program at State College, July 20-25.
State Finals, 4-H Contests	Conduct finals in the programs in which district eliminations were held during State 4-H Club Week.
Dairy & Livestock Judging	Assist specialists in conducting preliminary contests July 20.
Wildlife Camp Delegates	From records submitted select 75 delegates to attend the conference.
August	
Wildlife Conservation Conference	Work with Wildlife Resources Commission in conducting annual conference at Millstone, August 2-6.
YMW Conference	Supervise YMW Conference August 6-9 at Millstone.
State 4-H Forestry Camp	Assist Forestry Staff in conducting camp at Millstone August 17-22.
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.
4-H Record Judging Committee	Select and notify agents who are to serve on the committee.
Poultry Shows and Sales	Cooperate with the poultry specialists in putting on these in connection with 4-H poultry chains.
Danforth Camp	Assist delegates with travel plans.
4-H Camps	Direct camp programs.
September	
Dairy Shows	Cooperate with dairy specialists in putting on 4-H dairy shows.
(cont.)	

September (cont.)	
Visits to Counties	Assist agents and club members in compiling plans of work and long-time records.
District Recognition Days	Make plans for these programs to be held in November.
4-H Supplies	See that record books and manuals are ready for distribution.
4-H Electric Congress	Make plans for Congress to be held in October.
4-H Camp Schedule for 1960	Prepare and submit request form to counties.
October	
4-H Record Judging	Catalog and assemble 4-H records for judging. Assist with judging. Send state-winning records to National Committee.
4-H Supplies	Distribute to counties record books and manuals, medals and certificates.
State Fair	Assist agents in planning and setting up 4-H exhibits.
Achievement Days	Assist agents with local and county programs.
IFYE Delegates	Select IFYE applications to be recommended for the 1960 programs.
4-H Electric Congress	Assist Ag. Eng. Dept. and power companies in planning and conducting the 4-H Electric Congress, October 29-31.
November	
District Recognition Days	Work with district agents and agricultural and home economics agents in planning and conducting programs.
State Recognition Day	Plan and conduct a recognition program to honor state project and activity winners on November 27, N. C. State College.
National 4-H Club Congress	Arrange for travel and orient delegates; three members of 4-H staff accompany them and attend Congress, Nov. 29 - Dec. 3.
Awards Edition of 4-H Ward	Prepare and send to counties sufficient copies for each school library where a 4-H Club is located.
Camp Schedule	Prepare 1960 schedule and send to counties.
Calendar of 4-H Events	Prepare and distribute 1960 calendar.
December	
Plan of Work	Prepare the 1960 Plan of Work.
Annual Report	Prepare the 1959 Annual Report.



1959 STATE 4-H CALENDAR

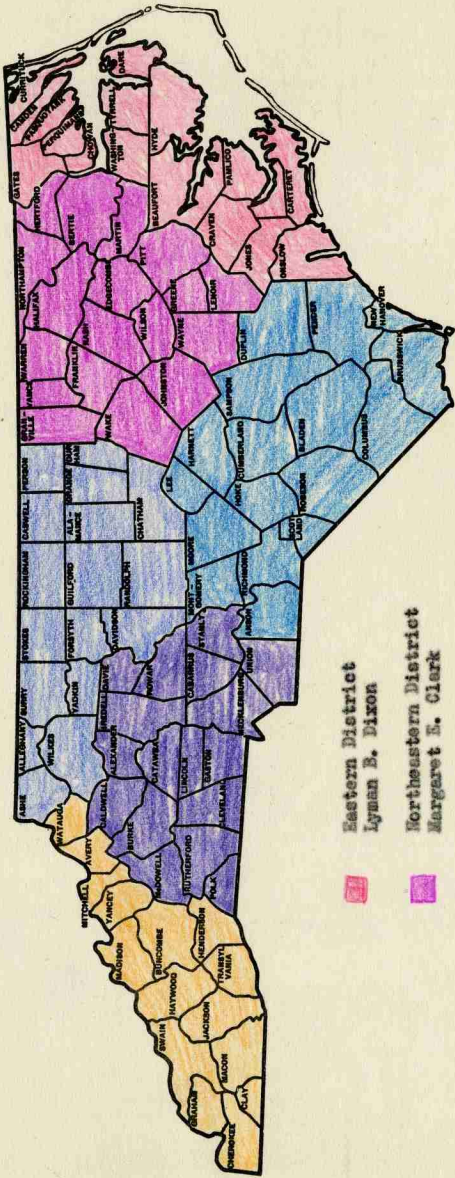
National Theme: "Improving Family and Community Living"

January 17	State 4-H Council Executive Board Meeting, Raleigh
January 22-24	Tractor School) Western, Northwestern, and
January 26-28	Tractor School) Southwestern Districts
January 29-31	Tractor School)
February 28-March 7	National 4-H Club Week
March 2	Submit to Assistant State 4-H Club Leader applications for club members nominated for 4-H district offices.
March 2	Final date for submitting applications for National 4-H Club Conference, Danforth Camp, and State 4-H Honor Club to State 4-H Club Office.
March-April	District YMW Banquets
April 25 (tentative)	Western District 4-H Demonstration Day
May 8-9	Camp Instructors' Training School
May 16	4-H Sunday
May	State 4-H Sheep Shearing Contest
June-September	County 4-H Camps
June 13-19	National 4-H Club Conference, Washington, D. C.
June 23	Northwestern District 4-H Demonstration Day
June 24	Southwestern District 4-H Demonstration Day
June 25	Southeastern District 4-H Demonstration Day
June 26	Northeastern District 4-H Demonstration Day
July 1	Eastern District 4-H Demonstration Day
July 1	a. Submit county-winning Health Improvement long-time records to State 4-H Club Office (one girl and one boy). b. Submit Wildlife Record Books of county winners (boy and girl) to State 4-H Club Office (record for current year only required).
July 11-12	State 4-H Honor Club Conference, Millstone 4-H Camp
July 20-25	State 4-H Club Week, N. C. State College, Raleigh
July 21-23	Finals in State 4-H Contests, N. C. State College, Raleigh

- August 3-8 State 4-H Wildlife Conservation Conference, Millstone 4-H Camp
- August 17-22 State 4-H Forestry Camp, Millstone 4-H Camp
- August Danforth Camp, Shelby, Michigan
- August-November Poultry Shows
- September Junior Dairy Shows
- October 1
- a. Submit long-time records for district and state competition to reach the State 4-H Club Office by this date - a separate long-time record is required for each contest.
 - b. Submit county-winning individual Junior Canning record (girl).
 - c. Submit county winners' records (1st, 2nd, 3rd place) for the Junior Enriched Corn Meal activity.
 - * d. Submit Form 2 for: (a separate form for each program)
Best Club Safety Program
Best Club Health Program
 - * e. Submit Form 3 for County Electric Program.
 - * f. Submit Form 4 for County Safety Program.
 - g. Submit information requested on mimeographed forms supplied by State 4-H Club Office as follows:
Form 1-a, Junior Canning.
Form 1-b, Statistical information on certain projects.
Form 1-c, List of Records Submitted for District and State Competition (must accompany records submitted - necessary before records can be processed).
- October 1 Submit applications for IFYE program to State 4-H Club Office
- October 10 * Submit request for 4-H medals on Report Form 1 (County Report Form for County Winners in 1959 National 4-H Award Programs) on or before this date.
- October 13-17 North Carolina State Fair
- October State 4-H Electric Congress
- November District 4-H Recognition Days
- November 20-21 Star-News 4-H Honor Program, Wilmington Area
- November 27 State 4-H Recognition Day
- Nov. 29-December 3 National 4-H Club Congress

* Forms 1, 2, 3, and 4 are mailed in early spring direct from the National Committee on Boys and Girls Club Work to County Extension Offices. Use forms sent you for 1959.

ASSIGNMENT OF COUNTIES TO ASSISTANT 4-H CLUB LEADERS



Eastern District
Lyman E. Dixon

Northeastern District
Margaret E. Clark

Southeastern District
Ben F. Hollar

Northwestern District
Mary Sue Meser

Southwestern District
Fred E. Wagoner

Western District
Hal L. Reynolds