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# HOME PLANNING

A Guide for  
County Extension Agents  
and Local Leaders

Extension Service  
Colorado State College  
Fort Collins  
Colorado

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FORT COLLINS, COLO.

MAY, 1942

# Home Planning

By RUTH MCCAMMON and HELEN PROUT

Every community has certain common home problems. When the people living within a community work together to meet some of these problems, they are part of the whole planning movement. Home planning is concerned with problems of food supply, including production and preservation, clothing, housing, home improvement and home management, first aid and home nursing, recreation in the home, and planning for the advancement of members of the families through home libraries and other methods.

Planning for the home and the community in which the family would like to live encourages planning for the best use of the land and other natural resources which are needed to support the home and community life. Home planning and land planning depend upon each other and should be carried on together. Planning should develop programs which will allow farm and ranch people to build for themselves the kind of home and community services that will give a satisfying rural life.

Planning is the getting together by neighbors, working as committees on certain jobs, to get things done. As long as people continue to plan with their neighbors for the benefit of their families and their communities, a democracy will live. The defense of democracy begins in the home.

Home offers security, comfort, and the social environment that people desire.

Homes make the community, and your community should be so desirable that the young men and young women are willing to make a supreme sacrifice to preserve it.

Homes and communities should be so attractive that young men and young women will want to come back to them. They should be built for generations to come. Now is the opportune time for all, both young and old, to build for a future of better homes, better communities, and happier people.

## Steps in Planning

To plan, there should be organization. A committee on home planning, as a part of the agricultural planning committee, should, first, get the facts about problems. The home planning committee may be divided into several subcommittees which may be working at the same time on different problems. Problems are determined by the group and worked on by subcom-

mittees. These subcommittees may come together at regular meetings of the home planning committee in order to consolidate information and problems relating to the home before they are presented to the agricultural planning committee.

In many communities the home demonstration club accepts the responsibility of home planning and, therefore, becomes the home planning committee of the agricultural planning group. Programs for home demonstration clubs should be based on a study of the facts that have been discovered through home planning.

### Jobs for Subcommittees

**Inventory the Resources.** — Resources as discussed here mean the information with which the community or county has to work. A subcommittee could get the facts about the number of homes in the community, the number of people in those homes, the number of school children, the water supply, and any other information that might be of help in determining and solving the community problems. In order to be more specific, we will take X county and carry it through the planning procedure as it involves the home food supply.

745 farm homes were surveyed  
 635 average number of acres per farm  
 3,725 people living on these farms  
 5 average number of persons on each farm  
 Type of farming—dry land with very little irrigated land  
 Water supply—from wells

Other information was also obtained that was of value to the community.

**Inventory of the Present Situation.**—To determine how the resources are being used, it is necessary to inventory the present situation. To determine the situation in county X a survey was made of the home food supply as follows:

745 farm homes were surveyed.  
 644 families do not have home-grown fruit.  
 280 families do not have home-grown pork.  
 366 families do not have home-grown beef.  
 260 families do not have gardens.  
 171 families do not have a dairy cow.  
 142 families do not have a poultry flock.  
 579 families do not have a pressure cooker.  
 128 families do not have suitable storage space.  
 409 families buy most of their food.

In order that the people would realize how the food supply might affect their health, an inspection was made by the public health nurse of 650 of the children of these families. The inspection revealed:

- 40 percent had visible dental cavities.
- 10 percent had diseased tonsils.
- 15 percent had defective vision.
- 2 percent had skin diseases.

**Determine the Problems.**—From the surveys made of the resources and the situation, the problems can be determined that need to be worked on immediately. Facts derived from the survey of county X showed:

A definite lack of fruits and vegetables in the farm family's diet.

A definite lack of vitamin C in the diets.

That 35 percent of the farms did not have a garden.

That 44 percent of the farms did not have their own meat supply.

Other facts can be easily seen by a comparison of the figures given.

Going into the surveys in more detail showed that some farms produced a large amount of the home food supply while others produced very little. Tying this in with the survey of resources, the fact was brought out that water might be a definite problem in some areas. The type of soil was another factor of importance. Perhaps the most important thing the surveys showed was that farms with the same resources produced varying amounts of the home food supply, ranging from 75 percent to as low as 10 percent. The facts obtained also showed that the amount of food produced at home had a direct bearing on the health as determined in the health inspection. Those children coming from homes where most of the food was produced on the farm had fewer physical defects than those coming from farms where very little was produced on the farm. It is impossible here to give all the information that was obtained but groups working on a common problem can find out much from surveys that will benefit in planning the program to be followed.

**Make Recommendations.**—After the problems have been listed, recommendations should be made which, when followed in making a program, will overcome these problems. Recommendations following out the survey of county X were made by the committee:

That each family have a garden planned for the year's food supply of garden products.

That each family plant some berries to take care of some of the fruit requirements.

That each family plant tomatoes to take care of some of the vitamin C requirements.

That each family raise hogs for its own food supply.

That each family have enough dairy cows to insure an adequate supply of milk.

That each family have a poultry flock large enough to meet the needs of the family in the number of eggs needed, and also to take care of part of the meat supply.

That each family produce and preserve 75 percent of its food supply.

Other recommendations would be on methods of food preservation or storage, and on improving the health through the proper use of food.

**Develop a Program.**—After the recommendations have been made, a program can be developed that will follow out the recommendations. County X developed the following program:

Organized to enroll every farm family in a home-food-supply program.

Conducted an educational campaign on how to produce and preserve the food supply.

Gave demonstrations on proper cooking of foods to retain the most food value.

Educational material was presented by leaflets, bulletins, meetings, home visits, demonstrations, newspaper and other publicity, and tours.

The subcommittee on food supply was responsible for the program but the aid of others was enlisted in carrying out the various phases of the program. People chosen for the different jobs were selected according to their ability.

A check-up was made to see how the program was progressing.

In planning the program, it should be realized that the complete program should reach every family living in the community. In order to do this it is generally necessary that the subcommittee enlist the aid of others. It is also advisable to ask the assistance of other organizations and agencies in putting

the program across. Agencies that could be used in the farm-home-food-supply program are: The Extension Service, Farm Security Administration, the Works Progress Administration, the Agricultural Adjustment Administration, and others. Farm organizations, the chamber of commerce, commercial clubs, or other organizations might also be interested in helping.

(The example, used here, of the farm home food supply, was used only as an illustration. The same procedure should be followed for any program that is developed.)

### Inventories

Inventories may be made in several different ways, depending upon the people concerned, the community itself and the kind of information needed. The following are some of the ways to get an inventory—each will probably not make a complete one by itself.

**From Professional Sources.**—The professional person can be an important source of information. While he cannot always (nor should he) give information concerning individuals, he can help in giving material concerning a group, or community, or county. For example, school superintendents can give valuable information concerning schools; the tax commissioners, about taxes; health officials, about health. Professional data may help to complete any survey or inventory that has been made. Some of the professional sources are:

State	County
State Board of Health	Assessor
Bureau of Agricultural Economics (State Representative)	Employment Office
State College	Extension Office
Extension Service	Farm Security Office
Experiment Station	Health Nurse
Library	Health Officer
State Planning Commission	School Nurse
Department of Public Welfare	Superintendent of Schools
Superintendent of Public Instruction	County Treasurer
Highway Department	Welfare Office
Other Colleges and Universities	Dental Association
	Medical Association
	Librarian

Advantages and disadvantages of getting information from professional sources are:

### Advantages

Professional people, whose business it is to know certain things, have much valuable information.

Very definite information can be gathered.

People in the community are not bothered with answering questions.

### Disadvantages

Much of the educational value is lost because the information is "given" and not "got-ten."

The material may be so technical or so general it will be of little value.

If too many local groups make demands on a certain professional source, it may feel it does not have time to furnish the material.

**Questionnaire.**—The questionnaire method of obtaining information can be effective if the people who are questioned realize the importance of putting down accurate information. It is also important that those who are obtaining the information know why it is being obtained and how it is going to be used. Before people are contacted relative to filling out the questionnaires, it is necessary that the home planning committee or a subcommittee of it determine the following:

- a. Decide upon the questions to be included in the questionnaire in order to make it as short as possible and yet effective.
- b. Decide on the number of homes to be contacted.
- c. Determine the method of contacting the homes.
- d. Select and train leaders in:
  1. A full understanding of the questions.
  2. Method of contacting people to be questioned in order to secure the best results.
  3. Reporting on activities.
- e. Decide on a time limit for obtaining the information.
- f. Summarize the material.

### Advantages

People who take part have a good understanding of the information and the situation.

Accurate, detailed information is usually secured.

Questions may be easily answered if planned correctly.

Material may be easily summarized if a good questionnaire is prepared.

### Disadvantages

People do not like to be bothered with answering too many questions.

Some people think the questioners are "nosey."

Many do not understand or see the value of the questions.

A good questionnaire is difficult to make. Many are too long.

This method is time consuming.



**By Recorded Discussion.**—This method is a simple way of taking part of an inventory. The three essentials are a **leader** for the discussion, a **secretary** and a **group** of people. In order that the material be of value, questions should be planned beforehand by a committee. The leader should understand the subject and be able to get the needed information from the group. It should be the secretary's responsibility to take down all the information given.

The material then needs to be summarized by the secretary with the help of the leader or the group. For instance, the home demonstration club might be called upon to get the information at a club meeting. If the material were to be on the home food supply, the leader should know something about the need for every family producing as much of the food at home as possible. She should give a short resume of these needs to arouse the interest of the group. After she has interested the group, some of the questions that might be asked are:

- a. How many families are there in this community?
- b. How many of the families have gardens?
- c. What other foods are produced at home, such as milk, eggs, meat?
- d. What methods of preservation are used to conserve these foods?
- e. What are some of the problems encountered in producing and preserving food on the farm?
- f. Other questions that relate to the inventory.

#### **Advantages**

This is a friendly and interesting way of taking an inventory.

Much information can be gathered in a short time.

People, through discussion, understand better the need for information.

People become more interested in the summary and also in the plans that follow.

#### **Disadvantages**

Much of the value depends on the ability of the secretary and the discussion leader.



























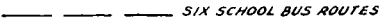






















The information may represent opinion instead of facts. Individual reports may be based on what others in the group say.

Information may represent only part of the people unless a representative group is chosen for the discussion group.

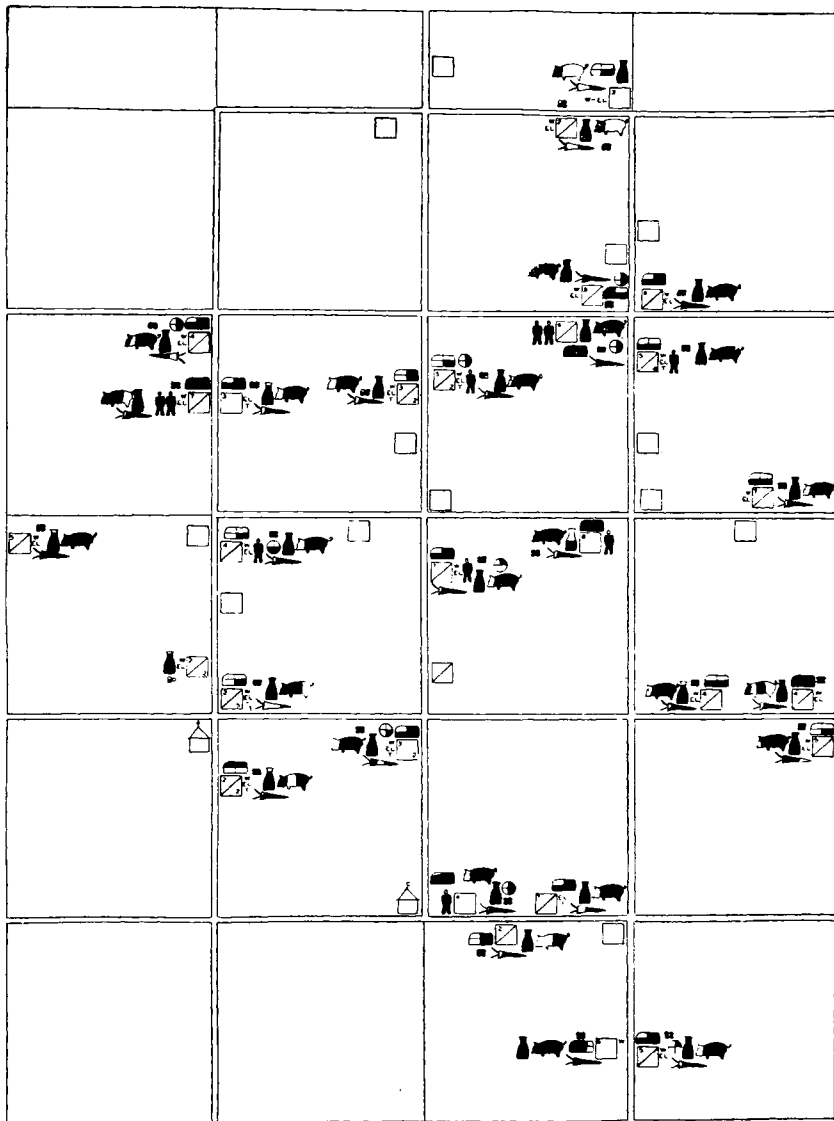
Results are difficult to summarize without bias for some topics.

**By Mapping.**—Mapping can be one of the most interesting ways of obtaining inventory information. It is also a good meth-

## Suggested symbols for mapping

	FARM HOME		TELEPHONE
	OWNER		LIGHTS IN HOME
	RENTER		WATER IN HOME
	TOP FIGURE INDICATES NUMBER IN THE FAMILY — LOWER FIGURE INDICATES OTHERS.		BATH
	ABANDONED HOUSE		SHOWER BATH
	VACANT HOUSE		RADIO
	OCCUPIED HOUSE		WIND CHARGER
	HOME OWNED		GARDEN
	SCHOOL		BREAD
	TOP NUMBER TEACHERS LOWER NUMBER PUPILS		CHEESE
	CONSOLIDATED SCHOOL		EGGS
	ABANDONED SCHOOL		MEAT
	OCCUPIED SCHOOL		MILK
	SIX SCHOOL BUS ROUTES		4-H CLUB MEMBERS
	COMMUNITY BUILDING		GRADED ROAD
	CHURCH		MAIL ROUTE
	POST OFFICE		MAIL BOX
	FARM BUREAU MEMBER		PARTICIPATING IN A A A
	HOME DEMONSTRATION MEMBER		WELL BABY CLINIC — DENTAL CLINIC
	CHILDREN OUT OF HIGH SCHOOL		HOME DEMONSTRATION CLUBS
	CHILDREN AT HOME OVER 21		W.P.A. SCHOOL LUNCHES
	CHILDREN AT HOME UNDER 6		HOT SCHOOL LUNCHES
	CHILDREN IN SCHOOL		HOT DISH DAILY IN SCHOOL
	SHELTERBELT		IMMUNIZATION OF CHILDREN BY CLINIC
	TREES		

# HOME SURVEY. BOWEN COMMUNITY. RIO GRANDE COUNTY, COLORADO.



## LEGEND

- |   |   |  |
|---|---|--|
| <p> FARM HOME</p> <p> OWNER</p> <p> TOP FIGURE INDICATES NUMBER IN FAMILY<br/>LOWER FIGURE INDICATES OTHERS</p> <p> SCHOOL</p> <p> CHURCH</p> <p> CHILDREN OUT OF HIGH SCHOOL</p> | <p> BREAD</p> <p> CHEESE</p> <p> EGGS</p> <p> MEAT</p> <p> MILK</p> <p> VEGETABLES</p> <p><b>SHADED</b> = PORTIONS PRODUCED ON FARM</p> | <p><b>W</b> WATER IN HOUSE</p> <p><b>E</b> ELECTRICITY</p> <p><b>T</b> TELEPHONE</p> |
|---|---|--|

od to use in definitely showing the existing conditions. Maps show at a glance what the present situation is and what can be done to remedy it. This type of inventory can be participated in by a number of different people. The community or county can be broken down into sections and one person made responsible for one section. The sections can then be brought together and made into one map. A person who has had previous instruction or experience should be put in charge of the mapping. Steps used in mapping include:

- a. Secure an outline map of the community or the county.
- b. Decide upon the items that should be inventoried.
- c. Choose a group or a committee to take the inventory.
- d. Make assignments and give instructions on mapping.
- e. Symbols chosen by the committee that will be used to spot the information.
- f. Spot the symbols according to the location of the home or the community.
- g. Have committee work together in combining sections of the map.
- h. After the map has been made it should be summarized. (A map in itself is not sufficient.)
- i. The information derived from the map should be used as a basis for recommendations.
- j. The information should be presented to the group and used as a basis for the county program.

#### **Advantages**

A group is usually interested in seeing the results.

People can get the significance of the results immediately.

As a rule people like to record results in such a manner.

The results can immediately be reproduced for study by others.

#### **Disadvantages**

Often people think their work is done when their map is made.

Sometimes a summary is a little difficult to make.

Often too few in the community do the mapping.

Not all items can be mapped effectively.

Maps may contain too many items to mean very much.

**Inventories Should Mean Something.**—An inventory should be of some value. When the inventory is made and summarized it should be interpreted and put into usable form. In order that it be used and that it mean something to the people, the follow-

ing steps are suggested for the subcommittee which has been responsible for collecting the data:

1. Assemble all information.
2. Check to see if all the information needed has been obtained. If additional information is needed, secure it immediately.
3. Seek the technical advice of experts who have had experience with the subject and know how to interpret the data collected. For instance, if the inventory were on schools, the county school superintendent might give information and advice; if on health, the technical assistance of the county nurse or health officer might be secured.
4. Put the information in a form that is easily understood.
5. Use this material in making recommendations and planning the program.

**Making Recommendations.**—Recommendations are made by the committee or the subcommittee, and are based on the facts that have been obtained. Only in this way will the program meet the actual needs of the community or the county. In turn, the subcommittee presents the recommendations to the home planning committee for approval. The home planning committee, after careful study and adding any other suggestions or recommendations, presents the material to the agricultural planning committee for its approval.

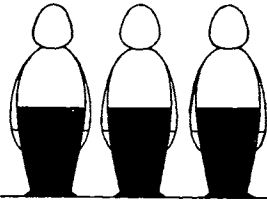
**In Presenting Material.**—Presenting material to planning groups in an interesting way is important. People to believe must first listen—and they will not listen unless the material is made so interesting they cannot do otherwise. They will do nothing about it unless it is made important to **them**. Therefore, there are two things it must be—interesting and important. The following are some suggested steps:

1. The material should be thoroughly understood by the person presenting it.
2. If the material is made up of statistics, these should be related to things that are familiar to the group. For example, the fact that 40 percent of the children had dental cavities should be related to the facts obtained in the food-supply inventory.
3. Make out a few discussion questions that will stimulate interest.
4. Choose the most interesting way of presenting the information.
  - a. The map, if one was made, might be one good means of getting information across.

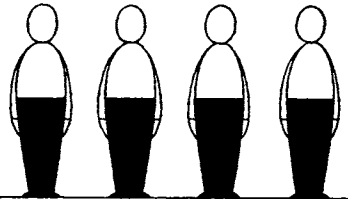
- b. News stories.
- c. Panel discussions.
- d. Slides or movies.
- e. Charts or graphs.

**Charts.**—If the facts of the community show that 30 percent of the families are well fed, 40 percent are fairly well fed, and 30 percent are poorly fed, the story can be told more effectively by a chart.

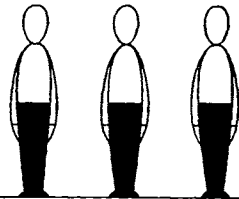
**30% of the families well fed.**



**40% of the families fairly well fed.**



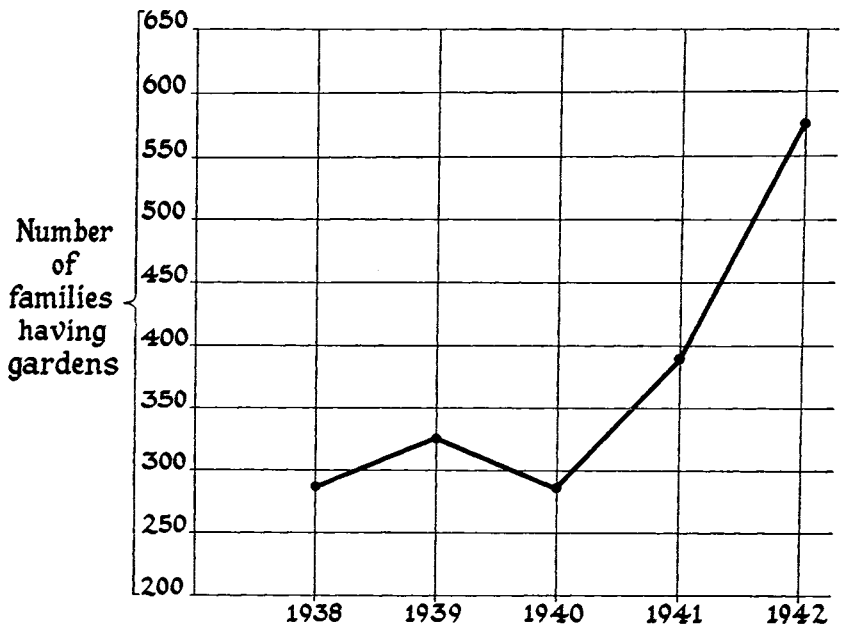
**30% of the families poorly fed.**



**Graphs.**—Data obtained can be presented in the form of a graph that is easily understood by the group. If a graph is used the person using it should understand thoroughly what it means, and also how to explain it to the group. Any graph that is presented should be well-labeled. A set of figures such as these could be used in graph form.

1938	-----	285 families had gardens
1939	-----	325 families had gardens
1940	-----	275 families had gardens
1941	-----	384 families had gardens
1942	-----	525 families had gardens

**Discussion Questions.**—Discussion questions should bring out important points. The discussion should make the group feel the urge to do something about the problem at hand. It is well to have some persons who know the subject present when



it is to be discussed. If the information relates to health, it would be well to invite "health people" in to aid in the discussion. They should not make speeches but be there to answer questions.

### Developing the Program

The program for the county should be planned and carried out according to the recommendations that have been presented. This might be the job of the subcommittee that has been working on the problem, or a new subcommittee might be appointed. It might be necessary, in working out the program, to ask others to help. Agency groups and other organizations might lend valuable assistance. The following steps are suggested in building a program based on the facts as they have been discussed.

**Agree Upon a Plan to Follow.**—In this plan those who help should be given something specific to do. It is a poor plan that provides for only one person or for a small group of people to do a big, responsible job.

**Decide upon some goal** to be reached in a certain length of time so that progress may be measured.

**Find out what the obstacles** are that have to be overcome in reaching this goal.

**Agree on a plan to overcome these obstacles—**

- a. What shall be included in the program?

- b. How shall it be done, or what methods shall be used?
- c. Who will help to get the work done?

**Measure Results.**—Very often people get discouraged because they see no results. This measuring of results should be simple.

**Report Results.**—If the committee members are the only ones who know what has been accomplished, part of the value of the work is lost and future work has been hindered.

**Remember that current happenings might make a change in plans necessary.**

#### **Do's for Committee Members**

1. Believe in the thing you are doing.
2. Know what you are working for.
3. Be sure that all the people understand the program.
4. Be sure that people all over the community know what your aim is.
5. Help your chairman plan a good meeting. No meeting should be held without thought beforehand.
6. Ask your county agent to help you in providing material that will make a better meeting.
7. Have the meeting business-like. Follow good parliamentary rules in conducting the meeting.
8. Ask for the cooperation of others.
9. Get people to help who are really interested.
10. Use the people who are best suited to help with the job.
11. Take into consideration what has already been done in the community.
12. Be careful of the biased opinions of only a few in making a program. The program should be one to fit the needs of the entire community.
13. Support recommendations with facts.
14. Use interesting methods to assist others in understanding the problems.
15. Obtain technical assistance whenever you feel the need for it.
16. Start with the simple problems—it gives a feeling of encouragement if something is accomplished right away.
17. Keep a record of the accomplishments of your community.
18. Keep an accurate record of all the meetings.
19. Be original about using new methods if you feel the need of them.