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4-H Leaders Guide

Agricultural Extension Service

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Symbols of 4-H

Emblem
A green four-leaf clover with a white letter “H” on each leaflet. The four “H’s” represent the four-fold development of Head, Hands, Heart and Health.

Colors
Green and white
Green—Nature’s most common color and emblematic of springtime, life, and youth.
White—Symbolizes purity and high ideals.

Motto
To Make the Best Better

Pledge
I pledge:
My Head to clearer thinking
My Heart to greater loyalty
My Hands to larger service, and
My Health to better living,
for my club, my community, and my country.

Songs
“Dreaming”—National 4-H club girls’ song.
“Plowing”—National 4-H club boys’ song.

Member’s Creed
I believe in 4-H club work for the opportunity it will give me to become a useful citizen.
I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.
I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.
I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.
I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease, and to work efficiently.
I believe in my country, my state, and my community, and in my responsibility for their development.
In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.
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4-H Projects and Activities
some things you should know about 4-H club work

The 4-H Club is a voluntary organization of rural and urban boys and girls, in and out of school, who are interested in learning more about the skills of farming and homemaking, cooperation, leadership, citizenship, and other things essential for continuous individual and social growth.

Club members are expected to complete projects of their choice on their farm or in their home. In addition, they are to attend and participate in 4-H Club meetings and events.

4-H is democracy in action

4-H Club work has been established upon the principles of democracy. It is a voluntary organization in which programs and activities are determined by and for the membership of the local Club. Membership is not determined by income, creed, color, or affiliations of any other youth organization.

The 4-H Club officers are elected by its membership. The club member has an opportunity to express himself through committees or in the business sessions of the Club meetings.

The local volunteer leader must remember that he or she is not the true leader of the club but is an advisor or counsellor who should provide group guidance. The leader can further the democratic principles of 4-H Club work by:

—Encouraging Club members to plan their own meetings and activities.

—Providing opportunities for all members to participate in Club meetings, local and county events.

—Encouraging members to learn to think and express themselves, yet be willing to abide by the decisions of the combined thinking of the entire Club.

the purpose

The over-all purpose of 4-H Club work is to develop the boy or girl into a more useful citizen. This is done through the club project, where boys and girls are brought together with a common interest. Here, they not only develop skills through project work, but also learn and practice parliamentary procedures in their business meetings, get the opportunity to develop their own talents through judging and demonstrating, and learn more about getting along together.

the objectives

Four-H Club work is designed to help build tomorrow's citizen—physically, mentally, and spiritually, by offering opportunities for volunteer participation in programs, built on their own needs and interests.

Here are the educational objectives of 4-H Club work:

1. To develop desirable ideals and standards for personal living, citizenship, family life, leadership, farming and home making and to develop a sense of responsibility for the attainment of these.

2. To acquire skills in specific interests and community leadership; to develop a clearer vision of the basic industries of the United States and understand how they are inter-related, and to recognize homemaking as a worthy occupation.

3. To conduct home and community enterprises.

4. To develop an intelligent understanding and appreciation of nature, and the conservation of natural and human resources.

5. To develop a scientific attitude toward the problems of home, farm, town or city.

6. To train in cooperative action as a means of increasing personal accomplishments and of solving community problems.

7. To develop desirable habits related to healthful living, intelligent use of leisure time, and a rich, more abundant life.

8. To increase standards of living and the satisfaction of life.
learn to know the people in 4-H

leaders are important

The number of leaders depends upon the size of the club, the age of the club members, the number of leaders available and their experience and qualifications. It is important to understand people and to delegate responsibilities.

A volunteer leader guides the club. Such a leader ordinarily lives in the neighborhood and is often a parent of some of the members. Each boy and girl chooses a job or project to do at home. The club completes at least one activity each year to improve the community.

As a leader, you are interested in working with boys and girls in your community. You help members with their projects and advise them in their meetings. Your reward is the satisfaction of seeing boys and girls develop skills and grow in character and citizenship.

adult leaders

Organizational

Most clubs, unless quite small, can use at least two such leaders. These people are in charge of the overall operation and organization of the local 4-H Club program. The advantage of having two leaders is that they can pool their ideas and share the leadership jobs. Experienced leaders should train new leaders to carry on and thus build up continuous leadership.

assistant leaders

In your neighborhood you may find a man or woman who cannot take full responsibility for a club, yet is willing to work with you. You can plan together to share the activities of the club in whatever way works out best for both of you.

project leaders

Project leaders give instruction to boys and girls on particular projects. They may help at the regular meetings, special project work meetings or with individual club members at their home. In small clubs, the club leader and the project leader may be the same person, but in large clubs with several projects it is best to have several project leaders. Often the special project instruction meetings are held in the home, field, garden, or barn, depending upon the project studied. Project leaders will want to attend all leader training meetings.

junior leaders

Any person of 4-H Club age, that is 21 years of age or younger, is called a Junior Leader, whether serving as the sole leader or an assistant.

The enthusiasm and vigor of junior leaders can be a marvelous asset to the club if they are given jobs in line with their abilities and training.

Junior leaders may be project leaders or activity leaders. In some instances organization leaders can also be junior leaders. They should receive training for the job and secure support of the members' parents. Even if the junior leader has not had the same project work they can help with:

* record keeping
* planning and conducting meetings
* training 4-H officers
* visiting 4-H'ers homes
* demonstrations
* judging
* exhibits
* planning and carrying out special good times or community activities

You can rely on him or her for ideas and help. You will need to help the junior leader select what he will do and develop plans for doing it. See Junior Leadership Bulletin.

parents

Parents should know what is expected of them if they want them to be interested and participate in the program. They need to:

—Understand what 4-H Club work is and does.
—Learn what is expected of 4-H members.
—Help members select projects.
—Acquaint themselves with project requirements.
—Assist members in getting project material and in doing project work.
- Assist with record keeping.
- See that members get to 4-H Club meetings and events.
- Have club meetings in their homes when possible.
- Attend club meetings and events.
- Assist the 4-H Club with activities and events.
- Offer services to 4-H Club leaders.
- Assume leadership responsibilities when possible.

You can help parents understand by discussing parents' role during the organization stage; making home visits, telephone calls, and sending letters; holding special parents' meetings; letting parents participate in planning; letting them help with 4-H activities and events; and being specific when you ask for help.

Well informed parents + Help-seeking leaders = Parent-Leader Cooperation

Ask your extension agent for “Parents and 4-H Club Work,” USDA pamphlet 95, and “Parents' Opportunities in the 4-H Club Work,” a General Mills publication, information that will help you.

committees

Committees can play an important part in the 4-H Club program. Appoint only those committees that you need to get jobs done, then assign specific jobs. Be sure that they understand what the job is.

The committee can save time for the whole group. The committee should report to the entire club for approval of the action that they propose. Recognize their work publicly.

county extension agents

Your extension agents are your nearest representatives of South Dakota State College. The extension agents are responsible for both adult and youth programs in the county. All agents, both men and women, have a contribution to make to the 4-H Club program.

County extension agents help by:
- Explaining 4-H Club work to you and other people in the county.
- Meeting with groups interested in organizing 4-H Clubs.
- Providing information and material on the 4-H Club program and projects.
- Visiting your 4-H Clubs occasionally.
- Helping your club plan the yearly program.
- Assisting 4-H leaders, junior leaders, and officers in organization and subject matter.
- Assisting committees and leaders in planning the county 4-H Club program and directing events with the 4-H Club leaders and members.
- Keeping you and your club members informed about the state 4-H Club program.

You can make effective use of extension agents without demanding an undue portion of their time, if you discuss occasionally with the agents how they can best help you; ask them to help with the planning of a program and events before the final plans are made; plan with members and parents the topics and problems with which the club wants help; keep a list of items to discuss with the agents when you see them; and use the post card and the telephone to bring immediate information or material.

Keep the agents informed about the activities of your club. Have the club reporter send the agents reports and news clippings. Have the secretary send a yearly program of work. When agents know what you are doing, they are in a better position to help you.

Realize that occasionally an agent can make a real contribution to your program by being an observer rather than a participant in a meeting or an event. He can then make suggestions for improvement of the program.

Attend 4-H council meetings, county extension meetings, and learn to know the extension agents and the nature of their work. Learn how to use their talents and their services. Keep in touch with your county extension office.

LET ME TELL YOU ABOUT THE PROGRAM AND WHAT YOU AS PARENTS ARE EXPECTED TO DO!
Every 4-H Club group needs one or more local leaders. The extension agent cannot and should not be expected to meet with all of the 4-H Clubs each month. You are the club member's friend who lives in the neighborhood. You are right there when the boy or girl wants advice and help. Your place in 4-H Club work is a very important one.

You don't have to handle local leadership alone. There are others in your community who will help. Older club members will serve as assistants and junior leaders. They can do many of the routine leadership jobs.

Parents and neighbors often will help with special meetings and activities.

As a 4-H Club leader you are expected to:

- share the responsibilities with other leaders in your club.
- help 4-H Club members and parents select projects.
- give instructions in projects.
- visit projects or arrange for another leader to visit them.
- supervise 4-H Club meetings.
- help officers with their duties.
- assist with record keeping and completion.
- assist club members in planning and carrying out the yearly program.
- inform parents and others in the community of the local 4-H Club's activities.
- furnish the county extension office with reports and records as needed.
- attend leader training and county 4-H council meetings.
- assist with county 4-H Club events.
- enlist the help of parents and others in the responsibilities of leadership and realization of the club program.

When you have helped a club member grow into a responsible member of your community, you have given the finest kind of leadership. The satisfaction you gain is deep and lasting.

A good 4-H leader plans his work ahead; knows what to do and how to do it; gets others to help and has perseverance—he is slow to give up.

Working with young people today gives you a part in building a better world tomorrow. Boys and girls will not “grow up” in skills and attitudes overnight. You are not discouraged when the seeds in your garden must wait for the sun and rain before they grow—so we must wait just as patiently for boys and girls to grow.

Through your efforts, club members will learn many things. The club program will provide real life experience in activities, and project work. Club members will learn to accept adult guidance; explore new fields; accept group standards of conduct; accept new standards of values.

They may discover their own abilities and be recognized for them. In short, your work will supplement the work of the church, school, and home.

**rewards in leadership**

4-H leaders say their rewards are many. They include the genuine satisfaction that comes from seeing boys and girls develop skills, attitudes, and new interests, helping them grow in confidence, poise, and the ability to assume responsibility and leadership.

They include the pride and satisfaction that comes from giving your time and energy to serve your community.

They include the privilege of meeting new people, making new friends, and the opportunity to learn new and approved methods of farming and homemaking.
know about

4-H club membership

Membership is open to any boy or girl, who is at least 9 years old by January 1 but who will not be 21 before January 1 of the current 4-H Club year.

To become a 4-H member a boy or girl need fill out an enrollment card and give it to the 4-H Club leader. He may then start his project work.

Boys and girls organize into a club, elect their own officers, and “learn by doing” under the guidance of a local 4-H leader. Each member carrying a project, may enroll in an activity of their choice. They attend meetings and take part in programs. They also participate in other 4-H activities, including camps, achievement days, field days, tours, fairs and exhibits, demonstrations and judging.

other requirements

Each member will:

- Select a project with the help of parents and 4-H Club leaders.
- Do the project work outlined.
- Keep a record book up-to-date and turn it in to the 4-H leader at end of project year.
- Attend 4-H meetings regularly.
- Participate in local and county 4-H activities and events.
- Inform parents of 4-H activities and events.
- Exhibit project work when possible.
- Learn the 4-H Club pledge and motto.

Boys and girls develop into useful citizens as they work on worthwhile projects, learn how to do new things, learn the value of rural life, learn to plan and carry out group activities, learn to take responsibility and be of service to others, learn to select their own goals, and learn to select standards that are best for themselves.

Through 4-H Club work you will help boys and girls develop their abilities and encourage them “To Make the Best Better,” as stated in the 4-H Club motto.

Members pay nothing to join a 4-H Club. All report forms and project bulletins are free. Clubs may charge dues for their own use if they choose to do so.

completion

See the section on Rules, Standards and Policies.

Extension personnel have varying degrees of responsibility regarding the 4-H program depending upon the position they hold.
here's how extension leaders help you

District Supervisors

There are five district supervisors who oversee Extension activities in all the counties in their assigned area. They know what is happening on the 4-H front in each county. They are familiar with the type of Extension program operating in the county and the amount of time the agents spend on 4-H work. It is up to him to see that the agent has a balanced program which includes 4-H work. He helps the agent determine which 4-H projects should be stressed and is kept informed of county and district 4-H events.

Specialists

Specialists are men and women on the state staff that specialize in some particular field, such as clothing, nutrition, livestock, etc. They supply the local agent with bulletins and other training material and information on his particular subject that agents will need to train local leaders. All literature is easy to understand and is as useful to the beginner in 4-H as it is to the veteran.

State Club Staff members have complete charge of the 4-H program on the state level. They do not organize local clubs, but they may assist the agent in doing so. Called State Club agents, their function is to visit the counties, assist with the county 4-H program and to keep agents up to date on all 4-H programs. They help plan and carry out all District and State 4-H events.

Extension Agents—county, home and assistant agents are the agricultural and home economics educational leaders in the counties. They are in charge of the 4-H program within the county.

describing the local 4-H club

A local 4-H Club—
— is a voluntary organization.
— has five or more members.
— has one or more adult leaders.
— is organized with its own officers.
— holds regular meetings.
— plans and carries out a yearly program.

Two Types of Club

The local 4-H Club may be either a project club where all members are enrolled in one project, such as clothing, dairy, tractor maintenance or range management club or it may be a mixed or community club—where 4-H members of a community are enrolled in a variety of projects.

As more members and more projects are added to a club, the scope of the yearly program becomes greater and plans for accomplishing project work differ to meet the needs and interests of the 4-H Club members. One leader can effectively serve as the leader of a project club. However, a project club may have more than one leader. In a community club, it is recommended that there be at least one community or main leader, with additional leaders to supervise project work and activities. The type of club to be organized will be determined by the members, parents, leaders, and extension personnel available to meet the needs of the members and the situation in the community.

The local 4-H Club membership elects the following officers—president, vice-president, secretary, reporter, treasurer (may be combined with secretary).

Members may be elected or appointed as committee chairman such as recreation leader or song leader.

The duties of 4-H officers are outlined in a bulletin entitled "Our Job as Officers of a 4-H Club," available from the local Extension office.
The above chart shows how various organizations cooperate in making 4-H club work available to the boys and girls of your community.
national & international programs

national 4-H club foundation

The National 4-H Club Foundation is an educational, non-profit corporation, organized in 1948 by the land-grant colleges and universities. The Foundation’s role is one of service and support to the Cooperative Extension Service. It helps with some of the things the Extension Service cannot do by itself. The Foundation and the National Committee on Boys’ and Girls’ Club Work (see below) do not duplicate each other’s services.

At the present time, the Foundation has a five-point program—
* Basic research on the “growing up” problems of youth.
* Citizenship and character building.
* Training for 4-H leaders and extension workers in understanding ourselves and the people about us.
* The International Farm Youth Exchange.
* Development of a National 4-H Club Center, Washington, D.C., which is being paid for by 4-H members, extension workers, and other friends of 4-H.

national committee on boy’s and girl’s club work

The National Committee on Boys and Girls Club Work is not a government agency, but a voluntarily organized service group that cooperates with the Extension Service. It is composed of volunteers—businessmen, civic and agricultural leaders, educators, and others who are personally interested in the 4-H Club program and who believe that an investment in 4-H young people is an investment in America’s future. The national committee employs a full-time staff of professional and clerical workers, many of whom are former 4-H members, leaders and workers in the Extension Service. The services rendered by the National Committee include—
* Helping the Extension Service staff arrange for the National 4-H Club Congress in Chicago each year.
* Helping the Extension Service arrange for the national awards program.
* The stocking and shipping of hundreds of 4-H items from its 4-H supply department.
* Publishing the National 4-H News, which is a magazine particularly designed for 4-H leaders.
* A publicity program to inform the general public regarding 4-H Club work.

The office address of the National Committee on Boys and Girls Club work is 59 East Van Buren St., Chicago 5, Illinois.

international farm youth exchange

The International Farm Youth Exchange Program (IFYE) provides an opportunity for young people from South Dakota to live and work on farms in other countries, and for farm youth from other countries to come to the United States to do the same. Thus the exchange is a two-way program. Upon return from an IFYE assignment abroad, South Dakota delegates tell of their experiences to different groups throughout the state.

Here in South Dakota, the Agricultural Extension Service of South Dakota State College, including the county extension offices, sponsor the IFYE program. The cost of the program is met by voluntary contributions from 4-H Clubs, private individuals and organizations around the state.

The number of South Dakota young people participating in the program each year is determined by the State 4-H Club Office. Leaders may encourage qualified young men and women to discuss the IFYE program with county extension agents. Applicants need not have been 4-H Club members.

Application blanks are secured from the county extension office. Leaders are encouraged to advise extension agents of farm families who would like to have a visiting IFYE exchangee live and work with them.

More information about IFYE is contained in a folder obtainable at your county extension office.
CHOOSE YOUR 4-H PROJECTS AND ACTIVITIES WISELY

The overall purpose of 4-H Club work is the development of the boy or girl into a more useful world citizen. The members' projects and activities will play a vital part in this development. The individual task that a club member undertakes is known as a project. Each project has minimum requirements for completion. They must do the work required, keep records and may exhibit project results. Activities may be performed by individuals or groups. There are no minimum requirements, but members keep a record of their activities. Activities enrich the program and broaden the interest of members.

PROJECT SELECTION

The 4-H project is the first requirement of 4-H club work, and most of the activities of the club center around project work. Members should select projects with care. The projects must suit the club member and his parents. It will be more fun if the project is of interest to the other club members. Other points in selecting a project are:

* Consider cost. Is the project practical?
* Are feed and equipment available?
* Will the project teach worthwhile lessons?
* Will it be a challenging project?
* Will it be too difficult?
* Is there a chance for a profit?
* Will it provide new experiences?
* Will the lessons learned be useful in the future?
* Will it provide wholesome pleasure?
* Is time available to complete the project?

Help the club member select a suitable project from the list offered.

We encourage first-year members to take only one project. The size and number of the projects may be increased as he learns how much he can do well.

Early in his 4-H Club career we urge a member to develop a tentative long-time
project-plan to guide him until he is beyond 4-H Club age. As they fit into the member's plan, he adds additional related projects. For example, a foods member might enroll in garden or poultry. A livestock member might consider feed production projects. A crops member could choose tractor maintenance. If possible, an older club member should consider expanding project work to develop a complete farm or home management plan or college education program.

Four-H project work is to be the result of the member's own work at home or in club meetings, with the supervision of 4-H leaders and parents. Livestock must be owned by the members. Members should arrange to pay parents for the feed and other expenses of their projects. Likewise 4-H Club members should receive pay for dairy products, garden, poultry, and fresh produce that is provided for family living. This is a good business experience.

Project work can make a real contribution to the enterprise of home and farm. It gives the club members something he can call his own and helps him feel he is an important part of his family.

In some projects, such as gardening, the club members must do their work at home. At club meetings they learn to:

* Use approved practices and materials
* Judge products
* Exhibit improved products
* Demonstrate practices that family and neighbors can use

In other projects, like sewing or cooking, members do some of their project work at club meetings. You'll find it worthwhile, in any case, to hold meetings at the home of each club member in turn.

Through your county extension service, you bring the best that science has discovered to your club members. See project bulletins and outlines for requirements in all 4-H projects.

Minimum requirements are established for each project. These requirements
are the least amount of work necessary to complete a project. Additional work is to be encouraged as the 4-H member grows in experience and need. Each member should be encouraged to set his own goals beyond the minimum requirements. You and the club member may want to discuss the opportunities for additional work with the county extension agent.

KINDS OF PROJECTS AND ACTIVITIES

4-H projects available are a result of gradual developments to help rural and urban young people fulfill their needs and interests. The projects available to club members are: Clothing, home life and meal planning projects cover all phases of homemaking. These projects are rotated on a county basis. Each project is carried for two years. A member will complete all three phases in a period of six years.

**Clothing:** The purposes of this project are:

1. To learn proper care of clothing
2. To make better choices
3. To learn to sew and save
4. To know how to look your best

See Clothing Project Guide for minimum requirements.

**Home Life:** The purposes of this project are:

1. To add comfort, convenience and beauty to the home
2. To learn efficiency in homemaking
3. To become a worthy home member

See Home Life Project Guide for minimum requirements.

**Meal Planning:** The purposes of this project are:

1. To keep your family healthy
2. To make food attractive and preserve its food value
3. To plan before you prepare and serve meals
4. To eliminate food waste with proper care and storage.

See Meal Planning Project Guide for minimum requirements.
Automotive - The 4-H Club Automotive Care and Safety Project is being developed for boys and girls who are at least 15 years of age. It is a three-unit project.

Objectives of the program are:

1. To develop an understanding of the importance of the motor vehicle on the American way of life.

2. To develop a clear knowledge of highway safety and proper attitudes of highway courtesy.

3. To develop an understanding of traffic regulations and other laws related to operation and ownership of motor vehicles, and the importance of following the laws.

4. To develop an ability to perform elementary car maintenance operations such as cleaning and polishing a car, care of tires and checking the radiator, battery, etc.

5. To develop a knowledge of the basic parts of the car and the principles of their maintenance and operation.

6. To develop an understanding of the principles of force, speed, center of gravity, etc., applicable to safe motor vehicle operation.

7. To develop an understanding of the economics of efficient purchase and operation of an automobile, and an ability to keep and interpret a record of the cost of operation and ownership.

8. To develop an awareness of the vocational opportunities for competent persons in the automotive field.

Outline of Project Units

For the FIRST YEAR

Unit I. INTRODUCTORY PROJECT

Importance of the auto on the way of life

Safety

Owner's manual
Carkeeping

What makes a car run

Engine in general

Group activity (hazard hunt)

Traffic code and responsibility as a driver

Cost records

For the SECOND YEAR (to be developed)

Unit II "BASIC SERVICE MAINTENANCE AND OPERATION"

Topics

Handling Your Car Safely on the Road; The Engine as a Power Unit;

The Engine Needs Clean Air; How the Fuel System Works; Igniting

the Air-Fuel Mixture; Group Activities; How the Engine Temperature

is Controlled; Selecting Lubricants; Selection and Care of Tires;

What Does Your Car Cost You?

For the THIRD YEAR (to be developed)

Unit III -- "EFFICIENT OPERATION"

Proposed Topics

What To Look For in Buying a Car; How the Engine Transmits Power;

Lubricating the Engine; What makes for a Smooth Safe Ride;

Electrical System; What Makes the Engine Run; How to Make Your

Community a Safer Place to Drive; Vocational Opportunities in

Automotive Field; Group Activity and Cost Records.

Beef — The purpose is to give an opportunity to learn about the feeding, care, management and marketing of cattle.

Requirements:

Fattening (heifers or steers): On feed before December 31. Closing date of enrollments January 31 of current year.

1st year -- one or more steer of heifer feeder calves.

2nd year and above -- increase size of the project each year.
**Purebred female:**

1st year -- one or more purebred beef heifers.

2nd year and above -- continue to increase size of herd.

*All bulls exhibited must be the property of the club member and must have been dropped by dam also owned by the member. They must be purebred.*

**Grade female:**

1st year -- one or more high grade heifers.

2nd year and above -- continue to increase size of herd.

**Feeder cattle:**

Feed out one or more steer or heifer feeder calves.

**Crops:** The purpose of this project is to become familiar with the opportunities in growing different field crops and their place in a rotation. To get experience in growing the different field crops according to approved methods.

**Requirements:**

List type of crop -

1st year -- one or more acres of an adapted variety of any of the following: corn (open-pollinated or hybrid), barley, wheat, oats, flax, grain or forage sorghum, alfalfa, sweet clover, grasses or pasture mixtures. Potatoes -- at least 1/8 of an acre. (Members enrolled in livestock are urged to grow one of the crops projects in order to produce a feed supply for their project).

2nd year and above -- increase the size of previous projects using pure certified seed, develop practice of germination test, selection of pure seed, seed treatment, crop rotations, and field management. Keep accurate records on cost and production.

**Dairy:** The purpose of this project is to provide the opportunity to learn about the selection, feeding, care and management of dairy cattle.

**Requirements:**
Purebred female: Cow in production, any age.

1st year -- one or more purebred dairy heifers or cows.

2nd year and above -- continue to increase size of herd. Begin marketing dairy products, keeping records of cost and production, and pedigree record books.

All bulls exhibited must be the property of the club member and must have been dropped by dam also owned by the member. They must be purebred.

Grade female:

1st year -- one or more high grade heifers or cows.

2nd year and above -- continue to increase size of herd. Begin marketing dairy products, keeping records of cost and production.

Entomology: The purpose of this program is to encourage 4-H boys and girls to achieve the following:

1. To develop leadership talents and to work toward achieving the broad objectives of character and effective citizenship.

2. To learn the life history and habits of insects, and the relation of insects to modern living.

3. To learn to recognize major insect pests and beneficial insects common to the area where the club member lives.

4. To apply the fundamentals to insect control by carrying on and evaluating insect control practices.

5. To learn about insecticides; the kinds, their specific uses, and safety practices to be followed.

6. To apply knowledge of control to other 4-H projects and to support community activities related to insect control.

Requirements:

Group I Make or buy a collecting net, killing bottle and collection box. Make an insect collection of at least 25 different
species.

Group II Complete Group I.
Make or buy an insect display box, pinning black, spreading board and other equipment. Continue and identify an insect collection. Include 50 specimen of eight orders.
Make 5 life studies.
Write a narrative story about studies in this project.

Group III—Complete Group I and II.
Continue and identify insect collection of 100 specimen of at least 8 orders.
Learn scientific and common name of 5 insects.
Make 5 additional life studies.
Learn insect control activities.
Give talks or demonstrations.
Rear at least one insect and fill out life history.
Learn insect detection and report.
Write a narrative story about project.

Forestry: The purpose of this project is to introduce the study of forestry under South Dakota conditions.
Requirements:

Unit I. Identification of Trees and Shrubs
   a. Construction of a plant press
   b. Collecting specimens
   c. Pressing and mounting specimens
   d. Identification—15 kinds of trees and shrubs

Unit II Tree Planting (to be developed)
   a. Preparation of a planting plan
   b. Ground preparation
   c. Care of planting stock
d. Planting

Unit III Care of Trees (to be developed)

a. Cultivation
b. Rodent control
c. Protection from livestock
d. Pruning
e. Replanting
f. Insect and disease control

Unit IV. Forest Improvement (Black Hills) (to be developed)

a. Timber stand improvement (Removal of weed trees)
b. Thinning and pruning
c. Harvesting and measuring the crop

Handicraft: The purpose of this project is for the development of individual club member so that he will be able to learn skills, appreciate workmanship and to use time creatively and constructively in developing spiritually, mentally and physically.

Requirements:

1. Three useful articles to be made in first year; two articles should be of the same phase.
2. Second and above. Increase size of project, not necessarily in number, but the articles should be larger and more complicated.

Horticulture: The purpose of this project is:

1. To provide an opportunity to learn about vegetable growing and to produce a crop for marketing.
2. To give experience and training in growing, harvesting and marketing small fruits.
3. To provide an opportunity for beautification of home grounds by planting and care of lawn, shrubs and flowers.
Requirements:

**Vegetable Garden**

Unit I General Garden (At least 10 vegetables)

Unit II Variety Garden (At least 3 varieties of 6 different vegetables)

Unit III Herb Garden (At least 5 herbs) (Recommend that this unit be carried with Unit 1, 2 or 4)

Unit IV Specialized Crop For Market (Planting of one vegetable to be grown for sale. Minimum - 1/16 acre (2,800 sq. ft.))

**Small Fruit Growing**

Unit I Strawberries (Minimum - 50 Everbearing plants and 50 June bearing plants).

Unit II Raspberries (Minimum - 50 Red Raspberry Plants)

Unit III Strawberries and Raspberries (Minimum - 50 plants of each)

Unit IV Specialized Crop for Market, Minimum size - 1/16 acre (2,800 sq. ft.)

**Beautification of Home Grounds**

Unit I Clean Up and Repair

Unit II Lawn Improvement (Planting and Care)

Unit III Trees and Shrubs (Planting and Care)

Unit IV Flowers

A. Annual Flowers (Minimum - 10 flowers, 5 from seed, 5 from transplants)

B. Perennial Flowers (Minimum - A planting of at least 5 Perennial flowers)

C. Bulbs, Roots, Tubers (Minimum - Planting of 5 different flowers from this group)

Unit V Mixed Flower Border (Minimum - Combination of 5 annuals, 3 perennials and 2 bulbous, root or tuberous flowers in
a planned border planting.

Unit VI Specialized Crops For Market (Minimum - 1/32 acre, 1,400 sq. ft. of three or more different flowers for sale as cut flowers.)

**Indoor Gardening**

Unit I Vegetable Transplants (Minimum - grow 24 plants of 5 different vegetables for transplanting)

Unit II Flower Transplants (Minimum - Grow 24 plants of 5 different annual flowers for transplanting.)

Unit III House Plants (Minimum - Grow 3 flowering plants and 3 non-flowering plants.)

Unit IV Specialized Crop For Market

A. (Minimum - 12 dozen transplants of one vegetable or one flower for sale)

B. (Minimum - propagation of at least 24 house plants of one kind for sale)

**Horse (Light):** The purpose of this project is to teach the essential fundamentals of feeding, care, management, fitting, showing, and training of a colt or a saddle horse.

Requirements:

Purchase and care for one or more colts, ponies or light horse, any age of any of the saddle horse breeds.

Keep a complete record of costs and receipts. See project guide for details.

**Poultry:** The purpose of this project is to develop experience with proper methods of raising and handling poultry as a farm enterprise.

Requirements:

Chickens - 1st year: 100 birds

Turkeys - 1st year: 25 poults or more.
Geese  1st year: 25 goslings or more.

Ducks  1st year: 25 ducklings or more.

2nd year and above - continue to increase the size of the flock. Assist with or take over the management and improvement of the farm poultry flock. Begin marketing of poultry products, keeping records of cost and production; improve poultry house and equipment.

Range Management: The purpose of this project is to teach the fundamentals of producing more and better forage on the range for the maximum production of livestock.

Requirements:

**Phase I** - Range Plants. A herbarium consisting of 22 to 25
pressed, mounted range plants, including 12 grasses,
6 forbs and 4 shrubs to qualify for blue ribbon.

**Phase II** - Forage Values. The exhibit material for the second year includes the first year’s materials with some information added as to the forage value of the plants on each respective label, plus the collection of another set of plants, taken from a different range-land. All of the headings under Phase I and II on the plant labels are filled out for the second part of this project. The mounted plants in the collection at the end of the second year should number between 45 to 50.

**Phase III** - Plant Relationships. The exhibit part of this project consists mostly of a scale-drawn map of livestock range. Such a map gives an outline of the present plan of grazing, the drainages, the fences, the salting places, watering places, and the number of acres allowed per animal unit of stock. It might also include location
of poisonous plants or rodent infested areas, or other
problems areas.

Phase IV - Grazing Program. The exhibits for this part of the 4-H
Range project consists of the rage map made during the
previous year, plus an overlay showing a revised, im-
proved plan for livestock and range use. This over-lay
shows the new stocking rate, methods of distributing
stock for uniform use of the range, such as development
of new watering places, changing the salting places,
treatment of problem areas, poisonous plant control, etc.

Sheep: The purpose of this project is to provide an opportunity to learn
about raising, feeding, care, management and marketing of sheep.

Requirements:

Purebred Ewe - Retain only high quality ewes and ram lambs to be used
or sold as breeding stock. Exhibit in breeding
classes at Achievement Day.

Grade Ewe - Retain only high grade animals.

Fat Lambs - Raise or secure one or more lambs to be fattened.
Exhibit as individuals or pens or both at 4-H Achieve-
ment or Market Days. They may be from purebred,
grade, or crossbred lambs.

Feeder Sheep - Secure feeder lambs.

Swine: The purpose of this project is to give the members a rounded exper-
ience of the fundamentals of swine management covering breeding, farrowing, care,
feeding, fitting, showing and marketing.

Purebred Sow - Retain only high quality males and females in the litter
and Litter to be used or sold as breeding stock. Market individuals
not desirable for use as breeding stock.

Purebred Gilt- lst year - Secure a purebred gilt at weaning time,
care for and develop into a desirable brood sow.

2nd year and above - Enter into sow litter phase of the swine project.

Fat Barrow - Secure or raise one or more barrows to be fattened.

Exhibit as individuals or pens or both at 4-H Achievement or Market Days. They may be from purebred, grade, or crossbred sows.

Tractor: The purpose of this project is to provide an opportunity for 4-H Club members to learn tractor maintenance, care, develop skill in driving tractors, safely and care of other machinery.

Requirements:

Check requirements in each unit (See literature)

Unit A - Tractor Care.
Unit B - Tractor Care.
Unit C - Tractor Service and cost records.
Unit D - Machinery Care.

ACTIVITIES

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.

The activities available to club members are:

Citizenship:

This activity is designed to encourage and to recognize good citizenship activities among 4-H club members. It includes those activities which increase interest, understanding or knowledge of the responsibilities of a citizen in a democratic republic, like the United States.
This program emphasizes the concern of the good citizen for the welfare of others through acts of community service as well as participation in the local civic organizations and functions of the community, county and state.

**Community Service:**

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 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.

**Conservation:**

This activity will help members to become better acquainted with and more appreciative of the outdoors. There are many phases in this activity that a member may be interested in such as birds, water, soil conservation, and trees.

**Courtesy and Grooming:**

A courteous, well-groomed person is truly a joy to meet. All 4-H club members can be such a person. To develop into a courteous, well-groomed person is part of growing up and in the bulletin, Cues for Teens, No. 507 you will find some ideas.

**Electric:**

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.

**Food Activities:**

Bread Baking: A club member must have been or is presently enrolled in the Meal Planning project to participate in this activity.
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 is 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.

Health Improvement:  
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.

To learn that happy living (physical and mental fitness, attractive appearance and a pleasing appearance) depends upon health conservation and improvement, and to share in the responsibility for improving the health of the family and of the community.

Rural Arts and Recreation:  
The rural arts and recreation activities include music and recreation. The purpose of this activity is to develop a greater appreciation of arts and
crafts in their home and community; develop resources that make for more wholesome leisure time opportunities and make 4-H programs more attractive and self-satisfying.

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

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 for each meeting's recreation. This is leadership development for the member in charge and pleasure for the rest.

Safety:

Safety in the home, on the farm and on the highway are the important phases to be stressed by demonstrations, talks and discussions. Such a program should stimulate the entire family to become safety conscious and to provide a way for youth to have an important part in the whole safety movement of the nation.
how to do it

HOW TO DO IT.

Starting a 4-H Club, p 1
  Parent-member meeting
  Organizational meetings
  Leader selection
The 4-H Club meeting, p 2
Understanding Boys and Girls, p 4
Planning the Yearly Program, p 5
Events—Local, County and State, p 6
Recognition and Awards, p 8
  Club, Leader, Member.
  Handy Awards Reference
    (See Insert from Club Doings, following the printed section)
Methods of Teaching, p 10
Records and Reports (Mimeographed Section)
one way to
start a 4-H club

The organization of a new Club is usually conducted through or by County Extension personnel. Anyone interested in organizing a 4-H Club should contact the county Extension office personnel to learn the necessary requirements and procedure to follow.

understanding promotes interest

Before the people will become interested in a 4-H program they must understand it. Once they understand its purpose and see how it works they will be more interested in it. Here are some tips on how to gain understanding:

- Talk to the parents, boys and girls, and other people in the community about 4-H. See that they understand 4-H Club work.
- Visit the homes of prospective members.
- Hold meetings with prospective members and their parents.
- Give talks or arrange for others to talk on 4-H Club work at community meetings; invite everyone in the community.
- Visit the local newspaper editor and discuss ways of publicizing 4-H members activities.
- Show the benefits of 4-H Club work at every opportunity.

hold a parent-member meeting

Arrange the meeting time and place. Check with county extension agents. Be sure they are able to attend.

Notify all families of the meeting time and place.

Outline the meeting carefully with the county extension agents. An hour and a half is long enough for this key meeting. It sets the tone for meetings that follow.

Arrange for someone to be chairman. It might be an older 4-H member or junior leader from another club. Go over plans for the meeting with him.

At the meeting, briefly review what 4-H Club work is, what the member does, the role of the parents, leaders, extension agents; and the local 4-H Club organization.

List 4-H projects and requirements. Explain the value of choosing a project that fits the needs, interests, time, and ability of the 4-H Club member, the family, and the community situation. Encourage beginning members to start with one project and possibly one activity.

Suggest that parents with their children form little discussion groups to determine what project should be selected by each member. Have someone circulate among the groups to answer questions.

Have interested members fill out a 4-H membership card (signed by the parents)—if they are needed.

Decide the time and place for your next meeting. Close with songs and games.
get ready for first 4-H club meeting

—Call to order.
—Flag salute and 4-H pledge.
—Explain the duties of the different officers, and the importance of electing each one with the abilities to do the task assigned.
—Guide the club through the election of the President and then turn the meeting over to the new officer. Let him proceed with the rest of the meeting.
—In a larger club, suggest committees that will be needed, such as: recreation, song leading, program, etc.
—President may ask for committee volunteers or appoint members to it. Be sure that every member is on some committee.
—Decide on a name for the club.
—Fill out enrollment blank.
—Give a short simple demonstration.
—Decide on program for the next meeting.
—After the meeting explain more of the duties to the officers. The officers of 4-H Clubs can find an outline of their duties in “Our Job as Officers of a 4-H Club” extension mimeographed circular No. 467 available at the county extension office.

second club meeting

—Games led by member of recreation committee.
—President opens the meeting.
—Flag salute and 4-H pledge.
—Business (plan some club activity such as tour, etc.).
—Project Work—demonstration, illustrated talk, film, or judging.
—Pass out record books and project guides. Discuss how to keep records.
—Have program committee discuss plans for next meeting.
—Arrange a meeting of the program committee to plan program for year.
—Close with songs and games.

Additional suggestions for the 4-H Club meetings will be found in the sections in this guide on program planning and the 4-H Club meeting.

now select leaders

No standard rule is prescribed for selecting a local leader. Club members, a committee of parents and members, or an adult organization sponsor in a community may help select a leader. Or he may volunteer. Sometimes the leader is chosen by a combination of these methods, or with the guidance of county extension agents.

Leaders should be selected early in the club year, well in advance of the beginning of the project work. They may then profit from training meetings and other project-preparation sessions.

regular meeting

Meetings should be held regularly, preferably once a month on a specific day. However, a club may meet twice a month or may not meet for a period of two or three months. To be eligible for a “seal” (refer to section on awards and recognitions) each club is required to hold at least six meetings a year. Regular meetings are planned as a part of the yearly program. The regular meeting usually has three parts—business, program, and recreation. The following order of procedure is used by many clubs:

business

Call to order
Opening: song, pledge of allegiance, 4-H pledge
Roll call
Minutes of previous meeting
Reports of officers: treasurer, reporter, others
Reports of committees and delegates
Reports of leaders and junior leaders
Old business
New business
Announcements: plans for next meeting
Adjournment

program

Demonstrations
Talks
Discussions
Other project training

recreation

Special meetings may be called by the president after consulting with the leader; or they may be called by action of the club at a regular meeting, to consider business that needs attention before the next regular meeting.
try a project meeting

Project meetings may be held to give instruction in specific projects. These are often held by the project leader. Parents and older junior leaders are frequently appointed or elected to this responsibility.

leaders assist and encourage

Your role as 4-H leader is to assist the club members with their responsibilities. You will encourage each member to take an active part in making the meeting a success. This is done before the meeting, as you plan with officers, committees and members on the program; during the meeting by making suggestions and giving guidance when it is needed; and after the meeting in follow-up with the members. You may also want to plan to present some definite project help at each meeting.

give new members special attention

Only about half of the club members who finish one year of club work enroll for a second year. Your members will stay with club work longer if you follow these seven rules:

1. Consider each first-year member as an individual of personal worth to the club and to the community.
2. Make each first-year member feel important—when he first joins; during the club year; and at the end of the year.
3. Visit the parent of members who show little interest in 4-H Club work.
4. See that every first-year member has something special to do in connection with club affairs.
5. Make certain that each first-year member has the necessary information and supplies to complete his project.
6. Provide recognition for beginners in ways other than through exhibits and competitive affairs.
7. Have the club take part in some community activity that attracts favorable notice and gives prestige.

set goals you can reach

Your club will feel proud if the members complete their work and achieve their planned goals by the end of the club year. You, as a leader, will have a club to be proud of too if you:

- Help the club plan and carry out a yearly program of work. (See “Planning the Yearly Program”)
- Help officers learn to carry out duties effectively.
- Help your members complete project work satisfactorily.

- Encourage members and parents to work together in deciding upon the project and see that parents as well as members understand what is to be done.
- See that members and parents know what it means to complete a project and how to keep a record book.
- Arrange for instruction in projects in regular or special meetings.
- Visit each member at least once during a year, if possible.
you should understand boys and girls

A basic understanding of young people which includes their needs and interests must be of primary importance to adults working with them in 4-H Club programs. Not only are their needs and interests important for the Local Leader to know, but in addition, leaders must recognize the similarities and differences between boys and girls.

Similarities and Differences

* Girls usually develop more rapidly than do boys in childhood and in adolescence. However, their developmental stages overlap at every age.

* Easy social and emotional adjustment is made possible when boys and girls are of normal size, strength, and development. Status with age groups is very dependent upon these factors. When boys and girls are not normal in one or all of these things, they could become less acceptable to their age groups, and in such cases, they could lose prestige, and frustrations could develop which would make for unhappy situations in the local club.

* Leaders should recognize that there is no intellectual superiority in either sex. There are differences in interests and abilities, and these must be recognized. An example of this is the fact that girls usually excel in language, while boys excel in mechanics. Interests and abilities, when recognized, provide opportunities for both boys and girls to excel in special activities.

Needs and Interests Vary With Age

In 4-H Club work, leaders work with boys and girls at many stages of development. While boys and girls may have interests which overlap with those in age groups other than the one in which they are in, certain things are important to know about boys and girls in the various age groups. Let's look at what boys and girls are like as they pass through five stages of development during the years they are members of 4-H Clubs.

middle childhood stage

Boys and girls may join a 4-H Club when they are nine years old. We call this the Middle Childhood Stage. This stage includes girls from 6-11 and boys from 6-13. Girls remain in this stage for a two-year period and boys for a four-year period.

Boys and girls in this group are usually satisfactorily adjusted at home. Usually they are emotionally secure, but economically dependent. This age group accepts adjustments from their parents or from other adults whom they admire. In this stage of development, boys and girls pick associates of the same sex. This age group is not strongly group-centered. In fact, they are usually self-centered and will run away from disagreeable situations. This age group is dependent upon local leaders and parents.

pre-adolescence

As young people reach the Pre-adolescence stage of development—11-13 for girls and 13-15 for boys—it becomes increasingly important for them to belong to a group. An educational group such as a 4-H Club will serve this need. It is normal in this stage for group control to supersede parental control and often self-discipline becomes a result of group action. Those who work with young people need to realize that we can help them at this stage of development by encouraging them to tackle their own problems and work toward satisfactory solutions for those problems. Generally, club members at this age are willing club officers and committee members.

While children in the Middle Childhood stage prefer to belong to clubs which have all boys or all girls, this is not true for those in the Pre-adolescence stage. At pre-adolescence, it is wise to have clubs so organized that boys and girls can be together in group situations.

early adolescence

In Early Adolescence, 13-15 years of age for girls, and 15-17 years for boys, many young people drop out of a 4-H Club. Possibly part of this problem of dropouts can be traced to the changing situation in which young people find themselves. Today our complex social and economic situation requires a longer period of preparation for adulthood. This is the period when leaders need to recognize special capabilities of young people and guide them in the development of these abilities.

middle adolescence

Unless leadership is developed within an organization, the organization can not maintain itself. While the development of leadership can start as soon as a boy or girl joins a 4-H Club, it develops more rapidly as members serve as officers and committee members in their local clubs. As young people reach the Middle Adolescence stage—15-18 for girls, and 17-19 for boys—special effort might be made by adult leaders to help junior leaders find ways to help with the local 4-H Club program. This means helping junior leaders learn their responsibilities; help them find resource material; and challenge them to do the best job possible.
late adolescence

Very few young people reach the state of Late Adolescence while still a 4-H Cub member. This period—18-21 for girls and 19-21 for boys—is the most unsettled period in the life of an individual. He has many emotional, social, moral and economic problems that are not met in the present 4-H Club program. Local leaders who can inspire these young people to seek solutions for their own problems will be a real incentive to them.

take time to outline
the yearly program

A 4-H Club program is planned on a yearly basis. Like a highway map, it can be followed toward a goal. It will be most useful if it is written out and copies are made available to all members, leaders and parents.

Planning Ahead
- Assures more interesting meetings.
- Permits each member to take part.
- Allows adequate preparation for meetings and events.
- Permits club members and families to plan for 4-H Club events and activities with less interference from other events and activities.
- Informs parents and others about what the Club expects to do.
- Gives a feeling of security to the club.
- Provides a well-balanced program with a variety of activities.

plan with people;
not for them

It is well to remember that programs are most successful when planned with people, and not for them. This is true in 4-H Club work, as well as in other organizations. Boys and girls need to learn how to plan programs for themselves. A program planning committee made up of members with the leader acting as an advisor, is usually the best way to do this. Before the actual planning is started by the committee it is usually necessary to get information concerning:

1. Date, time, place, and length of meetings; and
2. Goals of the club for the year. For example: Each member will give a project demonstration; the club will decide on a program in music, recreation and health and safety for the year; all members will take part in two county events; and all members will complete record books. Each member should pick a project and the activities of the club and individual members should be determined.

Divide the club into small planning groups, a group for each project or two, a group for each activity and another group to plan a tie-in between club and county-wide events.

Project and activity groups decide their part of the education phase of the club program month by month. A well-balanced program should include talks, demonstrations, judging, and other methods of teaching. Have a supply of program planning blanks and resource material available for reference by the planning groups.

After small groups have met combine the entire group to put the program together. Each committee may have to concede some of their points in order to develop the club program. The over-all program committee should review the year's program to make sure all club members will have a part in the club's activities. This committee should draft the final program and fill out the forms available from the county extension office. Each member should have a copy of the program for his record book. A copy is also sent to the county extension office.

Remember, the program of work is only a guide. It may be necessary to make changes. When new members join the club, the program committee should see that they have a responsibility in the program before the year is over.
it's more interesting when
you plan for events

Boys and girls have “the time of their lives” at county and state events where they meet new people, make new friends, and enjoy new experiences. Well-planned events help maintain interest, stimulate re-enrollment and give members valuable training. Planning pays dividends. Members should participate in the planning and execution of all programs. County and state events have their place in the 4-H Club program but they do not take the place of local 4-H Club events planned and conducted by the members.

local events

Events at the local level are very important because ALL 4-H Club members and their families, as well as others interested in the community can participate. Each 4-H Club, as the yearly program of work is planned, should determine what events will be held during the year. Events held will vary from club to club. 4-H leaders, particularly leaders of new clubs, will find it valuable to discuss with other 4-H leaders various events, how the events serve the club, how they are carried out, how many to have, etc.

Events often held by clubs include—

☆ Tours: to homes and projects of club members or to a place of interest, such as a hospital, radio station, mill, industrial plant, historic or scenic spot.

☆ Parents’ night: a special evening’s program for parents.

☆ Rural Life Sunday: special inspirational services may be planned for the fifth Sunday following Easter which is designated as Rural Life Sunday (sometimes referred to as 4-H Sunday).

☆ Local exhibit day: a display of club members’ work for the year. Invite the public, particularly prospective club members.

☆ Picnics: may be planned in connection with a tour, exhibit day, or other events.

☆ Demonstration and judging days, money raising events, hikes, Christmas caroling, parties, teas, overnight camps and community programs provide variety and fun.

☆ National 4-H Club Week in March and National 4-H Club Achievement Day in November are suitable times for special events.

county events

County events are planned by the County 4-H Club Council and/or Leaders’ Association and the county extension agents. The events are conducted by committee leaders, junior leaders, older members, parents, and extension agents. All club members should be encouraged to participate. County events may include:

☆ Leader Training meetings held to plan county program of events and to discuss leader problems and subject matter material.

☆ Rally event: A county-wide event usually held in March, April, or May. It should serve as a get acquaint-
ed party and be designed to encourage membership among non-members and also be an inspiration for the year ahead.

• Rural Life Sunday: This may be either a local or county event. See details under local events.

• Club Camp: All camps are held in June. The purpose is to teach worthwhile information on projects and activities and to enjoy fellowship of other 4-H members in nature's environment.

• Share the Fun: This program is designed to develop the 4-H Club boy and girl as they participate in the fun of sharing their talents with others. County winners are selected to participate in the District events.

• Judging Schools: Specialized training in the selecting of articles of quality—livestock, meats, clothing, foods, etc.

• Help Day: Help days are usually scheduled in June or July and are for the purpose of providing helps in demonstrations or talks and judging to club boys and girls.

• Achievement Day: Held in August, has been called "the show window of 4-H." It is the time when projects are brought in, judged, and the county exhibits for the State Fair are selected.

• Recognition Events: Usually held in October or November to recognize members, leaders, and parents. Awards, medals, etc. are presented to club members who have done outstanding work in their chosen project field. Certificates of Achievement are presented to all members completing their projects.

state events

Each year the State 4-H Club office prepares a calendar of state events which is sent to each county extension office. Most of these events are held annually at approximately the same time each year. Regional, state, and national events and the order in which they occur are . . .

• Western 4-H Round-Up, Denver, Colorado: Delegates to this event are selected on their 4-H record and on their participation in the Western Junior Livestock Show held at Rapid City. The trip is made in January.

• National 4-H Club Week: National 4-H Club Week is held during March. It is a week when all 4-H Club members take stock of what may be needed for the successful completion of their goal; a time to welcome new members, to inform parents, neighbors, and friends about the newest developments in the program.

Nationally, 4-H Club Week provides an opportunity to tell the far-reaching values of the 4-H Club program to the public through the press, radio, and television.

• National 4-H Conference: Held for one week in Washington, D.C. Two boys and two girls are selected to represent each state. The basis of selection in South Dakota is leadership, citizenship, and project work as reported in the record book and the Standard Report. Please refer to the section on awards and recognition.

• State 4-H Club Week: A state-wide event held at South Dakota State College. Program emphasis is on leadership training. The number of delegates per county is based on enrollment.

• National 4-H Achievement Day: A day in November when 4-H Clubs may report to the community, state, and nation the achievements of Club work for the current year. It is an opportunity not only to recognize outstanding individual 4-H Club members but the parents, local leaders, and friends of 4-H Club work. It affords an excellent opportunity to secure new members and complete the enrollment for the coming year, set goals, and plan 4-H Club programs for the future.

• Western Junior Livestock Show: An area 4-H show set-up primarily to provide an exhibit outlet for those members enrolled in feeder livestock and range management projects.

national events

• National 4-H Achievement Day: A day in November when 4-H Clubs may report to the community, state, and nation the achievements of Club work for the current year. It is an opportunity not only to recognize outstanding individual 4-H Club members but the parents, local leaders, and friends of 4-H Club work. It affords an excellent opportunity to secure new members and complete the enrollment for the coming year, set goals, and plan 4-H Club programs for the future.

• National Club Congress: Held annually the week after Thanksgiving in Chicago, Illinois. Delegates are selected on the basis of project and leadership achievements. Many are state, sectional or national award winners in the programs sponsored through the National Committee on Boys’ and Girls’ Club Work. Please refer to the section on awards and recognitions. County Extension personnel have information regarding each of these events. Details as to exact dates each year, who is eligible to participate, and the type of program, may be obtained from them.
Recognition is a tool that 4-H leaders can use to help each club member have a satisfying experience in 4-H work. Recognition takes many forms. Pins, ribbons and trips are only a few of the ways that recognition can be given. If recognition is to provide real satisfaction, it should be the result of real effort on the part of the club member. Members should select their own goals. Adult goals may not mean too much to them.

The question is: How can we use recognition to bring about desirable growth and development of the boys and girls? A recognition and awards program, to be educational, must...

- Provide possibilities of success for all participants.
- Standards must be within reach of the members or they may feel that they have failed.
- Have rules of procedure that are fair and understandable.
- Be judged on a fair and impartial basis.
- Have standards high enough to challenge participant to put forth effort.

The eyes of 4-H Club members should be focused on their project work, club activities, helping members of their club, sharing their experiences, and not on recognition or awards. The greatest rewards come from service to others and personal achievement rather than "out-doing" someone else. Well-rounded 4-H Club achievement includes participation in project work, club activities, community service and leadership.

If participation in each is good, the member will be recognized in some way—possibly a special award. However, you as a 4-H leader will want to help the 4-H member go beyond special recognition to greater service.

A pat on the back, a telephone call, a letter, a chance to preside, a pin or medal, an appearance on adult programs, further help in planning, publicity, leadership responsibilities, a ribbon, a certificate, a scholarship, or a trip, are all ways to recognize a 4-H'er who has done a good job.

Day-by-day recognition of all club members provides a satisfying 4-H Club experience and develops the boy and girl. It should be in proportion to the quality of the achievement.

recognize clubs . . . .

. . . . with club charters

National 4-H Club Charters are offered to 4-H Clubs as an incentive for the proper planning of yearly program of work of new clubs. Individual clubs may have continuous use of their charter over a period of years. The charters are issued to a club the first year it organizes and meets the requirement of being "a standard club" (see mimeographed section on rules, standards and policies), and as soon as it submits a Plan of Work to the County Extension Office. The Plan of Work should accompany the Application for 4-H Club Charter which is found in the 4-H Club Secretary’s Record Book.

. . . . with charter seals

A charter seal is awarded to the club at the end of the club year if it meets the following requirements: They must—
- Be a standard 4-H Club.
- Hold at least six meetings a year.
- Exhibit at their local achievement days.
—Develop a demonstration, talk, or members must participate in judging work on a county level.
—Have at least 75% of members enrolled complete their projects.

In order to place special emphasis on local club programs, activities, and accomplishments, some counties have set up a certain standard for local club recognition. Consult with your local extension personnel relative to club awards and recognitions on the county level.

recognize leaders . . . .

The community service given by South Dakota’s local 4-H Club leaders is recognized on both a county and state basis. The recognitions may not have great monetary value but they do express the heartfelt appreciation which is so often difficult to put into words.

. . . . with certificates

Local leaders, assistant leaders, and project leaders who are 18 years of age or older and who assume leadership responsibility, but are not enrolled as 4-H members, are eligible to receive a leadership certificate upon the recommendation of the county extension agents.

. . . . with service awards

A systematized method of recognizing local leaders has been adopted throughout the nation. It consists of the following awards for the length of service performed.

- Award of Silver Clover . . . . 5 years of service
- Award of Gold Clover . . . . 10 years of service
- Award of Pearl Clover . . . . 15 years of service
- Award of Diamond Clover . . . . 20 years of service
- Award of Emerald Clover . . . . 25 years of service
- Award of Ruby Clover . . . . 30 years of service
- Award of Sapphire Clover . . . . 35 years of service

These awards are based on years of adult leadership for those over 18 years of age. Four-H members who are considered junior leaders (even though over 18 years of age) are not eligible to count these years as adult leadership as they are eligible for junior leader awards and other 4-H member trips and recognition.

. . . . with adult leaders’ camp

Another leader award is the opportunity to attend leaders camp. The camp is sponsored for all local leaders through the courtesy of the Homestake Gold Mining Company. This is in recognition of the services performed by the leader in work with the youth of our state. See State Events section for camp details.

recognize members . . . .

Each 4-H Club member will be awarded an achievement certificate upon completion of the project work. The certificate will list all projects in which the requirements were satisfactorily completed.

. . . . with project and activity medals

Medals or pins are available to the top ranking boys or girls in the projects and activities. Winners are selected in the county, based on the members individual over-all 4-H Club record. Most counties will require the submission of the members’ record books when selecting the winners of these awards.

. . . . with trips, scholarships, etc.

Many special awards and recognitions are available. Some are awards in connection with contests (judging, etc.). The county extension office will have the latest details on these events and awards.
some tried and tested methods of teaching

As a 4-H Club leader you are concerned with teaching boys and girls. Your aim is to develop new and improved practices, ideas, skills, habits, interests, attitudes, appreciations, values, and understanding. To be effective, the methods used must be interesting to the boys and girls; must meet their needs and wants; must be suitable to the situation.

demonstrations

"Show me how," "Let me see how you do it," and "I'll show you," are expressions often heard whenever 4-H members are working and playing together. Each club member, individually or with another member, should be given opportunity to "show" other club members how to do something. This is called a demonstration. Call on members to demonstrate in 4-H Club meetings, achievement day, and at community meetings. Let members select a subject; then you as leader help them develop the demonstration. A 4-H'er who gives a public demonstration is getting recognition. This helps keep up interest.

Ask your county agent or home agent for help with demonstrations. Get a copy of "How and Why of 4-H Club Demonstrations," Ext. Circ. 417; "How I Became a Blue Ribbon Demonstrator" and "Demonstration Through the Years." Both are mimeographed bulletins.

illustrated talks

Frequently subject matter will not lend itself to the demonstration type of procedure. In this case the best teaching might be done by giving an illustrated talk (sometimes called a lecture demonstration). In an illustrated talk you show results by means of charts, drawings, models, flannel boards, blackboards, slides, and other illustrative materials and give an explanation of facts. It tells how something can be accomplished. In an illustrated talk you never actually demonstrate how to do a thing, instead you merely provide the information as to how it can be done.

Illustrated talks should be used only if the subject does not lend itself to demonstrating or if the facilities available are not adaptable for use of the equipment needed.

Ask your extension agents for a copy of extension mimeographed circular No. 460, "Demonstrations? or Illustrated Talk?"
Judging work is important. To accomplish the most in project work, club members should be capable judges in things relating to their project. This work can be carried on throughout the year at club meetings, tours, picnics and special judging events.

Judging develops the ability to see details; knowledge and understanding of qualities and standards; ability to think for themselves and express themselves; self-reliance; and judging trains members to choose wisely when they buy or sell.

set up judging classes

In selecting classes for practice judging, never choose classes too uniform; instead have an outstanding top, a close middle pair and an easy bottom or a class having an easy pair for the top two places and an easy pair for the bottom. If then, for example, a member in placing the first class mentioned, has the top and bottom individual in the proper place, but switches the middle pair, he has made no serious mistake. If however, he puts the third place first, he is not seeing the proper qualities and should receive a heavy cut in his grade and his error explained to him.

Four-H members should receive practice in giving reasons for their placings. Frequently a member is able to place a class right but does not know why he did so.

Giving reasons helps the club member develop the ability to express himself and to think while talking to someone.

The following judging bulletins are available from your county extension office:


Other teaching methods you can use besides demonstrations, talks, and judging are: charts, graphs, posters, maps, radio, recordings, pictures, slides, film strips, movies, quizzes, discussions, exhibits, displays, field trips, tours, skits, stunts, plays, ceremonics, and workshops.

As a 4-H leader you will plan with your club members for the use of a variety of teaching methods. An occasional surprise will add zest to the 4-H Club program.

All methods have their places in teaching. Remember, learning increases as one moves from ...

LISTENING → SEEING → DOING

HEAR SEE DO

a word about records and reports

the club leaders’

Enrollment—Put the names of all club members on the enrollment blank. Make certain that address, parents name, and ages are accurately recorded. Check each project and activity in which the club member intends to do work. Return the completed blank to the county extension agent. Prior to May 31 check the enrollment with the members in order to delete or add projects. The closing date for all enrollments is May 31. The 4-H year starts October 1 and ends September 30.

Plan of Work—Submit a copy of the Plan of Work, showing the club’s yearly program, to the county extension office as soon as possible after the club is organized for the new year.

Annual Report of 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 although leaders and members change.

Attendance—is obtained by adding the attendance of all club meetings.

Demonstration—individual or team—includes illus-
trated talks—need not have entered a contest but must have demonstrated in public.

Judging—report only persons that have participated in a county or district judging event.

Project Report—record extra work done this year in other projects in which members have previously been enrolled and are continuing.

Special reports as requested.

the club secretary's

At the close of each meeting the club secretary should complete a copy of the “Minutes of 4-H Club Meeting” in the secretary's book and send it to the county extension office. Be sure to list any help needed from the extension office.

the club reporter's

The club reporter should write-up the meetings and special events of the club and submit them to the local newspapers. This should not be an exact duplicate of the minutes. Also send a copy of the news stories to the State 4-H Club Office, Brookings, S. Dak. for publication in the Dakota Farmer. For more details ask your extension office for mimeographed circular 459 “Reporting Club News.”

the club member's

Project Record Book—Keeping accurate and complete records is important in the all-around development of a 4-H member. Complete record keeping is a project requirement and is each member’s own responsibility.

Records help a member plan projects from year to year as well as to note his past progress and compare annual results. By recording the work done and keeping accounts of the project, members receive training which later will be helpful in business and home enterprises.

Records also furnish a basis for recognition, educational trips, scholarships and other awards.

Leaders can help members gain a positive attitude toward record keeping. Encourage pride in accurate, neat work. Record keeping is a regular part of the club program. Some leaders regularly check records at club meetings and thus keep abreast of each member’s progress. Each leader should devise a definite plan for checking records.

A year of club work is fulfilled when a member has completed his record book and submits it to you, the leader. The member’s work should include at least the minimum requirements of the project. Some counties require that all record books be turned into the county office; check with your extension agents for procedure in your county.

Standard Reports—Members submitting for state and national awards and recognitions must submit their 4-H record book, narrative story of their 4-H achievements and experiences, standard report, and pictures of themselves. The standard report is a comprehensive statement of all work done as a 4-H member. Copies are available from your local county extension office.

Individual Report—Many counties require all club members to complete an Individual Report to aid in the selection of county award winners. The Individual Report is a brief summation of the 4-H Club work carried out by the club member. The Individual Report is also used by dress revue and demonstration and illustrated talk representatives at the State Fair.

Scholarship Applications—Four-H members graduating from high school, needing financial aid to attend college, may be interested in applying for one of the 4-H College scholarships which are available each year. The 4-H member must submit a Scholarship Application, Individual Report, picture, and a transcript of high school credits to the county extension office. The County extension office will in turn submit them to the State 4-H Club Office.
**Handy Reference for 4-H Club Awards**

Complete details of each contest are on file in county extension offices. The high points are listed below:

The following statements apply to ALL contests:

1. County winners in any previous year are not eligible for the same prize again, but are eligible for a higher award.

2. Records are scored on all years in which the member has been enrolled in 4-H Club work. National Club Congress and National Conference.

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<thead>
<tr>
<th>Award Program</th>
<th>Donor</th>
<th>County</th>
<th>State</th>
<th>Sectional</th>
<th>National</th>
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<tbody>
<tr>
<td>1. Achievement</td>
<td>The President of the United States</td>
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<td>Silverware to 1st place boy and girl</td>
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<td>2. Adult Leaders Camp</td>
<td>Homestead Gold Mine</td>
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<td></td>
<td>Trip to National Club Congress None Twelve scholarships of $400 each</td>
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<td>3. Alpha Zeta Banner</td>
<td>Alpha Zeta Fraternity South Dakota State College</td>
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<td>Banner to county with outstanding judging work at State Fair None Eight gold keys, trips to National Club Congress</td>
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<td>4. Alumni Recognition</td>
<td>Olin Mathieson Chemical Corp., Plant Food Div., Little Rock, Ark.</td>
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<td>Four recognition plaques None None None</td>
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<td>6. Beef</td>
<td>E.I. du Pont de Nemours and Co.</td>
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<td>Trip to Club Congress None 6 scholarships of $400 each</td>
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<tr>
<td>7. Boys' Agricultural Program</td>
<td>International Harvester Co., Chicago, Ill.</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress None Six scholarships of $400 each</td>
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<td>8. Bread Demonstration</td>
<td>Standard Brands, Inc., New York, N.Y.</td>
<td>Gold-filled medal to individual and team</td>
<td>$50 Savings Bond to high individual and each member of high team None None None</td>
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<td>9. Camp Miniwanka</td>
<td>Ralston-Purina Co.</td>
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<td>Two leadership training Scholarships to boy and girl None None None</td>
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<td>10. Canning or Food Preservation</td>
<td>Kerr Glass Mfg., Corp., Sand Springs, Okla.</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress None Six scholarships of $400 each</td>
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<td>11. Citizenship</td>
<td>In honor of Thos. E. Wilson, Chicago, Ill.</td>
<td>None</td>
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<td></td>
<td>Certificate of honor (one for boy and one for girl) None Two scholarships of $400 each Two trips to Club Congress</td>
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<tr>
<td>13. Community Relations</td>
<td>Wm. Wrigley Jr. Co., Chicago, Ill.</td>
<td>Gold plated medals to blue award group</td>
<td>Trip to National Club Congress None Leather-case scissors set to each state winner</td>
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<td>14. Dairy</td>
<td>The Oliver Corp., Chicago, Ill.</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress None Six scholarships of $400 each</td>
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<td>15. Dairy</td>
<td>American Dairy Ass'n. of South Dakota</td>
<td>Gold-filled medals to individual and team</td>
<td>19-jewel wrist watch to high individual and each member high team Twelve trips to Club Congress Six $400 scholarships</td>
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1. Each entrant must fill out a standard 4-H Club form, write an achievement story and submit record books and two glossy print application size photos.

2. Delegates to the National Club Congress must have passed their fourteenth birthday by January 1, 1959, be in at least their third year of club work, and not previously a delegate, except in case of sectional and national winners. National Conference delegates must be at least 18 years old.

3. All records must be submitted to the county extension agent.
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<th>Sectional</th>
<th>National</th>
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<tr>
<td>Dairy Exhibits</td>
<td>American Dairy Ass'n. of South Dakota</td>
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<td>$50,000 to all exhibitors of dairy animals</td>
<td>State Fair</td>
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<td>S. Dak. Holstein-Friesian Ass'n.</td>
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<td>Holstein-Friesian Ass'n. of America</td>
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<td>Guernsey Breeder's Ass'n.</td>
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<td>Castle Club and S. Dak. American Guernsey</td>
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<td>American Guernsey</td>
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<td>South Dakota Guernsey Breeder's Ass'n.</td>
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<td>South Dakota Brown Swiss Ass'n.</td>
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<td>S. Dak. Ayrshire Breeder's Ass'n.</td>
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<td>American Milking Sherborn Society</td>
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<td>Springfield, Mo.</td>
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<td>Electric</td>
<td>Westinghouse Educational Foundation</td>
<td></td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress</td>
<td>Six scholarships of $400 each</td>
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<td>Pittsburgh, Pa.</td>
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<td>Hercules Powder Co.</td>
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<td>Four gold-filled medals of honor</td>
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<td>Wilmington, Del.</td>
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<td>Ancadian Products Dept., Allied Chemical Corp. New York, N.Y.</td>
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<td>Entomology</td>
<td>Judging</td>
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<td>Subscription to 3 high individual judges</td>
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<td></td>
<td>The Farmer</td>
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<td>Trip to Little International to top 3 individuals</td>
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<td>St. Paul, Minn.</td>
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<td>Trip to Minneapolis to top placing county team (four members)</td>
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<td></td>
<td>South Dakota Crop Improvement Ass'n.</td>
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<td>Trip to Minneapolis to top placing county team (four members)</td>
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<td></td>
<td>Minneapolis Grain Exchange</td>
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<td>Trip to Minneapolis to top placing county team (four members)</td>
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<td>Field Crops</td>
<td>Judging</td>
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<td>Acadian Products Dept., Allied Chemical Corp. New York, N.Y.</td>
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<td>St. Joseph, Mich.</td>
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<td>Allis Chalmers Mfg. Co.</td>
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<td>Milwaukee, Wis.</td>
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<td>Four gold-filled medals of honor</td>
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<td>Montgomery Ward</td>
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<td>Chicago, Ill.</td>
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<td></td>
<td>Republic Steel Corp.</td>
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<td>$130 pro-rated to counties on basis of quality and quantity of handicraft exhibit</td>
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<td>Republic Steel Corp.</td>
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<td>One gold-filled medal</td>
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<td>Frozen Foods</td>
<td>Judging</td>
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<td>Eli Lilly and Co.</td>
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<td>Indianapolis, Ind.</td>
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<td>Four gold-filled medals of honor</td>
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<td>Indianapolis, Ind.</td>
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<td>Home Demonstration</td>
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<td>Home Life or Home Improvement</td>
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<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress</td>
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<td>Jackson's Jewelry Co.</td>
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<td>Sears Roebuck Foundation</td>
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<td>Chicago, Ill.</td>
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<td></td>
<td>State 4-H Leaders Ass'n.</td>
<td></td>
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<td></td>
<td>Trip to European country</td>
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<td></td>
<td>4-H Club Members</td>
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<td></td>
<td>College 4-H Club</td>
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<tr>
<td></td>
<td>Edward Foss Wilson</td>
<td></td>
<td>Two gold-filled medals (one for a boy and one for a girl)</td>
<td>Fountain Pen and Pencil set (one for a boy and one for a girl)</td>
<td>Eight trips to National Club Congress</td>
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<tr>
<td></td>
<td>Chicago, Ill.</td>
<td></td>
<td></td>
<td></td>
<td>Two scholarships of $400 each</td>
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<tr>
<td></td>
<td>Sears Roebuck Foundation</td>
<td></td>
<td>Four Jr. Leadership pins</td>
<td>Two trips to Club Congress (one boy and one girl)</td>
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<td></td>
<td>Minneapolis, Minn.</td>
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<td>Donor to be secured</td>
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<td></td>
<td>Two trips to Club Congress</td>
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<td></td>
<td>Two trips to Club Congress</td>
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<tr>
<td></td>
<td>South Dakota Stockgrowers Ass'n.</td>
<td></td>
<td>$250 toward trip to National contest for high ranking county team in state contest</td>
<td></td>
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<tr>
<td></td>
<td>S.D. Cornbelt</td>
<td></td>
<td>$50 toward above trip</td>
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<td></td>
<td>Feeders Ass'n.</td>
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<td></td>
<td>Milo Opdahl</td>
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<td></td>
<td>Brookings, S.D.</td>
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<td></td>
<td>Trophy to high individual</td>
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<td></td>
<td>in state contest</td>
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<tr>
<td>Award Program</td>
<td>Donor</td>
<td>County</td>
<td>State</td>
<td>Sectional</td>
<td>National</td>
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<tr>
<td>Cudahy Packing Co.</td>
<td>Chicago, Ill.</td>
<td>$25 Savings Bond to 3 high individuals</td>
<td></td>
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</tr>
<tr>
<td>The Farmer</td>
<td>St. Paul, Minn.</td>
<td>Copy of Henry Morrison’s “Feeds and Feeding” to three high individuals</td>
<td></td>
<td></td>
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<tr>
<td>Counties</td>
<td></td>
<td>Trip to American Royal 4-H Judging contest for four high individuals</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>28. Meal Planning or Food Preparation Record</td>
<td>Betty Crocker of General Mills, Minneapolis, Minn.</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress</td>
<td>None</td>
<td>Six scholarships at $400 each</td>
</tr>
<tr>
<td>Judging</td>
<td>Jackson's Jewelry</td>
<td>Electric clock to high individuals in state clothing judging contest</td>
<td></td>
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<tr>
<td>Bread Baking Demonstration</td>
<td>Standard Brands, Inc. New York, N.Y.</td>
<td>Wrist watch to the high individual and each member of outstanding team</td>
<td></td>
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<tr>
<td>Dairy Foods Demonstration</td>
<td>Carnation Milk Co. Los Angeles, Calif.</td>
<td>19-jewel wrist watch to individual and two each of high team</td>
<td>None</td>
<td>Eight trips to National Club Congress</td>
<td></td>
</tr>
<tr>
<td>Cherry Pie</td>
<td>Red Cherry Institute</td>
<td>Trip to National Contest</td>
<td></td>
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<tr>
<td>29. Meats Identification and Judging</td>
<td>John Morrell and Co. Sioux Falls, S.D.</td>
<td>U.S. Savings Bond to two high individuals</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>31. Poultry Record</td>
<td>South Dakota Poultry Improvement Ass'n.</td>
<td>Medal to each member of high ranking poultry project demonstration or talk at Achievement Day</td>
<td>Pen and Pencil set to high ranking demonstrator at State Fair</td>
<td></td>
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<tr>
<td>Judging</td>
<td>South Dakota Poultry Improvement Ass'n.</td>
<td>Trophy to high individual judge</td>
<td></td>
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<tr>
<td>Hyline Poultry Farms of South Dakota</td>
<td></td>
<td>Trip to National Poultry Judging contest, Chicago, to 4 high ranking individuals in judging</td>
<td></td>
<td></td>
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<tr>
<td>32. Range Management</td>
<td>Tri-State Milling Co. Rapid City, S.D.</td>
<td>Trip to National Club Congress</td>
<td></td>
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<tr>
<td>Counties</td>
<td></td>
<td>Trip to Denver Livestock show</td>
<td></td>
<td></td>
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<tr>
<td>33. Recreation and Rural Arts College 4-H Club</td>
<td>South Dakota State College</td>
<td>$50 toward trip to National Club Congress</td>
<td></td>
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</tr>
<tr>
<td>34. Safety</td>
<td>General Motors Detroit, Mich.</td>
<td>Trip to National Club Congress Certificate to 4 clubs</td>
<td>None</td>
<td>Eight scholarships of $400 each</td>
<td></td>
</tr>
<tr>
<td>35. Sheep</td>
<td>Cooperative Woolgrowers of South Dakota</td>
<td>Trip to Club Congress</td>
<td>Trip to Denver Stock Show</td>
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<td>American Shropshire Registry Ass'n.</td>
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<tr>
<td>Jarrett Ranchers, Britton, S.D.</td>
<td></td>
<td>$100 for state and/or nat’l sheep shearing contest or awards trip</td>
<td></td>
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<tr>
<td>36. Soil and Water Conservation</td>
<td>The Firestone Tire and Rubber Co., Akron, Ohio</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to National Club Congress</td>
<td>None</td>
<td>Eight scholarships of $400 each</td>
</tr>
<tr>
<td>37. Swine</td>
<td>Moorman Mfg. Co. Quincy, Ill.</td>
<td>Four gold-filled medals of honor</td>
<td>Trip to Club Congress</td>
<td></td>
<td>Six scholarships of $400 each</td>
</tr>
<tr>
<td>South Dakota Poland China Breeder’s Ass’n.</td>
<td></td>
<td>Cash to be applied on purchase of a sow, to exhibitors of purple ribbon barrows if eligible for registration</td>
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<tr>
<td>South Dakota Chester White Breeder’s Ass’n.</td>
<td></td>
<td>$40 to be pro-rated to all exhibitors of blue-ribbon registered boars and gilts</td>
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<tr>
<td>South Dakota Duroc Breeder’s Ass’n.</td>
<td></td>
<td>$50 to be pro-rated to all purple-ribbon Duroc Barrow winners</td>
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<tr>
<td>The United Duroc Ass’n.</td>
<td></td>
<td>Subscription to Duroc News to blue ribbon exhibitors of registered gilts</td>
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<tr>
<td>Standard Oil Foundation Inc., Chicago, Ill.</td>
<td></td>
<td>Trip to National Club Congress Trophy to top individual in state contest $25 U.S. Savings Bond to winner of each division of state contest</td>
<td>Twelve scholarships of $400 each</td>
<td></td>
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<tr>
<td>Award Program</td>
<td>Donor</td>
<td>County</td>
<td>State</td>
<td>Sectional</td>
<td>National</td>
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<tr>
<td>39. Wool</td>
<td>Cooperative Woolgrowers of South Dakota</td>
<td>50% of premium paid by State Fair board</td>
<td></td>
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<tr>
<td>40. Scholarships</td>
<td>Sioux City Stockyards</td>
<td>Two scholarships for freshmen in Ag at State College</td>
<td></td>
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<tr>
<td></td>
<td>South Dakota Extension Service</td>
<td>One scholarship to freshman</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>South Dakota 4-H Leaders' Ass'n.</td>
<td>Three scholarships to upper-classmen. Any college in South Dakota</td>
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<tr>
<td></td>
<td>South Dakota Public Power Suppliers</td>
<td>Two scholarships to two freshmen to SDSC</td>
<td></td>
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<tr>
<td></td>
<td>J.R. Watkins Co. Winona, Minn.</td>
<td>Two scholarships to two freshmen to SDSC</td>
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<tr>
<td></td>
<td>American Dairy Ass'n. of South Dakota</td>
<td>Three scholarships to three freshmen to SDSC</td>
<td></td>
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<tr>
<td></td>
<td>Sioux Falls Stockyards</td>
<td>One scholarship to freshman boy</td>
<td></td>
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<tr>
<td></td>
<td>S.D. Frozen Food Locker Ass'n.</td>
<td>One scholarship to freshman girl</td>
<td></td>
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<td></td>
<td>Colgate-Palmolive Co. Jersey City, New Jersey</td>
<td>Two $800 scholarships Home Ec students (college juniors)</td>
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<td></td>
<td>Calif. Spray-Chemical Corp. Richmond, Calif.</td>
<td>Two $800 scholarships to college juniors in Agriculture</td>
<td></td>
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</tr>
<tr>
<td>41. Showmanship</td>
<td>Electric Service Systems, Inc.</td>
<td>Hol-Dem electric fencer to top showman of each contest at State Fair</td>
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</tbody>
</table>
SUGGESTIONS FOR COMPILING RECORD BOOKS FOR CONSIDERATION IN STATE AWARDS

Four-H club records submitted for state awards should be complete, neat, orderly and as attractive as possible. Here are a few suggestions:

1. Use the South Dakota 4-H members record book cover. Fill in the information on the front. If the record book cover is in bad shape secure a new one. Use ink for filling out the report except where typing is suggested.

2. The suggested order for a book:
   a. Index.
   b. Photos. Include two prints. These should be about $3\frac{1}{2}$" x 5", glossy prints, head and shoulders (tailored blouse, dress or sweater for girls - suit, shirt and tie for boys). Have a uniform light background and show clearly all facial features. Mount with art corners or rubber cement. Do not write on back or front of the pictures.
   c. Standard report. (See following pages) Use current form.
   d. 4-H story (should be typed).
   e. 4-H record books. Include the current year and several other representative books that relate to the projects or activities.
   f. Pictures. Use only a few that help tell the story of the project or activity.
   g. Clippings. Underline the members name where it appears in the clipping. Lay the clippings over each other like shingles on a roof to conserve space.
   h. Correspondence. Include a few, if they tell the reader something about the member and his 4-H club program.

3. Added reminders:
   a. Be neat, do not build a very thick book.
   b. Make sure the members listed everything to do justice to his
SUGGESTIONS ON FILLING OUT STANDARD REPORT FORM

General Suggestions

A. Read thoroughly and follow very carefully instructions printed on report form.

B. Be neat and accurate - use pen and ink.

C. Use the record books from previous years for necessary information.

D. Use outline form as much as possible. Be brief so more material can be covered. Do not Add Additional Pages or Parts of Pages.

E. Avoid duplication - list things only once in the standard report form and in the section designated for it.

F. Total all sections that require such.

Page I.

Fill out all blanks that apply to the club member.

Section at the bottom of the page, "Approval of this report," is very important and must be completed before the report can be considered.

Page II

Self-explanatory

Page III

Section (d).

In filling out this section club members should carefully study their project and report just how the project has fitted into the home situation. Sometimes projects do not fit in and this should be definitely stated. For example: In some areas baby beef is not a practical project and, after carrying the project, if the club member finds out that this is true it should be so reported. Club members will be given credit for being able to analyze their project work and report the results. They will not be penalized for having carried a project that was not suited for their situation unless they continue the project for several years.

Page IV

This page is for reporting of activity work only. Work done on demonstrations and judging in activities should be reported on page 6. Demonstrations and judging work are not classified as activities.

In the reports on activity work the club member should not tell what has been accomplished on a local and county level as a result of their work in the activity. This should be covered in their own story "My 4-H Experiences and Achievements."
WHERE LEADERS GET HELP

County Extension Personnel, p 1
County 4-H Leaders Association, p 1
County 4-H Members Association, p 2
Leader Training Meetings, p 3
Other 4-H Leaders
Literature and Visual Aids, p 4
some places where leaders go for help

county extension office

Your county extension agents are your nearest representatives of South Dakota State College. No county in South Dakota has extension agents who work full time on 4-H Club work. However, the agents are responsible for both adult and youth programs. Each has a contribution to make to the 4-H Club program.

Please refer to section A, “People in 4-H,” for suggestions on specific ways the County Extension Agents can help you with your 4-H Club program.

4-H leaders' association

Most counties in South Dakota have a County 4-H Leader’s Association. Being an active member of the county association gives you an opportunity to contribute directly to planning and carrying out the 4-H Club program.

• Be willing to do your share in serving as an officer or committee member of the association.
• See that your club is represented regularly at the meetings.
• Suggest topics for meeting programs which will help you and others with the work.
• At the association meetings discuss problems and activities of the 4-H Clubs in the county.
• Cooperate with county extension personnel in building a plan of action for 4-H Club work in the county.
• Encourage the association to study the youth situation and the needs of the boys and girls in your county.
4-H members' association

Many counties have a 4-H members association or members council. The composition of this organization varies greatly from county to county. In some counties, it is composed of the junior leaders, while in others membership is elected on an area basis, or each club elects a representative. Check with the county extension office to find out how your club can be represented.

This group assists the extension agents and the leaders in planning and carrying out the different activities and events.

4-H training meetings

Leader training meetings help leaders with project work, activities, as well as the conduct and organization of 4-H Club work.

See that your club is represented when training meetings are held.

When an idea for a training meeting occurs to you, drop a post card to, telephone, or tell your county extension agents.

Attend regional leaders conferences when they are held in your region.

When possible attend regional and state 4-H events (such as the State Leaders Camp) to exchange ideas with other 4-H leaders, to receive help from specialists, and to gain inspiration and assistance useful to you personally and in your 4-H work.

other leaders and 4-H clubs

You can get some of the best help from those who are doing the same work. Therefore, other leaders, older club members, and clubs can often give you the most practical suggestions. Visit other clubs, have other leaders and members appear on your club program, attend meetings and events and exchange ideas with leaders from all parts of the state.

Bulletins, circulars, and books are usually the helps nearest at hand for any leader. Those available in South Dakota are summarized here. Request them from your county extension office.
organization and procedure

- Adult Leaders Manual AC No. 556
- 4-H Enrollment Blanks
- 4-H Club Enrollment Card
  A statement filled out by first year members and signed by parents and the local leader.
- Secretary's Record Book
- Program of Work Blanks
- Leader's Annual Reports
- Our Job as Officers of a 4-H Club ... EMC No. 467
- Organization of 4-H Club Work ... USDA bulletin, Agriculture Handbook N. 33
- Improving 4-H Clubs ... USDA bulletin PA 111
- Boosting 4-H Re-enrollment ... USDA bulletin PA 338
- Guide Posts for Local Leaders ... General Mills
- Church and 4-H Clubs ... General Mills
- IFYE (International Farm Youth Exchange)
- Leaders Manual ... Entomology Agriculture Handbook 106
- Let's Make the Best Crops Better ... leaders manual
- 4-H Soil and Water Conservation Program ... leaders manual
- Safety Handbook for 4-H Leaders
- Tractor Program ... Kit for leaders
- Electric program kit for leaders
- Individual Report (for members)
- Standard Report (for members)

project and activity helps

- Record book material including project record inserts on all projects approved for South Dakota.
- Clothing project guide EC 469
- Home Living project guide EC 467
- Meal Planning project guide EC 543
- Table Service and Etiquette EMC 315
- Care of Equipment
- What Size are You?
- Dairy Foods Recipes
- Outdoor Cookery
- Junior Leadership in South Dakota EMC 428
- Beef Project Guide EC 552
- Dairy Project Guide EC 451
- Swine Project Guide EC 546
- Poultry Project Guide EC 471
- Handicraft Project Guide EC 497
- Grass and Other Range and Pasture Plants EMC 374
- Horse Project Guide
- Automotive Project Guide ... (three units)
- Horticulture Project Guide ... (six units)
- Entomology Project Guide
- Range Management (four units) Montana Bulletin 1014
- Fun with Electricity ... 4-H electric bulletin EMC 430
- Health activity bulletins
- Share 4-H with Your Community ... EC 432 community service bulletin
- Cues for Teens ... EC 507 Courtesy and grooming bulletin
- Electric Demonstration You Can Perform
- Electric Farm Equipment You Can Build
- South Dakota Sings
- National 4-H Song Book (Small cost per copy)
- Happy Days (song book) (Small cost per copy)
- Ice Breakers (recreation)
- Folk and Square Dancing EMC 441
- Sets in Order (square dance)
- Let's Make a Basket ... basketry handicraft bulletin
- Metal Modeling Designs ... design book for metal modeling crafts
- Games for Small Groups
- Let's Plan a Party
- Homemade Games
- Livestock Fitting and Showing EC 509
judging
- Learning Through Judging (general home economics) EC 536
- Clothing Scorecard EMC 437
- Home Life Scorecard EMC 406
- Meal Planning Scorecard EMC
- Livestock Judging EC 535
- Dairy Cow Score Card
- Dairy Bull Score Card
- Cuts of Meat (Swift)

demonstrations and illustrated talks
- How and Why of 4-H Demonstrations EC 417
- 4-H Demonstrations (leaflet) EL 61
- Demonstration? or Illustrated Talk? EC 460
- How I Became a Blue Ribbon Demonstrator
- Demonstrations Through the Year
- Suggested Topics for Demonstrations

inspirational material
- The 4-H Club Leader's Handbook by T. T. Martin (can be purchased from the National Committee on Boys and Girls Club Work). This is the first complete handbook of its kind for 4-H Club leaders. It outlines methods for 4-H Club work against a general background of sociology and educational psychology. Easy to read and understand.

- The 4-H Story (can be purchased from the National Committee on Boys and Girls Club Work). A book by Franklin Reck which gives the history of 4-H Club work.

- Life Worth Living (can be purchased from the National Committee on Boys and Girls Club Work). A collection of essays and poems by C. B. Smith which gives leaders and members the practical philosophy back of the 4-H Clubs and the Cooperative Extension Service.

visual aids
- Films and Slides. Many educational films are available on the projects and related fields. These are available for your use through the county extension office from the South Dakota State College Film Library. Ask to see their film and slide catalogs.
ready reference file

READY REFERENCE FILE

Rules, Standards and Policies
Ceremonies
Insert any other subject matter help. This may be material you find or is distributed. Include demonstration material, etc.
Ceremonies help to describe the meaning of 4-H Club work. Through them, the ideas of 4-H Club work may be highlighted with dignity and beauty. Well-planned ceremonies will create a closer bond among 4-H members within a club and throughout the country and the world.

The use of ceremonies in the 4-H Club program is determined by you and your club members. They make special occasions and events more impressive and enrich the members' experience. An admission ceremony and a ceremony for the installation of 4-H Club officers are included in this manual.

You may want to use citizenship, campfire, candlelighting, flag, vesper, or other ceremonies. Suggestions for these can be secured at the county extension office. However, someone from your club may want to write the ceremony for a particular occasion.

4-H initiation ceremony

Many a 4-H Club member has been stimulated to greater effort and achievement by the experiences and opportunities made possible through 4-H Club work. A brief summary of some of the basic principles of 4-H Club work at the time new members are admitted may aid considerably in developing an appreciation of its values. Therefore, this brief ceremony seems especially appropriate at the time new members are enrolled in a 4-H Club.

The guide takes the candidate or candidates for 4-H Club membership to the front of the room, where the officers are standing behind a table on which an American flag and a 4-H flag have been placed.

President: To you who are about to become a member of the 4-H Clubs of America, we, as active members of (club name), sharing responsibilities in carrying out our

Candidate: I have.
Vice-President: Before becoming a 4-H member, we feel that you should become acquainted with the organization and the purpose of the 4-H Clubs.

The 4-H Clubs are a part of the Cooperative Extension Service. In South Dakota, this service is under the cooperative direction of the United States Department of Agriculture, South Dakota State College and the county extension organizations. 4-H Clubs are organized to help us become better citizens in a democracy, by teaching us how to work and play together; by guiding us in solving our own problems and those of the home and community; by giving us an opportunity to learn better methods of farming and homemaking; by assisting us in demonstrating to others what we have learned; by giving us an understanding and appreciation of country life; and by aiding us in rendering service in our homes, on our farms, and in our communities. In addition, our 4-H Club program provides us, as rural young people, with an opportunity to do our full part in working together for better world understanding.

Treasurer: (Exhibiting a 4-H Club emblem) Our 4-H emblem is a green four-leaf clover, with a white “H” on each leaf, representing the development of the Head, Heart, Hands, and Health.

Our 4-H motto is “To make the best better.”

Treasurer: Our 4-H Club creed is:

I believe in 4-H Club work for the opportunity it gives me to become a useful citizen.

I believe in the training of my HEAD for the power it gives me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it gives me to be kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it gives me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it gives me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to pledge my efforts to their fulfillment.

Reporter: Our 4-H Club would like to point out that you are now joining a large national youth organization with a membership of over two million young people. There are 4-H Clubs, similar to ours, throughout the United States, and in Hawaii, Alaska, and Puerto Rico and over 20 foreign countries.

President: You are now familiar with the purposes of 4-H Club work, the extent of the organization, the 4-H emblem and what it symbolizes, the 4-H motto, and the 4-H creed. Are you willing to try to live up to these ideals of the 4-H Club?

Candidate: I am.

President: Do you now wish to become a 4-H Club member?

Candidate: I do.

President: In becoming a member of our 4-H Club, we expect you to attend our meetings regularly, take an active part in our program, complete your project work, keep a record of all your 4-H activities, and give it to the 4-H leader at the end of the club year, learn the 4-H Club pledge and motto, keep your parents informed of the club’s activities, make an exhibit, and help other members of our club who may be in need of such help. As you sign the 4-H Club membership roll, please think of these duties which you are now accepting.

(Candidate signs secretary's book.)

President: Please repeat the 4-H Club pledge after me.

I pledge . . .

My Head to clearer thinking.

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community and my country.

President: You are now a member of (name of club) 4-H Club. We welcome you into our membership. May you ever do your full part in carrying out the 4-H program; be faithful in helping to carry on your own 4-H work as a part of the general extension program of your community and country in partnership with your parents and neighbors; and live up to its high ideals to the end that you will be among the distinguished number who are working for a better home, a better nation and a better world.

Song or Recreation Leader: Let us join in singing (4-H Club song or patriotic song).

Leader or Parent: Give us grateful hearts, our Father, for all Thy bessings; help each of us to be a more responsible member of our home, of our 4-H Club, and of our community; make us mindful of those in need; give us strength to do our part to relieve the suffering of the world and grant peace in our time. Amen.
installation ceremony

Retiring Officers—President, Vice President, Secretary-Treasurer (or Secretary and Treasurer), Reporter.

New Officers—President, Vice President, Secretary-Treasurer (or Secretary and Treasurer), Reporter.

Local Leader or Extension Agent
— Small table, five tall candles, Secretary-Treasurer’s books, gavel

This ceremony may be used in installing the officers of local clubs, county organizations, and of the state 4-H organization.

The present officers always stand at the right of the leader or extension agent. Thus at the beginning of the ceremony the retiring officers stand in line on the right side of table facing the new officers who also stand in line on the opposite side.

The retiring officers, beginning with the president, meet the new officers in the center of room, make short presentation talks, and present them with the various official records of the organization. They exchange places with the new officers. After receiving the presentation and thanking the retiring officer, (a simple thank you is all that is necessary) the new officer crosses over to the right-hand side to the old officer’s place by going in front of the table. At the same time, another retiring officer crosses the room at the back, going behind the table to make a new presentation.

Candles on table are unlighted and are arranged with one near each corner, representing each of the four H’s and one in the center representing the club spirit. Retiring officers will need to learn parts beforehand. New officers need only be instructed about place of standing, crossing over, and lighting of candle.

Retiring president meets the new president and says the following, exchanging places with new president. (An ordinary stick of hardwood may be substituted for the gavel if the organization does not have one.)

“As presiding officer for the __________ (State 4-H members’ Association), many obligations and responsibilities will be entrusted to you. You will preside at meetings and will be ready at any time to give of your services for the welfare of your organization. You must protect its good name and strive always to further its purpose and policies. This gavel is given to you as the property of __________ (State 4-H Members’ Association) to aid you in the performance of your duties.”

Retiring vice president crosses the room and exchanges place with new vice president after saying:

“As vice president you will familiarize yourself with the duties of the presidential office and will be ready to act in that capacity at any time in the absence of the president. You will often serve as the chairman of standing committees. You will strive in every way to aid in upholding the dignity of your organization.”

(If the club has a secretary-treasurer, use the paragraph marked *, or if a secretary and treasurer, use paragraph marked **.)

*Retiring secretary-treasurer crosses room and exchanges place with new secretary-treasurer after saying:

“As secretary-treasurer you will keep the membership roll and a complete record of what takes place at each meeting. You will likewise be entrusted with all moneys of the ______ (State 4-H Members’ Association) and will keep an accurate record of all receipts and expenditures. Your organization will depend upon you to have in complete form all important data whenever it is needed. Into your hands and keeping is now placed the secretary-treasurer’s book for the ______ (State 4-H Members’ Association).”

**Retiring secretary crosses room and exchanges place with new secretary saying:

“As secretary you will keep the membership roll and a complete record of what takes place at each meeting. You will make reports and write official documents pertaining to the functions of your organization. Your organization will depend upon you to have in accurate, concrete form, valuable and important data whenever it is needed. In your hands and keeping will now be placed the secretary’s book for the ______ (State 4-H Members’ Association).”
Retiring treasurer crosses room and exchanges places with new treasurer after saying:

“As treasurer you will be entrusted with the money for the ________________ (State 4-H Member’s Association), to keep accurate record of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the financial status of your organization whenever it is needed. This is the treasurer’s book (or report) for the ________________ (State 4-H Members’ Association) now to be placed in your hands to aid you in recording the business transactions of your club.”

Retiring reporter crosses room and exchanges place with new reporter after saying:

“As reporter of the ________________ (State 4-H Members’ Association), it will be your responsibility to keep people outside your organization informed of the activities and progress of your club. You will cooperate with local newspapers in giving them an accurate and true account of your club meetings and special events. You will study newspaper style of writing so as to set forth your information in a readable form. This pen is given you as the insignia of your office and a reminder of your duty.”

Local leader or extension agent to new officers. He or she stands at back of table between the two lines of officers.

“As club officers you have been chosen to guide and direct this ________________ (State 4-H Members’ Association). I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit of your organization, for its progress and faithfulness to the principles and ideals of 4-H Club work. You club members (turning to club group) have as your responsibility the assisting and aiding in every way possible, these officers whom you have chosen for your organization.”

Leader lights candle in center representing club spirit. Club members are asked to stand and with officers repeat club pledge. New officers light other four candles during the saying of the pledge. Soft music may be played during the pledge. At the close, it would be fitting to have someone sing any of the 4-H Club songs—“Dreaming,” “Plowing” or “Four Leaf Clover Song” by Brownell.

Leader to group:

“You will now stand and repeat the club pledge. I will light the candle representing the club spirit (Light it.) From this candle our newly elected officers will light the candle representing Head, Heart, Hand and Health.” (Officers are instructed regarding this beforehand.)

“I pledge my head to clearer thinking (leader hands lighted candle representing club spirit to president who uses it to light the candle nearest to him), my heart to greater loyalty (vice president lights second candle with leader’s lighted one), my hands to larger service (secretary-treasurer, or secretary and treasurer, lights third candle), and my health to better living (reporter lights fourth candle), for my club, my community and my country.”

Officers remain standing during singing. At close they walk off stage in single file, new officers preceding the old, while leader extinguishes candles. Two other club members remove table. Candles may be left burning during rest of the program.
RULES, STANDARDS, AND POLICIES

The following rules, standards, and policies of 4-H Club Work were developed as a result of experience in conducting this program in South Dakota. Many came from discussions among leaders, from county and state extension workers, and from recommendations of the 4-H Policy Committee. These rules and policies should be considered as accepted ways of doing 4-H work. They should be observed as closely as possible by agents, leaders, and club members. The County 4-H Club Committee shall make final interpretation of rules and regulations as they apply in the county and will rule on eligibility when necessary.

AGE REQUIREMENT

Any boy or girl is eligible for 4-H Club membership who is at least 9 and not over 21 years of age on January 1, of the calendar year for which enrollment is officially recorded.

CLUB YEAR

The 4-H Club year begins October 1 and ends September 30 of the following year. Club members keep continuous records in those projects in which work continues throughout the year. Record books and stories are due on or before October 1 each year in the county office.

STANDARD CLUB

A standard club consists of five or more members enrolled in any of the recognized 4-H Club projects. It is expected that the club will meet the minimum requirements for a seal each year of organization.

CHARTERS

When the final enrollment and plan of work is submitted to the county extension agent, a new club is eligible for the 4-H Club Charter. An application form may be obtained from the county office.

CHARTER SEALS

A charter seal is awarded a club at the end of the club year if the club
COMPLETION

It should be the aim of every club member to successfully complete the minimum project requirements and keep a complete record of their entire years work.

To meet requirements fully for the 4-H achievement certificate, a member must complete the minimum requirements, attend at least six club meetings, make project exhibits, and complete their 4-H Record Book. Exceptions may be made in situations where circumstances are beyond the control of the club member.

The project-completion date is September 30 or earlier if required in the county.

MOVING

If a 4-H Club member, after enrollment, moves away from the county and cannot complete a project and is dropped from membership, it will not count against the club completion for the year.

ARMED FORCES

A 4-H Club member who is called into the armed forces before completion of his project or projects for the year may be given full credit for completion if his work is up to date at the time of leaving.

COLLEGE STUDENTS

4-H Club members who are or have been at college, university, or junior college may continue their membership until they reach their 21st birthday. They are fully eligible for participation in all projects and in the junior leadership activity and are encouraged to participate in this important phase of the 4-H program.

They may: exhibit the work of their projects at achievement days and fairs; enter their records for state and national awards; be candidates for delegates to Camp Minikwanca; be candidates for International Farm Youth Exchange, if 20 years old or over. They may not, however, compete in state 4-H judging contests.

College training is understood to constitute completion of one or more quarters, terms or semesters of work above the high school grade, in a college, university, or junior college.
COMMUNICATION

It should be the aim of every club member to progressively complete the club's informative and educational program. Each member should keep accurate records of their club activities and progress.

To meet the requirements of the N-Club Membership Handbook and ensure the continuation of the club's activities, each member should record their progress in a notebook. Excerpts from the notebook may be made for future reference.

The progress and contributions of each member are an essential part of the club's record in the N-Club.

VALUE

If a member is found to be causing trouble or engaging in any activity that is detrimental to the club, they may be asked to leave the club.

UNDERSTANDING

A N-Club member may be required to explain their activities to the club's president.

COURSES STUDIED

N-Club members who are enrolled in colleges or universities may be required to explain their activities and contributions to the club's president.

HEALTH

It is advisable to consult a doctor before taking any medication for health problems.

FINANCIAL

It is important to keep a record of all financial contributions to the club.

PROGRAM

They will be expected to complete the work of their own projects and contributions for the club.

CALL TO ACTION

It is important to call for increased participation in the club's activities. It is essential to maintain the club's interest and involvement in the community.

College Entrance or Junior College
MARRIAGE

Married club members may continue their membership until they reach their 21st birthday. However, they are encouraged to not continue membership, but to accept leadership of a club of their own.

PROFESSIONAL EXTENSION EMPLOYMENT

Club members working in a professional capacity with the Extension Service (summer employment as assistant home or county agents) may continue their 4-H membership and be allowed to complete their projects without exhibiting. These members may not exhibit projects or compete in dress revue.

OUT-OF-STATE EVENTS

* National Club Congress: Applicants must fill out a standard report form, write an achievement story and submit record books and two glossy print application size photos. Delegates must have passed their fourteenth birthday by January 1 of the calendar year in which the trip is taken, must be in at least their third year of club work, and not previously a delegate, except in case of sectional and national winners. All records must be submitted to the county extension agent and reach the state 4-H Club office at Brookings by the designated date.

* National 4-H Club Conference: Regulations as outlined above apply to this event except that the delegates must be at least 18 years of age by January 1 of the calendar year in which the trip is taken.

STATE FAIR

Refer to the 4-H State Fair premium book for rules, regulations, and policies affecting this event. This book will outline exhibit eligibility, as well as, regulations for judging contests, dress revue, and dormitory and dining hall.

STATE 4-H CLUB WEEK

Delegates to the State 4-H Club Week must have passed their fourteenth birthday and have completed at least one year of satisfactory 4-H project work. Check with county extension office as to basis of selection in your county.
Leader’s 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

THANKS

Grateful acknowledgement and appreciation is here-with given to state 4-H staffs in California, Idaho, Oklahoma, West Virginia, and Wyoming for helpful suggestions gained from their 4-H leader and organization manuals.

South Dakota 4-H Club Staff
A 4-H Leader’s Wish

To our club comes this child while he is young, fresh and eager. I must start him in the ways of thinking, feeling, learning, doing. Then, and only then, shall I feel I have accomplished gloriously my mission of helping a child to live to his fullest the life which nature, through his parents, has given him.

I wish our 4-H Club to build these things in each club member:

First . . . Straight Thinking
Reveal to each member his power to solve his own problems.
He must learn to make wise choices, facing life as it is.

Second . . . Awareness
Open his eyes, his ears, his heart. Lead him to see beauty in line and color, to feel beauty in exquisite harmonies. Develop in him a wholesome sense of humor.
Encourage him to recognize and cherish spiritual values.

Third . . . Joy of Service
Teach him understanding of himself and of others. He must learn that what we keep for ourselves we lose, but that which we give away, we keep forever.
Teach him that there are no superiorities save those of service and achievement.

Fourth . . . Confidence
Keep his trust. Play fair. See that he is informed and direct his steps toward the sources of information. Above all, make him feel needed in his 4-H Club, and convince him again of his capacity to accomplish whatever his heart most desires.

Fifth . . . Guidance
Guide him, but do not coerce him in his search to discover the goal that will bring him the greatest happiness and satisfaction. When he has taken the road, set him in the way of learning to do his work well, feeding him with faith and imagination.

—Prepared by a Committee of Local 4-H Club Leaders in Massachusetts