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9-1922

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Recommended Citation

Scarboro, P. and Kiethline, M., "Handbook for Local leaders of Boys' and Girls' Clubs" (1922). *Extension Circulars*. Paper 66.
http://openprairie.sdstate.edu/extension_circ/66

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Handbook for Local Leaders

of

Boys' and Girls' Clubs

By

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EXTENSION SERVICE
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Cooperative Extension Work in Agriculture
and Home Economics, South Dakota State
College and United States Department of
Agriculture Cooperating.

Distributed in furtherance of Acts of Congress of May 8, and June 30,
1906.

Note: This circular contains advanced pages of a Club Leaders' Handbook in preparation. The completed book will be ready for distribution in January 1923.

SUBJECTS OF CLUB WORK:

- To give an insight into business principles and their application.
- To encourage better and greater production.
- To encourage economy and thrift.
- To give boys and girls a personal earning capacity.
- To teach the fundamental and elementary principles of agriculture and home economics.
- To give opportunity for physical development.
- To arouse ambition.
- To urge cooperation.
- To inculcate a dignity for labor and respect for service.

I. OUTLINES FOR COUNTY ORGANIZATION:

- A. Take into consideration clubs organized.
- B. Take into consideration new clubs.
- C. No more clubs than can be supervised.

II. HOW TO SECURE BOYS AND GIRLS FOR CLUB WORK:

- A. Explaining club work at community clubs, schools and other public meetings, by personal visits, and by letters to prospective members.

III. CLUB ORGANIZATION:

A. Preliminary steps.

- 1. Become familiar with club work.
- 2. Secure enrollment blanks from Extension Service.
- 3. Call the young people together for presentation of club work. Whenever possible have parents and other interested persons present.
- 4. Have the cooperation and consent of parents.

B. Steps in organization.

- 1. State clearly the plan, aims and work of the club.
- 2. Let persons present ask questions.
- 3. Presentation of projects.
- 4. Selection of project, (one project is preferable) no person should take more than two. Have all the members in one club work on the same project.
- 5. Read Standard Club Requirements.
 - a. A Standard Club shall have a membership of at least five working on the same project.
 - b. There shall be a local club leader in charge during the club year.
 - c. There shall be a local club organization with the necessary officers and duties.
 - d. There shall be a definite club year program of work.
 - e. There shall be held at least six regular club meetings, during the year. The secretary shall be required to keep definite records of these meetings and also of the progress of each member.

- f. A local exhibit shall be held annually.
- g. There shall be a demonstration team which must give at least one public demonstration in the home community.
- h. At least 60% of the members must complete the project and file a final report with the Extension Service Office.
- i. A judging team shall be chosen by competition among the members.
- j. An Achievement Day shall be held at the end of the Club year program.

6. Present Duties of Local Leader and Officers.

a. Duties of Local Leader:

- 1. Attend all meetings of the club.
- 2. Supervise work of each member.
- 3. Distribute circulars and all information furnished.
- 4. Explain each circular, blank and follow-up instruction to the members.
- 5. Arrange for the club activities for the year, meeting the requirements of the Standard Club.
- 6. Help members to arrange exhibits.
- 7. Train demonstration teams. Two or three members comprise a team and they demonstrate some phase of their project.
- 8. See that report cards are up to date.
- 9. See that the final reports are sent to county or home agent.
- 10. Each member should write an achievement story. This should be sent with the final report.

Suggestive outlines for Story.

Why are you a member?

What first interested you in club work?

Tell how you made your bread, did your sewing or canning, or tell how you raised your pigs, sheep, baby-beef, poultry, corn, potatoes or garden.

Give troubles and remedies.

How you disposed of your products.

Tell about club meetings, games and songs you have learned, picnics, club fairs, Rally Day and Achievement Day programs, exhibits, demonstration teams and club camps.

Tell what you have learned.

Tell about club pins, club colors, club emblems, and prizes you have won.

Tell the most interesting things that have happened in connection with your club work.

- 11. Arrange for Achievement Day. At the close of the club year an Achievement Day should be held in the community or some place selected in the county. This day is for public recognition for

all members who have completed their work and filed reports and achievement stories. A Standard Club Charter will be awarded on Achievement Day if the requirements for a Standard Club have been met. At the end of each succeeding year a National Seal of Achievement will be awarded if the above requirements have been met. Achievement pins should be awarded to the individual member on Achievement Day. Consult the home or county agent regarding these.

b. Duties of the President:

1. Call the meetings to order.
2. Announce order of business.
3. Puts all questions and motions.
4. Decides points of order.
5. Decides the vote.
6. Calls another member to the chair if he wishes to take part in the debate.

c. Duties of the Vice-President:

1. Performs all the duties of the president in case the president is absent.

d. Duties of the Secretary:

1. Keeps the minutes of all meetings.
2. Handles all correspondence.
3. Sends or posts notices of meetings.
4. Reads the minutes of the previous meeting.
5. Acts as chairman in case both president and vice-president are absent.

e. Duties of the Treasurer:

1. Collect all dues and money.
2. Keep account of all money collected and paid out.
3. Pay bills when ordered by the president or secretary

f. Duties of members:

1. Carry out project as outlined.
2. Keep exact record of work.
3. Write achievement story.
4. Exhibit work.
5. Demonstrate.
6. Attend club meetings and take some active part.
7. Assist with all club activities such as Rally Day, Fairs, Achievement Days, parties, picnics and tours.
8. Sign enrollment blanks.
9. Elect officers, president, vice-president, secretary and treasurer.
10. Select leader.
11. Decide on time and place for club meetings. At least one club meeting a month.
12. Club meetings to consist of business, demonstration discussions and social feature.

13. Send blanks properly filled out to the home or county agent. The blanks will be forwarded to the Extension Office after copies have been made. After enrollment is made in the State Office definite outlines and literature will be sent the county or home agent and they will send it to the local clubs.
14. Every club should have a constitution, suggestive form may be secured from Extension Service Office.
15. Dues are not required although many clubs prefer to have small dues so they have money to meet any expense.
16. A definite goal should be decided upon and at the end of the year compare results to see if you have reached that goal.
17. An initiation service may be used. Can be secured from Extension Service Office.
18. Make your club program for 12 months. Have a plan and work your plan.

IV. PROGRAMS:

Suggestive programs for club meetings will be furnished from the Extension Service Office.

Club Pledge

I pledge my Head to reason, my Heart to loyalty, my Hands to service and my Health to efficiency for the good of my country, my community and my home.

Club Motto

To Make the Best Better.

Club Words

Important words in club work are cooperation, demonstration, achievement, ownership.

Club Emblem

Four leaf clover with H in each leaf, standing for the equal training of the head, heart, hands and health.

Suggestions to Leaders:

Take photographs of anything interesting or original.
Hold meetings for club boys and girls but occasionally invite the parents.
Always have something definite for each club meeting.
Cultivate the community spirit, cooperation, team work and social life.
The most important as well as the most successful method of putting club work before the public is through the practice of public team demonstrations.

It is the number who finish the work that count, not the number enrolled.

V. CLUB LEADERS' CONFERENCES:

The local leaders conferences are a part of the county organization plan of work. In counties with home agents the conferences should be held every second month, six per year, and in counties of one extension agent at least three conferences per year should be held.

The Club Leaders' Conference:

1. Hold the conference every second month.
2. Organize your centers at the first meeting and make up the program for the year's work.
 - a. Select dates for each conference
 - b. Choose meeting places
 - c. Name hostess for each conference.
3. The program for each conference may vary to meet the need of the leaders. The following is a suggestive program:
 - a. Roll call
 - b. Club songs
 - c. Reports on progress of work by leaders
 - d. Things of interest for other counties by specialists.
 - e. New club games.
 - f. Demonstration for next two months by specialist.
 - g. Question by leaders.
 - h. Demonstrations by leaders
 - j. Social hour
 - k. Adjournment.
4. Year's program of work for girls has been arranged in sewing, canning, baking, foods and poultry by the Extension Specialists. These programs may be secured from the Extension Service Office. In the organization of the girls' work it will be best to organize only one kind of work around one training school center. The fact that club work has been organized and carried on in many of the counties of the state for the past four years, it will not be possible to organize all the girls of one county on the same project.
5. Emphasize the play side of club work. Men and women follow a program of work because they see a personal value in the program. Boys and girls follow a program of work because there is play, action and life in the program.

VI. THE PURPOSE OF A DEMONSTRATION TEAM:

- a. The main purpose of team demonstrations should be to present to the community the results of both the club members' individual work and also the result of similar work of which they may have learned in their club work to be practical.
- b. Another purpose of team demonstrational work is to impress the facts of these better practices more forcibly upon the club members who are actually demonstrating.
- c. It is of considerable importance that club members learn to work and play together. In team demonstrational work we have a most striking example of team work and cooperation.

(Outlines for demonstrations may be secured from Extension Service Office.)

VII. GAMES FOR CLUB MEETINGS:

BROAD SMILE: One player is chosen from each side. They put on as broad a smile as possible. These smiles are measured with a tape line. Broadest smile wins.

FAN AND FEATHER CONTEST: The contestants are each armed with a fan and a feather. They fan the feather to the goal.

PILLOW AND PILLOW CASE RELAY: Form two or more lines, provide each with a pillow and a pillow case. Start at the head of the line, the task being to take the pillow out of its case and put it back in, and passing it on to the next man. The line getting through first wins.

ELOPMENT RELAY: Get a suit case and put into it several articles of attire such as a coat, hat, pair of gloves and a muffler. The person at the head of the line takes the suit case, starts out for the goal, opens it on the way and dons all the things trying to get them all on before he returns to the line again and hands the suit case to the next in line. After his task is done, he takes his place at the end of the line.

POTATO RELAY: In same fashion the head of the line takes a potato on a spoon and starts for the goal, returning, he hands the potato and spoon to the next fellow who races for the goal. This might be done with eggs, apples, etc.

SPOON FOOD: Blindfold two players and have them feed one another puffed rice or something like that with spoons. This makes a perfect riot of fun.

STUNTS: Let someone attempt to stand with his left foot sidewise against the wall; then lift the right foot up slowly to the count of six.

Try threading a needle while sitting on a crotch which has been placed on its side. Your left heel must be placed on your right toe during the operation,

PHOTOGRAPHY: It takes two players to play this game. One goes out of the room, the other remains in it. Of course the audience must not know that the two are in "Cahoots". While the one player is out of the room, the rest decide which one they wish photographed. Then the player returns and thinks very carefully. In the meantime the other player is imitating the exact way the person chosen to be photographed is sitting. After business of deep thinking during which the player looks at the other player and compares his or her actions with those of the rest in the room, the player who has been out of the room says "I am going to photograph Mr....."

TWENTY-THREE HIDDEN MATERIALS: Dolly Varden, immaculately dressed sat in the window ledge and heard from the church near by the mellow chords of the organ dying slowly away. Her silken hair was well drawn back from her forehead, low and broad. Clothed as she was in pink and green, she made one think of spring. She was considered musical; I considered her brilliant in every way. I was before the dresser getting ready to go out, and taking a forkful of cold slaw now and then, or some mock duck. "I want to send a line north Henrietta", said Dolly, bringing ham sandwiches, for she saw I felt hungry. She then wrote this letter "I marvel, veterans, if you pause in your good work for lack of cash merely as is represented. You should canvas for a book or paper, fales, some handy volume, possibly a duodecimo, hair splitting terms like this I do not often employ, but blessing on the head of Cadmus! Linguists must sometimes use their hands as well as their wit, weed gardens, if need be; but spare the mullin, for it seems to be like a flower. Always remember that the light burns dñm, it yet will burn.

SWAT TAG: Equipment needed: Knotted towel, stick, rope, sneaker, belt or swatter. The players are arranged in a circle with their hands behind their backs and their heads bent forward with their eyes on the ground. A man is selected to be 'it'. He runs about the circle with a swatter in his hands. He places it in the hands of one of the men in the circle. This man turns upon the man who stands at his right in the circle and begins beating him with the swatter and continues beating him as he chases him about the circle to the right until he comes again to the point in the circle he left. The ~~chaser~~ then runs about and places the swatter in the hands of some other man and the game proceeds as before. Hitting on the head is prohibited.

OBJECT TAG: Equipment needed: A ball or some other easily handled object. Players are arranged in a single ring. A ball is placed in the hands of one of the men forming the ring. A man is selected to be 'it'. He takes his place in the ring and endeavors to tag the basket ball. The men in the ring, by passing it in either direction try to keep the ball from being tagged. The men are not allowed to skip more than one man in passing the ball about the circle. The penalty for skipping is that the one passing last shall become 'it'. If 'it' succeeds in tagging the ball the man who last passed same takes his place. The ball is always in play whether it be on the ground outside the circle or in the hands of the players.

NUMBER TAG: Equipment needed: An old soft playground ball or basket ball. A small circle (three feet in diameter) is marked in the center of the field of play. Each player is given a number. The game is started by one of the players dropping the ball in the circle and calling a number. The one whose number is called picks up the ball and commands, "Halt!" All the players must stand fast upon hearing the command. He endeavors to hit a player with the ball. If he succeeds, the player hit picks up the ball, commands, "Halt!" and attempts to hit someone else. The game continues in this way until someone misses. The player who misses hitting another has one point recorded against him and must take the ball to the circle and start the game again by calling a number. If a player has two misses checked against him he is penalized. The penalty is for that player to run the gauntlet. All the other players line up in two columns while the players forming the lines are given the opportunity to slap at him from behind as he runs by. The penalized player is given the ball and the game is continued.

VOLLEY BALL: Volley ball is usually played on a court 25 feet by 50 feet in size, over a net $7\frac{1}{2}$ feet high. The ball is a little smaller and about half as heavy as a basket ball. There may be any number of players, but matched games are usually played with from five to ten on a side. Before beginning the game all the players on each side should be numbered. Each player serves the ball over the net in turn. The server stands on the back line and bats the ball over the net with the palm of his hand. If the ball strikes the ground on the other side, it scores for the serving side; but if the receiving side bats it back and it hits the ground on the server's side he is out, and a player on the other side serves. If the player fails to get the ball over the net or bats it out of bounds he is also out. As usually played 21 points are taken for a game, but it is sometimes played with 15-minute halves. The same as basket ball.

PASS BALL RELAY: Two balls are needed for the game. Two teams of five or ten each may compete. Each team lines up in a single file, its members standing about 14 inches apart. The ball, in the hands of the person at the head of the file, is passed back over his head (or between his legs) to the next person who repeats the process. When the ball reaches the end of the file, it is passed back to the head of the file in the same manner. The team which gets the ball back to the starter first wins.

POTATO RACE: Equipment needed: One potato and a block of wood or a stone for each competitor. A circle 18 inches in diameter is placed three feet in front of the starting line in front of each column. Another circle of the same size is placed about 15 yards in front of the first circle. As many potatoes are placed in the circle nearest the starting line as there are competitors in the line. (Note, a basket can be placed instead of the circle if desired) At the signal to start, the first player in each column runs forward, picks up a potato from the nearest circle, carries it to and drops it into the far circle. (Note. The potato must be within the circle, not touching the line.) After properly placing the potato in the far circle, the player returns, tags off the front player in the column, and takes his place at the rear of the column. The man tagged off repeats the performance, carrying off the second potato, etc. The race ends when the last player, after carrying his potato to the far circle, returns across the line.

SUGGESTIONS FOR CHRISTMAS PARTY.

Decorations-Christmas bells, holly, evergreens red candles, Christmas Carols--Silent Night.

Recitations-Ruggles Christmas Party, The Night Before Christmas.

Short talk on "Christmas Waife".

Might have crepe paper stockings hung around the room with members' names on them and filled with popcorn or candy. When time for refreshments have each one find their stocking. A great deal of amusement can be had by cutting out pictures from a magazine and putting in the stockings with an appropriate verse attached.

Examples--automobiles, horn, phonograph, pigs, cattle, chickens, sewing machine, etc.

SUGGESTIONS FOR EASTER PARTY.

Egg Dolls--Paint or draw a face on an uncolored blown egg. Cut from stiff paper a rectangle $2\frac{1}{2}$ by 4 inches, slash $\frac{1}{2}$ inch slashes in the long or 4 inch side for pasting to the egg. Roll this and paste into a cylinder $2\frac{1}{2}$ inches high. On this for a body paste the egg face. Cut from colored paper or white tissue paper or crepe paper hats and dresses. Suggestive types are: Humpty Dumpty, rabbit, Chinaman, darkey, dutch girl, clown, boy, girl, baby, old man or woman college girl, nun.

Egg hunt or egg roll is much enjoyed. For the egg hunt candy eggs may be used.

Toy chicks, rabbits or those made from paper may be used for decorations.

SUGGESTIONS FOR APRIL FOOL'S PARTY.

For April Fool's Day Party the guests may wear paper dunce caps. Have each person tell a 'made up story' and as a prize wrap up some small article in several wrappings for prize or a package with an 'April Fool' may be given.