4-H Home Economics Local Leaders' Club

Agricultural Extension Service, South Dakota State College

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4-H Home Economics Local Leaders' Guide

Agricultural Extension Service - - - South Dakota State College, Brookings

U. S. Department of Agriculture Cooperating

Home Economics Local Leaders Guide

The 4-H Club Leaders Creed

My aim as a leader is to serve others.
I declare my loyalty to democratic ideals:
   My respect for the dignity of labor,
   My love for the open country,
   My faith in its institutions,
   My purpose to make farming financially sound, and the rural home secure.

I stand for, and will encourage these ideals:
   To be honorable,
   To be trustworthy,
   To be skilled,
   To be companionable,
   To be faithful to home, to community and to country.

In performing my tasks, I will be tolerant and fair to all.
My decisions I will make without purpose to benefit myself.
Aware that I set an example to others, I will make that example appropriate to Christian living, to good citizenship and to 4-H ideals.
I know that power in democratic leadership is not power over those whom we serve, but power with them in truly co-operative action.
I know that the test of a true leader is his readiness to assist others to lead.
I shall measure the success of my leadership in the growth, and the achievements, and the happiness of those I serve.—W. R. Gordon

Compiled and written by the South Dakota State College 4-H Club Staff
Understanding BOYS and GIRLS

One of the most important things in working with people—young people or adults—is willingness to accept a person as he is and attempt to understand him.

There are two strong influences that tend to make people what they are: Heredity, or the characteristics they are born with, and environment, or the world in which they live. The influence of the world begins before birth and continues throughout life. Experiences leave their greatest impression on the young, but every experience, no matter at what age it comes, has some influence on a person’s development. With these continuous influences, a person develops what is known as his personality. The more numerous the experiences and the more satisfying they are, the richer the personality.

Uncertainties of adolescence. 4-H Club leaders begin to work with boys and girls only after these young people have become very definite personalities. Many of them are at the beginning of adolescence, when very rapid physical development is just beginning. Different parts of the body grow at different rates, often making it hard for an adolescent to control his movements effectively. He may not be accustomed to his extra inches of height. These things may bother not only boys but girls, who may be troubled also by certain new body curves. Becoming very conscious of his “new self,” a boy, or a girl, may become shy and easily embarrassed. This results in what is called the “awkward” age.

Each boy or girl grows at a different rate and reaches adolescence at a different time. Girls usually begin adolescence and become sexually mature one or two years earlier than boys. At the ages of 12, 13, and 14 the average age is likely to be taller and heavier than the average boy of the same age and more developed physically, mentally, and socially. Adolescent boys and girls often wonder if they are normal, especially if they are taller or shorter or look different from other boys and girls of the same age.

They need to be assured that they are normal.

Our job is to accept the adolescent as he is, with all his weaknesses, his carelessness, his uncertainties, his differences and his problems, and help him see the good qualities which he possesses.

Three fundamental needs: Every person has three fundamental needs that must be met if he is to become an adjusted personality capable and willing to accept his role in society.

Three great needs are:

1. Emotional security—to know that he is loved and accepted by his family and his associates.
2. To feel that he is a successful and worthy person.
3. To have new and challenging experiences to face and to solve.

4-H Club activities can provide a sizable portion of these needs.

Helping boys and girls develop emotional security. A 4-H leader must realize how important it is to the adolescent to be recognized and accepted by his own age-group and by older people. Some boys and girls have to be helped and encouraged in gaining friendships; others need help in recognizing their responsibility to those who are shy, to the newcomer, and the individual who is a “misfit.”

A great amount of tact and perseverance is needed by a 4-H Club leader to work out solutions for these problems. One of the best answers is to prevent cliques from forming. If cliques cannot be prevented we have to do our best to correct the situation. It does not do to try to force an outsider, or new member, on a cliquish group, but it may help if we can get the members of the group to think “we” instead of “me” and “mine.” Often a quiet talk with the leaders of a clique concerning the feelings and happiness of the whole club will help. However, as examples carry more weight than words, the most important thing is for the club leader himself, or herself, to be tolerant, kindly, understanding, and friendly toward every boy and girl in the club. All club members should have good reason to feel that they have a true friend in their leader. There is no more effective way to keep down the numbers of juvenile delinquents than to help boys and girls find themselves and become accepted and important members of a socially desirable group.

Just as being a member of the group is important, so is escape from parents’ domination. Often a child’s own family does not understand the difficulties that confront the child in his growing-up process. Such misunderstanding may mount until it becomes a barrier between the child and his parents. The young person is fortunate who has understanding parents.

Boys and girls like to think for themselves, to take on responsibilities, and to make decisions of their own. A 4-H leader is often in a position to help parents understand their child’s need for independence and help the child understand the parent’s side of the problem. The leader’s ability to understand, to be tolerant, to be patient, and to be fair in all dealings gives club members and their parents confidence in 4-H leadership.

Helping members feel successful and worthy. Boys and girls like to feel important and be thought well of. They need to realize success in something, to gain recognition and self-assurance in order to develop their personality. These needs can be satisfied largely through some form of recognition that will show others that they are important—maybe a friendship, holding a club office, having some publicity, earning a pin or certificate, or just a word of approval or praise from other members or from the leader who will help fulfill this important need.

Since each boy and girl is different—some doing some things more easily and better than others—a leader should give each club member a chance to be successful. Assign one a task he can work out and then give him some form of recognition for doing it. When he has been successful in one thing, he will be ready for a bigger job next time.

Of course, not every endeavor in life can be successful. Boys and girls therefore need experience in learning how to meet failure as well as success. Help them realize the importance of certain behaviors and attitudes, namely:

That it takes both success and failure to make them grow.

That how they play the game is more important than whether they lose or win.

That a sense of fair play, justice and faith in one’s self and others—is more important than merely winning.

That it takes considerable self-discipline to both a good winner and a good loser.

Providing new and challenging experiences. People of all ages need new experiences. The 4-H Club leader has both an opportunity and a responsibility to see that every club member has a project which is challenging to him. For some boys, it is a great thrill to try out a man-size job, and for some girls, to meet a woman’s responsibility.

The adolescent who has won success in any task is interested in trying new things. New and helpful experiences can be gained on tours, hikes, achievement programs, trips, and camps. As a young person advances from the activities of the local club to the local community and then takes part in county, state, and finally national activities, his experiences widen and thus help to prepare him for the larger problems of adult life.

The thrill of learning a new skill is an experience that can be gained only by watching something develop by one’s own efforts. Boys and girls want to work on something they can not only see and handle but that they can do all by themselves. This feeling of independence becomes more important as they grow older. The adult, either parent or leader, who feeds a club member’s call or finishes a project
garment is robbing the boy or girl of one of the finest experiences he or she can have.

If you will recall how you felt when you were the age of these young people and consider their feelings in the light of your own, you can accomplish much in understanding them, their problems, and their personality needs.

Of course a 4-H Club leader should possess the wisdom and skill needed to help club members choose projects that besides being challenging are yet within their ability. Too often 4-H members fail to complete projects because they become discouraged when they have chosen one that is either too simple or too difficult.

Character building is the goal. We tend to measure a person's character by whether he shows certain qualities, such as honesty, a sense of responsibility, moral courage, loyalty, friendliness, and so on.

4-H Club leaders should help the boys and girls be honest with themselves and others; assume increasing responsibilities for their own behavior, for fulfilling their obligations to others, and for standing for the right on moral questions; to grow in trustworthiness and loyalty toward their family, friends, community, and society; and to become increasingly concerned over the welfare and happiness of other people.

Leaders can help these young people in this growing-up process by providing them with natural, wholesome club experiences, with a program so varied that every member can find what will best fit his or her own personal needs and abilities.*

"Understanding Boys and Girls" was prepared by Marguerite Briggs, Assistant Professor of Child Development and Parent Education at the University of Illinois.

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 committee
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. Secure blanks for your program of work from county extension office. Return one copy to county office. Additional blanks may be secured for each girl.

Jobs for Junior Leaders

What is Your Job as Junior Leader?

1. You help keep the viewpoints of youth in the club program.
2. You help your adult leaders and fellow members.
3. Eventually, as you increase in knowledge and skill you assume more leadership work.

How Do You Start?

Talk it over with your adult leaders. Decide which leadership jobs you can best help with. Here are some ways you can help:

I. In the Local Club:
A. Help plan and carry out the club program for the year.
B. Help get members.
C. Help at least one project group.
D. Help at least one club officer with his duties.
E. Help members to keep their project records up-to-date.
F. Carry out a community activity for your club.

II. In the County Program:
A. Be a counselor at 4-H camp.
B. Help plan and carry out some jobs at the county fair.
Assume some responsibility for a county activity, such as:
National 4-H Club Week
Rural Life Sunday
Achievement Day
County Judging Day
Ponics
Tours, etc.

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 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
A point in buying household linens
A rule for bedroom arrangement
A freezing hint
A short cut in ironing
A new man-made fiber
A table setting practice
A mending trick

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 foods
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
A thrift habit

Ideas for

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, such as 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 heading.

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 following listed references. Suggested classes for each project also will be found in the same bulletins.

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

Clothing Care Topics

References: Clothing Project Guide
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, under- arm.)
Commercial mending aids
Control of clothes moths

Topics For Better Clothing Choices

References: Clothing Project Guide
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

Sewing and Save Topics

References: Clothing Project Guide
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
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
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
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

Suggested

Demonstrations, Talks,
Discussions for The
Home Life Project

Kitchen, Dining, Living or Bedroom
Things usually done in kitchen or dining center
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
Selection, planning, arranging and hanging pictures
Food storage can sets
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 Guide
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 Guide
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 curtains new
References: Home Life Project Guide
Furniture Care and Reconditioning
Slip Covers for Furniture

Laundry 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 Guide
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
References: Home Life Project Guide

Suggested

Demonstrations, Talks,
Discussions for The Meal Planning Project

Keep Our Nation Healthy
Discuss the Basic Seven
Daily food habits in relation to health
Amount of milk our family should use daily and why
Milk, is it a perfect food?
Foods that go well together
The place of vitamins and minerals in the diet
Planning food needs

Prepare Food Attractively and Save Its Food Value
Correct measuring of solids, fats, flour, liquids, etc.
Mixing quick breads
Baking powder biscuits
Preparation of egg dishes
Preparation of some vegetables—or making a raw vegetable plate
Fruit—ways to prepare and serve
Tasty milk drinks
Home pasteurization of milk
Eggs—care, use, food value, or importance in diet
How to cook foods to retain most of the food value
How to cook meat
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)
Preparation of cereals
Beverages for any meal
Cleaning head lettuce
Home preservation of fruits and vegetables
Methods of making cakes—with or without fat
Pastry, tender and flaky Custards
Preparing a favorite nutritious dessert
Selection of measuring equipment
Meat cuts
Preparing and packing a school lunch

Be A Planner in Preparing and Serving Meals
Table setting—breakfast, lunch, dinner, buffet
Care and use of silver
Proper method of washing dishes
Table courtesy
Making a simple centerpiece
Keeping a food cost record

Fight Food Waste by Proper Care and Storage
Storage ideas (canned food, cereals, perishables, etc.)

References:
4-H Meal Planning Guide
Care and Use of Equipment
Table Service and Etiquette
Meat Identification and Judging
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 demonstration
Outlining a demonstration, preparing posters and illustrative material
Judge one or more classes
Planning our local achievement day or club tour

The 4-H Club Meeting

Start Promptly... Proceed According to Plan... Close on Time

Each club is required to hold at least six meetings a year, but the club will be stronger and more interesting if one is held each month. The meetings are held in the homes or a club house if one is available.

A good meeting is well planned. It starts promptly. The business is disposed of quickly and according to parliamentary procedures. The program is short and those on the program are well prepared. A discussion in which all members participate and a demonstration by one or more members truly mark it as a 4-H Club meeting.

Clubs should have a definite starting and closing time for their meetings. Fifteen to thirty minutes should be ample time for the business meeting. The balance of the program, including discussion and demonstration, should be completed within an hour. Thus, if meeting starts at 8 p.m., there would still be time for refreshments or recreation before 10 p.m.

The following order of procedure is used by many clubs:

1. For the First Arrivers—The host should have games planned to begin with first members arriving and expanded as others come.

2. Call to Order by the club president. Every member should become quiet and help the presiding officer make the meeting a good one. Follow correct parliamentary procedure throughout the meeting.

3. Pledge to the Flag—Sing “America”—Following the call to order it is suggested that the club meeting open with every member joining in pledging allegiance to the American flag, followed by every one singing the first verse of “America.” (If the club does not have a flag, plan to purchase a small flag and staff as property of the club.) One member, usually the secretary, should be appointed “flag bearer” to see that the flag is present at every meeting.

Directions: Place the flag to the right of the president's station. Everyone rise, face the flag, and stand at attention with left hand to side, right hand over heart. The president starts the pledge, which is said in unison.

4. 4-H Pledge—To provide a real challenge to every club member for greater achievement, repeat the 4-H Pledge in unison.

5. Let's all Sing.

6. Roll Call—(Roll call topics are usually used. Example: Safe driving hints.)

7. Read Minutes of previous meeting and Approve Same.

8. Read Treasurer's Report and Approve Same.


10. Unfinished and New Business—Discuss and take necessary action on unfinished or new business.

11. Appoint Committees—Appoint any needed committees.

12. Make Plans for Next Meeting—See that each member knows what part he will play in the program at next meeting.

13. Adjournment—After motion to adjourn has been seconded and carried, the club president, before adjourning the business meeting, should say, “The business meeting is adjourned and I will now turn the meeting over to the Program chairman.”

Program

The business meeting should be adjourned before starting the informal program which will include:

Demonstrations—by club member or team.
Discussion Topics—“Health or Safety” are sample topics.
Refreshments—Members like to eat and refreshments are an important part of the meeting.
Recreation—Every meeting should have planned recreation.

Reporting the Club’s Meetings

This report is kept by the secretary of the club. The original report is sent to the county extension office after each meeting. The duplicate copy is retained in the secretary’s book for club reference. The leader should show the new secretary how to fill out the blanks and see that a copy is sent to the county extension office.

Score Card for a Good Club Meeting

Points

1. Meeting to begin at scheduled time with all present ...........................................(10)
2. Special opening used—pledge, flag salute, club song ...........................................(10)
3. Business meeting, short and conducted according to parliamentary procedure (Roll Call, secretary’s minutes, old and new business, report on club records, announce next meeting and activities) .......................................................(40)
4. All phases of educational programs well done: Project demonstration and talks (two or more) ...........................................(15)
5. Judging work included ...................................................(5)
6. Health talks or demonstration ...................................................(5)
7. Record books up-to-date ...................................................(5)
8. Music, courtesy or grooming ...................................................(5)
9. Group discussion used ...................................................(5)
10. Every officer and member assume responsibility for a good meeting ..........(10)
11. Short recreation period included ...................................................(10)
12. Courtesy, good grooming and cheerfulness evident in all ...........................................(10)

TOTAL 100

Making Reports

List all members enrolled in club on July 1. Achievement certificates will be presented only to members who compete their project(s) and for which you make a check (V) 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.

See “For Making Reports” on next page. 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.

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.

The annual report on the next page should give 4-H members an idea of how to fill out an annual report.

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.
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. Check the activity each member will participate in on the enrollment blank.

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

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 play. Assign a member to plan each meeting’s recreation. This is leadership development for the member in charge and pleasure for the rest.

References: Recreation File Cards—Recreation Handbooks

Health Improvement

"A Strong Mind in a Healthy Body"

Today, the health of each American has become of first importance. A 4-H Club 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 checkup 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.

Grooming

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

Farm and Home Electric

“Let Electricity Do It”

This activity is designed to encourage club members to study and plan how to use electricity, to 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.

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 appreciate and conserve nature’s beauties.

- Demonstrations, 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 recognitions given to club members achieving and reporting good results in conservation work.

Safety

“Avoid Accidents”

Safety in the home, on the farm and on the highway are the important phases to be stressed by demonstrations, talks, and discussions. Here are a few suggestions:

- Safe driving practices
- Avoiding accidents in the home
- Farm safety
- First aid practices
- Fire hazards
- Highway safety

Community Service

“Do Unto Others”

Club members can work together to strengthen community activities, to be thoughtful of others and promote neighborliness. To help build the peace, 4-H Club members will need to stress community betterment. This will mean cooperating with the schools, churches, hospitals, public agencies, farm organization 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.
- Here are a few ideas:
  - Hold a Rural Life Sunday program
  - Remember friends away from home
  - Conduct magazine exchanges
  - Provide scrapbooks for children’s wards in hospitals
  - Christmas caroling
  - Stencil names on mail boxes in the community
  - Have clean-up days for school grounds, parks, cemetery, and community halls
  - Conduct a roadside beautification campaign
  - Visit ill or elderly people—send birthday and holiday cards
  - Serve as ushers for community meetings
  - Take care of little children for parents attending Extension or other meetings
  - Rodent control on a community basis
  - Home beautification on a community basis
  - Weed control on a community basis
  - Hog litter sanitation on a community basis
  - Milk testing on a community basis
  - Make seed treater for community use
  - Sheep dipping and worming on a community basis
  - Planting farmstead windbreaks on a community basis
  - Store products of garden and orchard as well as meats, fish, and poultry
  - Remember friends away from home

Dairy Foods

In working with dairy foods, in learning to know them and use them, in telling and showing others how to use them more efficiently and attractively, you are making a worthwhile contribution to your own home and community. This activity is open to any 4-H member.

Frozen Foods

Freezing is a modern and rapidly growing method of preserving fresh perishable foods. It’s a safe, simple, easy way for 4-H Club members to preserve the surplus products of garden and orchard as well as meats, fish, and poultry.

Canning

Canning is a recognized method of food preservation to increase the home food supply. This is part of the Meal Planning project but it is also an activity and may be a part of any 4-H members work.

Crocheting and Knitting

If a club member likes to do something with their hands this activity might serve that purpose. Many personal or household items can be made by crocheting or knitting.

Improved Ironing

The basic principle of any ironing method is the elimination of unnecessary work. Proper arrangement of equipment, the organizing and efficient handling of work and numerous work-saving short-cuts, sitting while ironing are all problems that might be developed by the 4-H Club member.

Making Club Work Count

A 4-H CLUB DEVELOPS THE MEMBER

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

SCORECARD FOR A SOUTH DAKOTA STANDARD 4-H CLUB

<table>
<thead>
<tr>
<th>Item</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Goals set and program planned for year</td>
<td>10</td>
</tr>
<tr>
<td>2. At least six meetings held during year</td>
<td>10</td>
</tr>
<tr>
<td>3. Judging work or demonstration (individual or team) developed</td>
<td>5</td>
</tr>
<tr>
<td>4. At least 75% of members complete project work</td>
<td>15</td>
</tr>
<tr>
<td>5. A local program or exhibit each year to which the public is invited</td>
<td>10</td>
</tr>
<tr>
<td>6. Club records and health records kept by each member</td>
<td>10</td>
</tr>
<tr>
<td>7. Club takes part in at least one county-wide event</td>
<td>5</td>
</tr>
<tr>
<td>8. Every member exhibit at a public event</td>
<td>10</td>
</tr>
<tr>
<td>9. Secretary send report of each meeting to county extension office</td>
<td>10</td>
</tr>
<tr>
<td>10. Make an annual report</td>
<td>15</td>
</tr>
</tbody>
</table>

Total: 100

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

The following is a typical club program for the year planned by the leader and club. This may be used as a guide in planning your club program.

<table>
<thead>
<tr>
<th>Name of Club: WHIZ WORKERS</th>
<th>Leader: Mrs. Howard King</th>
<th>Address: 1129 Dilger Ave., Rapid City</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST MEETING</strong></td>
<td><strong>PROJECT WORK</strong></td>
<td><strong>MAJOR ACTIVITIES</strong></td>
</tr>
<tr>
<td>Time: 7:30 p.m.</td>
<td></td>
<td>Trumpet solo: Swiss Lullaby, Gary. Mothers entertained.</td>
</tr>
<tr>
<td>Hostess: Officers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: None</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SECOND MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> Work to do before next meeting: Work on record books.</td>
<td><strong>OTHER ACTIVITIES</strong></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td>Donate $10 to the hospital fund.</td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td>Health Check up: Marjorie, Carolyn. Recreation, games.</td>
</tr>
<tr>
<td>Hostess: Donna, Shirley S., Beverly L., Shirley L., Doris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: Favorite color</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>THIRD MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> What I want most for Christmas</td>
<td></td>
</tr>
<tr>
<td>Time: 2:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Gen, Sena, Rosie, Colleen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: A good clothing care habit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOURTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> Plan Christmas party. Discussion: Undergarments. Music: Song of the Month, Hall South Dakota.</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: Valentine verse</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIFTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> Plan Christmas party.</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: Valentine verse</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SIXTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> What is hardest for me in sewing</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: What is hardest for me in sewing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEVENTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> Plan for Rural Life Sunday.</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: My favorite style</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EIGHTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> A Compliment for Mother</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: My favorite flower</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NINTH MEETING</strong></td>
<td><strong>Roll Call Topic:</strong> Plan for club camp.</td>
<td></td>
</tr>
<tr>
<td>Time: 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place: N. R. Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess: Chosen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Call Topic: My favorite flower</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You will notice that the column headed “Project Work” is typical of project work done in a club carrying the clothing project. Here is the project work typical in club programs for home life and meal planning clubs.

**For Home Life Clubs**

- Explain National Achievement Week
- Explain project and A, B and C Plans
- Starting new record book
- Decide on plan project and unit
- Demonstrate: Washing dishes
- Discussion: Arrangement of kitchens
  - Judge: Kitchen arrangements
- Talk: Kinds of silverware; storage of silverware
  - Judge: Towel
- Demonstration: Making freeze proofing solution and its use
- Discuss: Articles in the cleaning unit
- Demonstrate: Make furniture polish and cream. Demonstrate its use
  - Talk: Characteristics of a good toy
  - Discuss: Toys one can make for a child
  - Demonstrate: The making of a simple homemade toy
  - Talk: Curtains for the dining center
  - Demonstrate: Making a wall duster
  - Judge: Wash cloths
  - Talk: Preparing an exhibit for Achievement Day—marking, pressing, etc.
  - Judging practice
  - Hand out individual reports to those who need to fill them out
  - Demonstrate: Make some homemade toilet preparation
  - Discussion: Completion of project goals
  - Discussion: Articles in a cleaning unit

**For Meal Planning Clubs**

- Discuss meal planning project and C plan goals
- Decide on plan
- Discuss keeping a record book
- Discuss program as set up by committee
- Demonstration: Measuring
  - Judge: Measuring cups
  - Discuss: Kitchen record sheets
  - Judge: Table settings
  - Discuss calendar of events
  - Fruit for breakfast
  - Discuss progress made on plan
  - Judging muffins
  - Exchange a recipe on serving fruit
  - Song of the month
  - Etiquette at the table
  - Musical games
  - Canning demonstration practices
  - Achievement Day demonstrations
  - Talk: Exhibiting in meal planning practice
  - Achievement Day demonstrations
  - Report on Achievement Day and State Fair
  - Talk on cleaning up the yard in the fall

**AGRICULTURAL EXTENSION SERVICE**
