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4-H Club: Home Economics Club Local Leaders' Guide with Suggestions for Making 4-H Clubwork More Valuable for the South Dakota Girl

Agricultural Extension Service, South Dakota State College

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Home Economics Club
Local Leaders' Guide

With Suggestions for Making 4-H Clubwork More Valuable
For the South Dakota Girl

AGRICULTURAL EXTENSION SERVICE
SOUTH DAKOTA STATE COLLEGE, BROOKINGS
U. S. DEPARTMENT OF AGRICULTURE COOPERATING
How To Plan
The Club Program for the Year

"Make No Small Plans: They Have Not the Magic To Stir Men's Blood."

This section of the Local Leader's Guide is to help you assist the club in planning its work for the year.

A written program for the year helps you to have well-rounded, worthwhile club meetings and encourages club members to assume responsibility for their contribution to each meeting. Necessary changes can be made as the year progresses. The program is most satisfactory when it is planned cooperatively by the members with the guidance of the club leader. If the club is large, a committee of girls can be chosen to assist with the planning.

Plan Democratically

"Plan Your Work, and Work Your Plan"

The Leader—
a. explains; the member decides
b. plans for best interests of the group
c. encourages mother-daughter cooperation in making decisions in project work
d. plans the program with a committee of girls
e. lets club officers take charge of meetings
f. uses committees for special events
g. sees that the girls give club meeting talks and demonstrations
h. encourages group discussions on all topics

Using the following pages of suggestions as a guide, help your club choose goals, roll call topics, demonstrations, talks, discussions, judging work, activities and events.

In this book you will find some sample meetings which may help you go ahead. Make a copy on the blanks lying loose in this book and send it to your County Extension Office as soon as possible. Have the girls copy the program into their record books so they can know their responsibilities for the year.
Making Club Work Count

A 4-H Club Develops the Members

If a thing is worth doing at all, it is worth doing well. The following score cards will help your 4-H members gain satisfaction from club meetings and membership. Use the score cards for discussion when you plan your program for the year. Score yourselves occasionally.

Scorecard for a South Dakota Standard 4-H Club

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goals set and program planned for year</td>
</tr>
<tr>
<td>*2.</td>
<td>At least six meetings held during year</td>
</tr>
<tr>
<td>*3.</td>
<td>Judging work or demonstration (individual or team) developed</td>
</tr>
<tr>
<td>*4.</td>
<td>At least 75% of members complete project work</td>
</tr>
<tr>
<td>*5.</td>
<td>A local program or exhibit each year to which the public is invited</td>
</tr>
<tr>
<td>6.</td>
<td>Club records and health records kept by each member</td>
</tr>
<tr>
<td>7.</td>
<td>Club takes part in at least one county-wide event</td>
</tr>
<tr>
<td>8.</td>
<td>Every member exhibit at a public event</td>
</tr>
<tr>
<td>9.</td>
<td>Secretary send report of each meeting to county extension office</td>
</tr>
<tr>
<td>*10.</td>
<td>Make an annual report</td>
</tr>
</tbody>
</table>

Total: 100

* A gold seal for the club charter is awarded clubs reporting starred (*) items completed.

Scorecard for a Good Club Meeting

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Meeting to begin at scheduled time with all present</td>
</tr>
<tr>
<td>2.</td>
<td>Special opening used—pledge, flag salute, club song</td>
</tr>
<tr>
<td>3.</td>
<td>Business meeting, short and conducted according to parliamentary procedure</td>
</tr>
<tr>
<td></td>
<td>Roll call, secretary's minutes, old and new business, report on club records, announce next meeting and activities</td>
</tr>
<tr>
<td>4.</td>
<td>All phases of educational programs well done</td>
</tr>
<tr>
<td></td>
<td>Project demonstration and talks (2 or more)</td>
</tr>
<tr>
<td></td>
<td>Judging work included</td>
</tr>
<tr>
<td></td>
<td>Health talk or demonstration</td>
</tr>
<tr>
<td></td>
<td>Record books up to date</td>
</tr>
<tr>
<td></td>
<td>Music appreciation, courtesy or grooming</td>
</tr>
<tr>
<td></td>
<td>Group discussion used</td>
</tr>
<tr>
<td>5.</td>
<td>Short recreational period included</td>
</tr>
<tr>
<td></td>
<td>Group singing, games or crafts</td>
</tr>
<tr>
<td>6.</td>
<td>Every member and officer assume responsibility for a good meeting</td>
</tr>
<tr>
<td>7.</td>
<td>Courtesy, good grooming and cheerfulness evident in all</td>
</tr>
</tbody>
</table>

Total: 100
Suggested Roll Call Topics

Roll call can add interest and meaning to the club meeting if members use assigned topics rather than to say “Present” or “Here” when their names are read. Roll call topics should be such that they can be answered very briefly. Ideas for such topics may be gotten from the projects or activities being carried. The following ideas are suggestions only. You and your club members can probably think of many more. Check those you plan to use.

**Project Ideas**
- My project plan
- A goal for the club year
- How to remove a stain
- Color schemes I like best for a kitchen
- My most becoming color
- My responsibilities for the care of our home
- Progress I have made on my project
- A point in buying shoes
- A good clothing care habit
- What I plan to do for my project
- One food I need daily
- A helpful household hint
- A canning precaution
- A recipe for exchange
- My exhibit for Achievement Day
- How to store one food
- A judging standard for muffins (or any other item)
- A term used in Food preparation and what it means
- A good cook rule

**Activity Ideas**
- A fact about the song of the month
- A characteristic of good posture
- Name of a national club song
- A game our family plays
- A health habit I need to improve
- Something I enjoy doing with my parents
- A food needed in the daily diet
- A weed that is a pest in South Dakota
- A method of preserving food
- A canning precaution
- A table courtesy
- A common courtesy
- A good grooming practice
- A point to remember in making an introduction
- A phase of conservation
- A good soil conservation practice
- One way I can help beautify our home
- A South Dakota game bird
- A highway safety rule
- A home safety hazard I can remove
- How to safeguard the farm against fire
- What a club can do for Rural Life Sunday
- Something we can do for our community
- How electricity can help on the farm
- A phase of rural electrification
Suggested

Demonstrations, Talks, Discussions

Demonstrations are an effective teaching method. One or more short demonstrations should be included in each meeting. These can be supplemented with project talks, discussions and judging work. The following list gives ideas for topics. Together with your program committee of girls, check the ones to be used in your club this year. If your club meets once a month, you will need to check about 20 topics and to indicate how each is to be handled—will it be a demonstration, talk or discussion?

Organization Topics

References: Program and Record Book—Home Economics Clubs
Secretary's Record Book
How and Why of 4-H Club Demonstrations
Victory Guide for 4-H Club Officers (on request)
Development of Home Economics Standards Through 4-H Judging Work
— The 4-H emblem, colors, motto, pledge and creed
— The Project—C Plan, B Plan and A Plan
— Keeping good club records
— A standard 4-H club in South Dakota
— A good club meeting
— Qualities and duties of club officers
— How to conduct a good business meeting
— How to judge a class of articles
— How to give a demonstration

Project Suggestions will be found under separate headings.

Judging Ideas

Judging is another good teaching method. It is a good idea to use judging to set standards for good work before girls attempt to make articles. It is also a check on articles after club members have made them.

Club members should have experience in Food Preservation and meat identification in addition to their project.

Persons who can best conduct judging include: The local leader, mothers, assistant leader, or older club members. Many suggestions are given in the booklets listed below. Suggested classes for each project also will be found in the same bulletin.

References: Development of Home Economics standards Through 4-H Judging Work
Clothing Score Cards (on request)
Canning Score Cards (on request)
Meat Identification and Judging (on request)
Home Life Scorecard
Meal Planning Scorecard
Suggested Demonstrations, Talks, Discussions
For the Clothing Project

**Goal 1: Clothing Care Topics**

**References:** Clothing Project—all plans
- Mend and Save (on request)
- Clothes Moths (on request)
- Take Care of the Wool You Have (on request)
- Stain Removal from Fabrics—Home Methods (on request)
- Have a plan for undressing
- Learn to hang up your clothes
- Watch clothes every day
- A clean body means cleaner clothes
- Keep clothes clean
- Some rules to follow in treating stains
- Cover your shoulders when combing
- Protect necklines
- Have tidy dresser drawers
- Hats need care
- Gloves deserve attention
- Special care for coats
- General care pointers
- To make shoes last
- Suggestions for pressing
- How to iron dresses and blouses
- How to make a pressing mit
- Rules for patching
- Rules for darning
- Kinds of patches and their uses (re-weave, stayed-in inset, machine stitched, underarm.)
- Commercial mending aids
- Control of clothes moths

**Goal 2: Topics for Better Clothing Choices**

**References:** Clothing project—all plans
- Dresses and Aprons for Work (on request)
- Women’s Dresses and Slips (on request)
- Fabrics and Designs for Children’s Clothes (on request)
- Judging Fabric Quality (on request)
- Buying Tips (on request)
- Clothing Score Cards (on request)
- The story of cotton
- Fiber tests
- Weaves and their effect on durability
- Cotton materials we should know
- Will the material shrink?
- The meaning of thread count
- Will the material fade?
- What fabric designs are good?
- Cotton terms and their meaning
- The story of wool and rayon
- Fabrics for school clothes
- Choosing your best colors and styles
- A clothing inventory
- Possibilities in restyling and remaking
- Planning clothing needs
  - a. A good kitchen apron and holders
  - b. Slips
  - c. Simple cotton dress, pinafore or jumper
  - d. School costumes
  - e. The wardrobe
  - f. Clothing for other family members.
- Keeping a clothing expense account
- Planning clothing to go together
- The essentials of a complete costume
- Why simplicity is important

**Goal 3: Sew and Save**

**Topics**

**References:** Clothing project—all plans
Sewing machines
Mend and Save (on request)
Pattern Alteration (on request)
Make-Overs from Coats and Suits (on request)
Knitwear Make-Overs (on request)
Fitting Dresses (on request)
Into the Dye Pot (on request)
Fabrics and Designs for Children’s Clothes (on request)
Pattern envelopes and guide sheets
- Sewing tools—their selection, use and care
- Parts of a sewing machine—quiz or spell down
- Sewing machines are fun to run
- Cleaning and oiling a sewing machine
- Adjusting a sewing machine
- A convenient sewing box or basket
- How to thread a needle and make a knot
- How to hold a needle and thimble correctly

(Continued to page 10)
"C" PLAN
Cottons for Home and School
Suggested for Beginning Girls

1. Hang up your clothes.
2. Care for your shoes.
3. Do your own hand laundering.
4. Help with the ironing.

1. Make a study of cotton fiber and fabrics.
   a. Include tests, weaves, uses, shrinkage, thread count, sizing, fading, etc.
2. Decide upon the garments you will make.
3. Keep a record of all money spent for your shoes and hose for a year. (Blanks are provided in member's record book.)
4. Do group judging.

"B" PLAN
Costumes for School Wear
Suggested for More Experienced Girls

1. Air, brush and press your clothing.
2. Wash your sweaters.
3. Do your own hand laundering.
4. Help with the family washing and ironing.

1. Care for and repair your wardrobe.
2. Remove three or more different stains.
3. Improve storage in one or more ways.
4. Practice control of moths.

"A" PLAN
The Wardrobe
Suggested for Advanced Girls

1. Learn to identify wool and rayon.
2. Know fabrics suitable for school clothes.
3. List garments you can restyle or remake and new ones to be added to wardrobe.
4. Choose colors and styles suited to your figure and coloring.
5. Keep a record of all money spent for your clothing for a year. (Blanks are provided in member's record book.)
6. Do judging work.

Goal 1. To Learn Proper Clothing Care

Goal 2. To Make Better Choices
1. Learn to use and care for sewing tools.
2. Learn to run a sewing machine.
3. Organize and equip a sewing box or basket.
4. Below are seven suggested articles. Make any two.
   a. A learning problem such as: hemming a dishtowel, making hot dish holders, making a laundry bag or a bib.
   b. A nightgown.
   c. A slip for wear with a simple cotton dress.
   d. A kitchen apron and two matching holders.
   e. A simple cotton dress for home or school wear.
   f. A pinafore or jumper.
   g. A simple cotton skirt.

Goal 3. To Learn To Sew and Save

1. Restyle, remake or repair at least one garment in your wardrobe. (Take before and after pictures where possible.)
2. Plan and make a school dress.
   a. Dress may be any suitable new or used materials.
3. Make or select a slip for the above dress.
4. Make one or more additional garments or articles for yourself or other family members. Here are some suggestions:
   - Blouse
   - Skirt
   - Jacket
   - Coat
   - Pantie or brassiere
   - Sleeping pajamas or nightgown
   - Dressing robe, housecoat or smock
   - Child's dress or suit
   - Active sports or work clothes

1. Make a piece of pressing equipment or a kit of cleaning and pressing supplies.
2. Make over a garment for yourself or another member of the family. (Take before and after pictures where possible.)
3. Plan, make and model a complete costume needed in your wardrobe.
   a. Choose suitable new or used materials for the main garment.
   b. Suit under garments to the main garments. (Undergarments may be selected ready made if desired.)
   c. Accessories may be made, selected or ones already in wardrobe which have been cleaned, renovated or restyled.

Suggested costumes:
   - School outfit
   - Party outfit
   - Best outfit
   - Tailored outfit
   - Work outfit
   - Play outfit
4. Make one other garment or article for yourself or another member of the family.

Goal 4. To Know How To Look Your Best

1. Improve posture and carriage.
2. Check up on personal grooming.
3. Carry out a health improvement program.

Clothing

1. Improve posture and carriage.
2. Check up on personal grooming.
3. Carry out a health improvement program.

Local Leaders' Guide
Clothing

Local Leaders' Guide

— How to baste
— How to use pins
— How to cut
— How to press seams on cotton fabrics
— How to mark and measure
— Taking correct measurements
— Seams for cotton dresses and slips
— Hems for cotton dresses and slips
— Buttons
— Hooks and eyes and snap fasteners
— Finishes for slips
— To shrink cotton cloth
— Here's what you need to make a dress
— Fitting
— Simple alteration
— Know your pattern
— Getting material ready to cut
— Shrinking wool
— Laying and cutting out
— Fitting plaids and stripes
— Putting a garment together
— Press as you sew
— Seams for school clothes (other than cotton)
— Neck and front finishes
— Buttonholes
— Putting in sleeves
— Pleats
— Joining waist and skirt
— Plackets
— Hems (other than cotton)
— Preparing used materials for new uses
— A pressing kit
— Tailors cushions—how to make and use
— Restyling and makeover helps
— Hints for successful dyeing

Goal 4: How To Look Your Best Topics

— Improving posture and carriage
— Good grooming
— Relation of health to appearance
— How clothing is affected by posture and grooming
Suggestions for Your

Monthly Club Program

(Use this as your guide only)
These suggestions for Plan "C"

October

Install officers
Appoint committees for:
  program
  membership
  recreation
  music
  others

Explain project and plans A, B and C
Starting new record book
Music—sing 4-H songs
Learn Song of the Month
Importance of health
Story of Halloween
Halloween party
play get-acquainted
games or Halloween
games
Recognition banquet
Courtesies in club meetings

November

Report of Committees
Vote on new members
Discuss duties of club officers
Read and discuss requirements of pins
How to conduct a good business meeting

Explain National Achievement Week
Decide on project plan and list individual goals
Talk: Have a plan for undressing
Demonstrate: Learn to hang up your clothes

Song of the Month
4-H club and patriotic songs
Club Health record
Games for small groups
Thanksgiving party
Parents night
Recognition Banquet

December

Read and discuss requirements and set goals for a gold seal
Discuss: Sewing Tools— their selection, use and care

Work: Threading needles, tying knots and basting
Demonstrate: How to run a sewing machine
Talk: Keep tidy dresser drawers
Song of the Month
Christmas Songs
Food and health habits to improve upon
Health for your appearance sake
Christmas caroling
Christmas party

January

Send club program and three meeting reports to county office for pins
Talk: Story of cotton and cotton materials
Discuss: Learning problems and materials needed

Talk: Keep clothes clean
Song of the Month
Learn a new musical game
Feeding birds during winter months
Making plans for beautifying homes
Study other conservation phases
Corrective exercise for poor posture

February

Explain National 4-H Week
Make plans for Rally Day
Talk: Will material shrink?
Work on learning problem

Discuss: Other clothing needs
Demonstrate: How to make shoes last
Song of the Month
Have an etiquette party
Valentine Party
Care of the Feet
Clothing  

Make plans for Rally Day  
Talk: Cotton terms and their meaning  
Discuss: Materials for undergarments or slips. Make plans for needed material  
Demonstrate: How to iron blouses and dresses  
Song of the Month

Local Leaders' Guide  

March  
National Club Week  
Taffy Pull  
Rally Day  
Care of Teeth

April  
Discuss club camp and number who will attend  
Make plans for Rural Life Sunday  
Talk: How to test cotton materials. Will material shrink?  
Discuss: Materials for aprons, skirts or dresses. Styles and needed material  
Talk: Good grooming practices  
Song of the Month

May  
Talk: Points in buying ankles  
Demonstrate: How to alter a simple pattern and lay on material. Cutting information. What to sew first  
Song of the Month  
Mother's Day Program

June  
Make plans for National Safety Week  
Send cancellations of enrollment, if any, to county office.  
Talk: Buying shoes  
Demonstrate: Seam and hem finishes for cotton dresses. Putting in a zipper.  
Make plans for demonstration teams. Hold judging practice.  
Song of the Month

July  
National Safety Week  
Plans for Achievement Day  
Demonstrate: Marking a hem; sewing on fasteners and buttons  
Practice demonstrations  
Hold judging practice  
Song of the Month

August  
Complete record books  
Fill out summary cards  
Talk: Preparing clothes for complete secretary book  
Complete annual report  
Re-enroll and send in blank and elect officers  
Exhibit—markingPressing, etc.  
Hold club achievement day  
Practice demonstration  
Song of the Month

September  
Discuss: Completion of project goals  
Song of the Month  
Play games  
Discuss: Health improvement of members and make health report
Suggested

Discussions, Talks, Demonstrations

For the Home Life Project

Kitchen, Dining, Living or Bedroom

- Things usually done in kitchen or dining centers
- Work centers or units needed for doing these things
- Attractive window unit
- Suitable materials and styles for curtains
- Flower arrangements
- Daily care of kitchen, dining, living or bedroom
- Suitable color schemes and beauty accents for rooms of the home
- Drawer dividers, utility boxes
- Food storage can sets
- Selection planning, arranging and hanging pictures
- Selecting materials, styles, design and color suited to the article—curtains, table linens or bedding
- Construction of hems and corners
- Making dishwashing easy
- Table service, etiquette and courtesies
- Care and storage of china, glassware, silverware and dishes

References: Home Life Project, C Plan
Home Life Project, B Plan

Cleaning and Care of Rooms

- An orderly plan for cleaning a room
- Care of cleaning equipment
- Good working posture saves time and energy
- Homemade furniture wax, cream or polish
- Homemade dust cloth and how to use it
- Refinishing furniture with wax
- Making slip-on wall brush
- A cabinet or kit for cleaning supplies
- Bed making
- Keeping the bedding in condition (protectors for pillows, blankets, mattresses)
  Changing feathers from old to new by ticking.
- A well-planned dressing unit
- Arranging a study center
- A convenient closet
- Room arrangement
- Keeping a bedroom orderly
- Quality of good bedding
- Care of walls, woodwork and floors

References: Home Life Project, C Plan
Home Life Project, B Plan
Wall Cleaning, Repair and Refinish
Care and Repair of Furniture and Equipment

- How to care for furniture
- Homemade furniture polish, oil and cream
- How to repair loose jointed furniture
- How to restore damaged wood finishes
- Removing old finishes—wax, varnish, shellac, paint
- Preparing a new surface
- Selecting and applying new finishes—wax, oil, varnish, paint
- How to make slip covers
- Care of lamps, books, windows, mirrors and glass surfaces, stoves, sinks, refrigerators, knives, screens
- Repair of household equipment
- Selecting fabrics which harmonize in weave and texture for room furnishings
- Making old chairs comfortable
- Homemade rugs—braided, hooked
- Making old curtains new

References: Home Life Project, C Plan
Furniture Care and Reconditioning
Slip Covers for Furniture

Laundering and Storage

- Good laundering practices
- Storing woolen articles for the summer
- A well-planned and equipped clothes closet, shoe rack, hat storage, garment bag, etc.
- Mending of household fabrics
- Spot and stain removal
- Care of laundry equipment, clothes pin bag, basket lining, ironing board and fireproofing

References: Home Life Project, C Plan
Home Life Project, B Plan
Home Laundering
Stain Removal from Fabrics

Child Care

- Kinds of toys for children
- Characteristics of good toys
- How older club girls can help younger family members in their play
- How to make a toy suitable for a young child
- Proper storage space for children’s toys in the home
- Toys to make at home

Reference: Home Life Project, C Plan

Demonstrations, Judging and Exhibits

- How judging helps me to recognize quality
- Qualities of a good demonstration team
— Club members share ideas through exhibits
— Getting a unit ready for exhibit
— Selecting a topic for the club demonstration
— Outlining a demonstration, preparing posters and illustrative material
— Judge one or more classes of Home Life articles
— Planning our local achievement day or club tour

References: Demonstrations for 4-H Clubs
Home Life Judging
Development of Home Economics Standards through Judging
Work
Meat Identification and Judging

Suggestions for Your

Monthly Club Program

(Use this as your guide only)

These are suggestions for Plan "C"

October

Install officers
Appoint committees for: program membership recreation music others

Explain National Achievement Week
Explain project and A, B and C Plans
Starting new record book
Music—Sing 4-H songs
Learn Song of the Month

November

Report of committees
Vote on new members
Discuss duties of club officers
Read and discuss requirements for pins
How to conduct a good business meeting

Decide on project plan and unit
Demonstrate: washing dishes
Discussion: Arrangement of kitchens
Judge: Kitchen arrangements

December

Read and discuss requirements and set goals for a gold seal
Discuss: Making a tea towel
Demonstrate: Cleaning silverware
Talk: Kinds of silverware storage of silverware
Judge: Teatowel
Song of the Month
Christmas Songs

January

Send club program and three meeting reports to County office for pins
Work on record books
Talk: Making laundering easier
Discuss: Articles in a laundry unit
Demonstration: Making fireproofing solution and its use
Song of the Month
Learn a new musical game
Corrective exercises for poor posture

Feeding birds during winter months
Making plans for beautifying homes
Study other conservation phases
Home Life

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February

Explain National 4-H Club Week
Make plans for Rally Day
Talk: The dining center
Discuss: Articles in the dining unit
Demonstrate: Table setting
Judge: Table setting
Song of the month
Talk: Care of the Feet
Have etiquette party
Valentine party

March

Make plans for Rally Day
Talk: The clean-up unit
Discuss: Articles in a clean-up unit
Demonstrate: Make some homemade toilet preparation
Song of the month
Discussion Care of the Teeth
National Club Week
Taffy Pull
Rally Day

April

Discuss Club camp and members who will attend
Make plans for Rural Life Sunday
Talk: Best method of cleaning a room
Discuss: Articles in a cleaning unit
Demonstrate: Make furniture polish and cream. Demonstrate their use
Song of the month
Value of vaccinations and immunizations
Outdoor recreation

May

Check enrollment to see that all who belong are listed on enrollment blank
Report on Rural Life Sunday observance
Talk: Characteristics of a good toy
Discuss: Toys one can make for a child
Demonstrate: The making of a simple homemade toy
Song of the month
Child Health Day
Check Health Improvement Goals
Mother's Day

June

Make plans for National Safety Week
Final plans for going to camp
Final plans for stunt night program
Send in cancellations
Talk: Curtains for the dining center
Demonstrate: Making a wall duster
Judge: Wash cloths
Song of the Month
Nature hikes
Dental Check-up
Safety in water
Club picnic
Club camp

July

Plans for Achievement Day
Line up demonstrations for all members
Talk: Preparing an exhibit for Achievement Day—marking, pressing, etc.
Judging practice
Song of the Month
Attend Help Day
Physical check-up

August

Complete record books
Fill out summary cards
Club Achievement Day
Hand out individual reports to those who need to fill them out
Practice demonstrations
Song of the Month
Complete Health record

September

Complete secretary's book
Fill out annual report
Re-enroll, elect officers and send in enrollment blank
Discussion: completion of project goals
Song of the month
Discuss: Health improvement of members
Make health report
Local Leaders' Guide

Home Life Project

“C” PLAN
Dining Room, Kitchen, or Child Care

Goal 1. To Add Comfort, Convenience and Beauty
1. Assemble a needed unit making at least three articles for it. Child care, kitchen storage, clean-up, laundry, dining table, cleaning or dish care.
2. Make or select an additional article for the same room or for the child care unit.
3. Study color schemes and room arrangement.
4. Add beauty to the room through pictures, potted plants, flower arrangements.

Goal 2. To Learn Efficiency in Homemaking
1. Improve methods in one or more homemaking tasks.
2. Improve home health in one or more ways.
3. Practice thrift.
4. Conserve household equipment through good care and prompt repair.

Goal 3. To Become A Worthy Home Member
1. Plan your project with mother.
2. Improve home courtesy, grooming and cooperative spirit.
3. Develop a hobby.
4. Assist with a social event in your home.
5. Assist with care of younger children in your home or other homes.

“B” PLAN
The Bedroom

Goal 1. To Add Comfort, Convenience and Beauty
1. Assemble a needed unit making at least three articles for it. Window, sleeping, dressing, clothes closet or bedroom ensemble.
2. Make or select two additional articles for the same room.
3. Study bedroom color schemes and arrangements and make possible improvements.
4. Add beauty through pictures, potted plants or flower arrangements.

Goal 2. To Learn Efficiency in Homemaking
1. Improve bedmaking methods.
2. Give own room a complete cleaning and keep in order.
3. Improve home health in one or more ways.
4. Practice thrift.
5. Conserve household equipment through good care and prompt repair.

Goal 3. To Become A Worthy Home Member
1. Plan your project with mother.
2. Improve home courtesy, grooming and cooperative spirit.
3. Develop a hobby.
4. Help plan and manage a social event in the home.
5. Assist with care of younger children in your home or other homes.

“A” PLAN
The Living Room or the Home

Goal 1. To Add Comfort, Convenience and Beauty
1. Assemble, refinish or repair a needed unit for a room of the home (kitchen, dining room, living room or bedroom) making at least three articles for it.
2. Make or select two additional articles for the same room.
3. Study room color schemes and arrangements and make possible improvements.
4. Add beauty through pictures, potted plants or flower arrangements.

Goal 2. To Learn Efficiency in Homemaking
1. Improve methods in one or more homemaking tasks.
2. Give room a complete cleaning and help keep it orderly.
3. Improve home health in one or more ways.
4. Practice thrift.
5. Conserve household equipment through good care and prompt repair.

Goal 3. To Become A Worthy Home Member
1. Plan your project with mother.
2. Improve home courtesy, grooming and cooperative spirit.
3. Develop a hobby.
4. Help plan and manage a social event in the home.
5. Assist with care of younger children in your home or other homes.
Goal 1. To Do Your Part To Keep Our National Health

1. Check food selection record.
2. Check health record for one week at close of club year. (Record Book.)
3. Learn the basic seven food groups needed daily.

Goal 2. To Prepare Food Attractively and Save Its Food Value

1. Prepare each of the following dishes *five* or more times for luncheon or supper, using *three* methods of preparation:
   - milk dish
   - cheese
   - fruit
   - eggs
   - meat or fish
   - beverage
   - vegetables
   - dessert
   - salad

2. Choose to do one of the following units (or one-half of each):
   - *Baking Unit*: Bake each *five* or more times:
     - Yeast bread or rolls (whole grain or enriched);
     - Quick bread (variety of cereals);
     - Cakes or cookies.
   - *Food Preservation Unit*: Can or freeze 30 or more containers of fruit, vegetables, or meat.

3. Make collection of recipes you have tried and found reliable.
Goal 3. To Be A Planner in Preparing and Serving Meals

1. Learn to set the table correctly and to serve a family breakfast.
2. Arrange a centerpiece for the family table—fruit, flowers, plant, etc.
3. Learn care of silverware and proper washing of dishes.
4. Plan, prepare and serve five family breakfasts.

1. Learn to use both the family and English styles of table service.
2. Learn to clean and care for silverware and wash dishes properly.
3. Plan, prepare, and serve five family luncheons, or suppers. Plan other meals for that day.
4. Plan, prepare and pack three school or picnic lunches.
5. Compare cost of one-pound loaves of homemade and bakery bread.

Goal 4. To Fight Food Waste by Proper Care and Storage

1. Learn to care for and store four of the following:
   - milk
   - fresh fruit
   - canned fruit
   - cereals
   - bread
   - eggs

1. Learn to care for and store properly six of the following:
   - milk
   - flour
   - bread
   - meat
   - cereals
   - fresh vegetables
   - canned foods
   - butter
   - fruit
   - eggs

1. Learn to care for and store properly all of the following:
   - milk
   - fruit
   - cereals
   - meat
   - bread
   - dried foods
   - butter
   - eggs
   - vegetables

Meal Planning

Local Leaders' Guide
Discussions, Talks, Demonstrations
For the Meal Planning Project

Demonstrations do not need to be long or difficult. Notice the last three suggestions for some very simple ones.

- Setting the table
- Correct use of silverware at the table
- Correct measuring of solid fats, flour, liquids, etc.
- Proper method of washing dishes
- Care of silverware
- Mixing quick breads (muffins or loaf quick bread)
- Baking powder biscuits
- Preparation of some egg dish
- Preparation of some vegetable—or making a raw vegetable plate for luncheon
- Preparing and packing a nutritious school lunch
- Preparing of a favorite nutritious dessert
- Proper storage
- Milk, is it a perfect food?
- Eggs—care; use; food value; or importance in the diet.
- How to cook milk (eggs, vegetables, or other foods) to save the most food value
- Amount of milk our family should use daily and why
- Storage ideas, (canned goods, dried foods, or cereals, etc.)
- Cleaning head lettuce
- How to flour meat in a paper sack
- Make crumbs the easy way (put toasted bread or crackers into a paper sack, roll with rolling pin)

References: Meal planning bulletin
Goals leaflets
Suggestions for Your Meal Planning

Monthly Club Program
(This is a guide only)
Suggestions for Plan "C"

October

Elect officers
Roll Call—Why I want to be a 4-H member
Committee chosen to help set up program
Discuss Recognition event
Discuss meal planning project and C plan goals
Decide on plan
Discuss keeping a record book
Music—sing 4-H songs
Learn song of the month
Posture check-up
Halloween party

November

Install officers
Vote on new members
Discuss requirements for pins
Plans for National Achievement Week
Discuss program as set up by committee
Demonstration—measuring
Judging—Measuring cups
Discuss — Kitchen record sheets
4-H songs and learn song of the month
Discuss "Food Selection Chart" and "Health Chart"
Thanksgiving party

December

Discuss requirements for gold seal
Demonstration on Table centerpieces
Judging—Table Settings
Song of the month and Christmas songs
Health for your appearance’ sake
Christmas party

January

Send club program and three meeting reports to county office for pins
Work on record books
Milk and milk drinks
Discuss county calendar of events
Fruit for breakfast
Discuss progress made on plan
Song of the Month and National 4-H club song
A good cook practices safety
Care of the teeth
Games for small groups

February

Discuss plans for National 4-H week
Make plans for Rally Day
Demonstration on muffins
Judging muffins
Exchange a recipe on serving fruit
Song of the month
Valentine party
Talk on community health needs
Care of chapped hands

March

Final plans for Rally Day
Making toast for Breakfast
Cooking cereal
Song of the month
Etiquette at the table
Musical games
Exercise for improving posture

April

Discuss Club camp
Make plans for Rural Life Sunday
Eggs for Breakfast
Discussion on planning breakfast menus
Judging breakfast menus
Song of the month
Outdoor games
Demonstration on equipping a first aid kit
Care of the hair
May

Plans for Help Day
Talk on storage of food
Mother’s Day party
Plans for Community Service
Demonstration on washing dishes
Demonstration on simple bandaging
Send all additional enrollments
Song of the month

June

Plans for National Safety Week
Demonstration on freezing food
Song of the month
Send cancellations of members, if any
Talk on nature hikes
Games for groups of three
Health habits

July

Plans for Achievement Day
Canning demonstration practices
Craft
Judging contest
Achievement Day demonstrations
Talk: Safety while canning
Song of the month
Song of the month

August

Complete record books
Talk: Exhibiting in meal planning practice
Quiet games
Fill out summary cards
Achievement Day demonstrations
Talk on immunization
Song of the month

September

Complete Secretary book
Report on Achievement day and State Fair
Discuss health improvement of members and make health reports
Fill out annual report
Talk on cleaning up the yard in the fall
Active games
Re-enroll and send in

Song of the Month

Special Activities
For the Club Meeting

The club meeting program can be varied and made interesting and vital by including some of the following activity phases in addition to the regular project talks and demonstrations. These activities are not required but may be added according to the interests and abilities of club group.

Music

“Sing Joyously”

Let club members sing for the joy of singing and for the spirit music produces. By following the music achievement program they become acquainted with new songs and their origin. Look for the song of the month in the “Club Doings.”

Four-H club songs reflect in spirit and thought the ideals of 4-H club work and generate enthusiasm for better clubs. Each club should learn some or all of the following national club songs:

Dreaming
Song of the Open Country
Plowing
Song of Health
Field Song
Greeting Song
Friendship Song
4-H Pledge and Pride O’ the Land

Sheet music is available for all of these songs at the State Club Office.

References: Harmony Around the World—music achievement program
The National 4-H Club Song Book
Recreation

"Play for Fun"

Every 4-H club should plan for good recreational activity during the year. A short recreation period should be included in each meeting. Other activities might include: hikes, parties, craft work, short stunts or plays. Assign a member to plan each meeting’s recreation. This is leadership development for the member in charge and pleasure for the rest.

Reference: Games for Home, Club and Community

Health Improvement and Safety

"A Strong Mind in a Healthy Body"

The Health Improvement program was designed to meet the needs of the community as well as the individual. Community health activities should be planned to suit the needs of the families in the community.

Suggestions for such a program can be found in the health and safety bulletin.

Today, the health of each American has become of first importance. A 4-H Club individual health program can give the members the needed incentive to do the things that will develop strong bodies. This program should provide for:

1. An annual health check-up by a doctor, dentist, or nurse.
2. Checking and improving food habits.
3. Checking and improving health habits.
4. Talks and demonstrations to give needed information for health improvements.

Each member making a health report showing worthy health improvement will receive a special certificate of health achievement. Health check sheets and reports are a part of each member’s record book.

The four-point 4-H safety program should be observed by all club members. That program includes:

1. Find the hazard.
2. Remove all you can.
3. Learn to live with the rest.
4. Be prepared to treat the accidents that do happen. The reference bulletin available will be for both health and safety.

Good Grooming andCourtesy

"Look Your Best"

Good grooming gives one a neat appearance which is important in living and working with others. This activity is best carried out through club meetings, talks, and demonstrations. A few suggestions are:

- Care of nails
- Daily habits for good grooming
- Brushing hair
- Importance of being well groomed
- Pressing
- Taking care of shoes

"Live Graciously"

Courtey in our conduct helps us to make friends and become a desirable
part of our home, club and community. A high standard of conduct should be held in all club meetings. Poor conduct is often really discourteous. Demonstrations, talks and activities:

- How to make introductions
- Table manners
- Using the telephone

**Reference**: *You (Extension Circular No. 424)*

### Rural Electrification

**“Let Electricity Do It”**

This activity is designed to encourage club members to study and plan how to use electricity, increase food production and to relieve the shortage of farm labor for better farming and better living. Either boys or girls may participate. It is not necessary to have electricity on your farm or in your home in order to take part in the activity.

**Reference**: *4-H Rural Electrification*

### Conservation and Home Beautification

**“Conserve Natural Resources”**

To make our out-of-doors more beautiful is the keynote of the conservation program. Members may beautify their own surroundings and learn to operate and conserve nature’s beauties.

Demonstration, talks and activities:

- Learning to identify birds
- Planting a tree
- Collecting plants, leaves or insects

Caring for trees
Talks, demonstrations and pictures by game wardens

Conservation scrapbook awards, home beautification awards, and scholarships to the State Conservation Camp are recognition given to club members achieving and reporting good results in conservation work.

**Reference**: *Conservation and Home Beautification*

### Community Service

**“Do Unto Others”**

Club members can work together to strengthen community activities, be thoughtful of others and promote neighborliness.

4-H club members should stress community betterment. This will mean cooperating with the schools, churches, hospitals, public agencies, farm organizations and other youth groups.

Clubs develop the spirit of community service and accomplish more real good if they select some definite things to do together. Refer to Community Service bulletin.

A Rural Life Sunday bulletin will be mailed in April. This bulletin is prepared for your club’s use in a Rural Life Sunday program. Only parts of the bulletin need to be used. You are encouraged to do something for Rural Life Sunday.

**References**: *Rural Life Sunday*

*Share 4-H with your community*
Making Reports

List all members enrolled in club on July 1. Achievement certificates will be presented only to members who complete their project(s) and for which you make a check (\(\checkmark\)) in the project column. Give number of years each member has been enrolled in 4-H club work and his or her age in the columns provided.

The 4-H member's Health Improvement report must be sent to the county extension agent along with this annual report in order to receive the Health Achievement Certificate.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Mary Brown</td>
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<tr>
<td>Grace Jones</td>
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Filling Out the Annual Report of a Local 4-H Club

The annual report is a brief summary of the activities of a club during the entire year. The information is obtained from the secretary's book and the club members' record books. The following will help to make all reports uniform.

- **Years Organized**—refers to number of years the club has been active in the community though leaders and members change.
- **Attendance**—is obtained by adding the attendance of all club meetings.
- **Demonstration**—Individual or Team—need not have entered a contest but must have demonstrated in public.
- **Judging Teams**—report only persons that have participated in a county or district judging event.
- **Project Report**—Record extra work done this year in other projects which members have previously been enrolled.
- **Meals prepared**—This means the total number of meals and school lunches planned and prepared, regardless of the number served.
- **Meals served**—This means the actual number of people who ate the prepared meals.
# Annual Report of Local 4-H Club

<table>
<thead>
<tr>
<th>County:</th>
<th>Name of Club:</th>
<th>Years Organized:</th>
<th>Number Gold Seals:</th>
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### PROJECT REPORT

**AGRICULTURAL:** (Fill in name of project[s])
- Number Units (head of stock, birds, acres, etc.)
- Production (pounds or bushels produced)

**FOOD PRESERVATION:** (by boys and girls)
- Quarts canned
  - Girls: 280
- Pounds of fruits and vegetables dried, stored or frozen
  - Girls: 640

**HOME ECONOMICS:**
- Clothing—Garments made
  - Girls: 10
- Garments remodeled
  - Girls: 7
- Meal Planning—Meals planned
  - Girls: 400
- Meals served
  - Girls: 6
- Home Life—Room units made
  - Girls: 71
- Other articles made
  - Girls: 

### ACTIVITIES:

- Every member had a health examination.
- One member went to Conservation Camp.
- Developed a safety demonstration.
- Took part in Rural Life Sunday.

**Date:** Sept. 9, 1945

**Local 4-H Club Leader:** Cilin Hanson

**Address:** Hamburg, S.D.
A copy of this report is due in the County Extension Office by October 1 of the club year and the extension agent will send an extra blank to each leader for the copy. One copy remains in the club secretary's book, and the copy on the next page should remain in this book.

Achievement certificates are awarded by the County Extension Office to all members completing the required project work.

Leadership certificates are awarded by the State Club Office to all leaders of clubs which have earned gold seals. A gold leadership pin accompanies the fifth certificate. Requirements for a gold seal are:
1. At least 75 percent of members complete project work.
2. At least six meetings held.
3. A local program or exhibit each year to which the public is invited.
4. A demonstration (individual or team) or judging work developed. (Members to take part in a public meeting or event outside of a local club meeting.)
Extension Service, South Dakota State College of Agriculture and Mechanic Arts, Brookings, South Dakota