Leader's Handicraft Project Guide

SOUTH DAKOTA STATE COLLEGE
Brookings, South Dakota
To the Leader

This handicraft project guide is designed for both new and experienced leaders. It will provide guidance to the new leader as to what should be accomplished at the 4-H Club Meeting for more than a year's time. It will give the experienced leader ideas for planning programs for older, more experienced club members.

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(Parent-Member Meeting)
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This Leaders Guide should be supplemented by the circulars available for the different craft projects. These circulars are also available for distribution to the members enrolled in a specific craft. Circulars available are: Design and Color, Leather, Metal, Modeling, Engraving and Etching; Mosaics and Ceramics; and Wood Craft.

OBJECTIVES OF THE 4-H HANDICRAFT PROJECT

The purpose of this program is to encourage 4-H Club boys and girls:
1. To develop leadership and help achieve the broad 4-H objectives of character and effective citizenship.
2. To develop a greater appreciation of arts and crafts in their homes and communities.
3. To develop resources that make for intelligent use of leisure time.
4. To develop a worthwhile and lasting hobby.

Compiled by Frank J. Heitland, State Club Agent
FIRST MEETING WITH PARENTS AND LEADERS

Preparation
— Arrange the meeting time and place.
— Check with county Extension agents. Be sure they are able to attend.
— Notify all interested 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.)
— Arrange for someone to be chairman. (Older 4-H member or junior leader.)
— Go over plans for the meeting with the chairman.

Let’s Start
1. Introductions
   A parent can introduce members of his family.
2. Purpose of Meeting
   To organize (or reorganize) a local 4-H club.
3. 4-H Club Requirements
   A Club should have:
   * Five or more members
   * One or more adult leaders
   * Six or more meetings
   * A planned program
   * Complete projects and exhibits
   * Include demonstrations and judging work
   * Participate in 4-H events.
4. Opportunities for 4-H Club Members
   To learn useful skills, develop social confidence, learn good work habits, and provide opportunity for personal achievement.
   Extension Agent can help explain these and other opportunities available to the Club members.
   List 4-H projects and requirements.
   Explain the value of choosing a project that fits the needs, interests, time, and ability of the member, his family and the community situation. Encourage beginning members to start with one project.
5. Project Determination
   Members and parents in discussion groups to determine what projects should be selected by each member.
   Or/Have interested members report decision at next meeting.
6. Responsibilities
   Leader Should—
   * Find the time, energy and thought needed to provide a healthy learning experience for a group of boys and girls in the community.
   Parents Should—
   * Provide a favorable attitude and interest
   * Provide active cooperation
   * Give encouragement and guidance
   * Provide opportunity for member to attend meetings and other events
   * Provide their share of materials, transportation, etc.
   Member Should—
   * Attend regularly
   * Follow instructions
   * Strive to do his best
   * Learn to take part in the group
   * Complete what he starts
   * Do his share willingly
CLUB MEETINGS

Organization Meetings

Preparation
* Notify interested members.
* Get project supplies from County Extension Office.
* Have something for first comers to do, such as look over project bulletins, magazines, games, etc.

Procedure
* Start meeting on time.
* Open meeting with the 4-H Club Pledge:
  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.
* 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 do it.
  Be sure that every member is on some committee.
* Fill out enrollment blank.
* Give or have member give a short, simple demonstration.
* Decide on program for the next meeting.
* Close meeting on time and help explain duties to the officers and committee members.
* Include some time for recreation and singing.

Regular Club Meetings (Business Type)

Procedure
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—led by different club members each meeting.
* 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
  Include work on activities such as Health, safety, etc.
* Talks
* Discussions
* Other project training

Recreation
Recreation committee provides two or more active games. Music committee should also be allowed time for group singing.

Work Meetings
Every club meeting does not have to be a business meeting. In fact, very few clubs have enough business to warrant monthly business meetings. Some of the meetings can and should be devoted to project group work.

The plans on the following pages are suggested activities for meetings. Each leader will want to make come changes to best fit the needs of the club members of their club.

Be sure to include: Helps in judging, preparation of exhibits, record keeping, etc. regularly in the meeting.
WORK MEETING OUTLINES

Meeting procedure:
1. President opens meeting
2. Pledge of Allegiance and 4-H pledge
3. Secretary takes roll. Either go on to business or group work.
4. Discussion (example: “Types of leather”)
5. Demonstration or Illustrated Talks
   By leader or members
   Choose one or more of the suggested demonstrations or talks or have members choose other related topics.
6. Remind Them...
   Time and place of next meeting
   Things to do before next meeting
   To study about? which will be the topic for discussion at next meeting.
   Who will demonstrate or talk
7. Music and Recreation

TEACH DEMONSTRATE LEARN
(Suggested topics for demonstrations, talks, and discussions)

Wood
- Wood craft tools and how to use them
- The correct way to use sandpaper
- Choosing the correct grade of sandpaper
- How to care for rusty tools
- Finishes and how to use them
- How to handle tools
- Glueing and using wood clamps
- How to sharpen a wood chisel (or other tool)
- The difference between hard and soft wood
- Types and kinds of wood fasteners
- How to select the right nails
- The value of countersinking
- How to care for brushes
- How to use a mitre box
- Preparing old furniture for refinishing
- Making minor furniture repairs
- Wood filler and how to use it
- Raising the grain of wood
- Oil or water stain?

Leather
- Kinds of leather and their uses
- Leather tools and how to use them
- How to do outline tooling
- How to carve
- How to do flat modeling
- Care of the swivel knife
- The how and why of skiving
- How to use the snap setter
- How to do single over-lay lacing
- How to do double over-lay lacing
- How to finish leather articles
- Cleaning soiled leather projects
- Developing a design or pattern
- Tracing a pattern on leather
- Why do leather work on a hard surface
- Dampening leather
- Choosing leather for your project
- Use of leather dyes.
- How to make a simple leather article.
Using the different stamp tools
How to sharpen the swivel knife
Uses and parts of a plane
Tool handle replacement
The value of re-making and repairing

**Metal**

Tracing a design on metal
How to emboss, model and flatten background
Good Finishing makes a difference
Finishing the background
Applying permanent filler
Mounting tooled projects
Framing a metal picture
Selecting a design
Fluting
Why use safety-etch?

**Ceramics**

Clay as a craft material
Kinds of clay
Storing clay
Preparing clay for modeling

Fastening pieces together
Applying finish to pieces
Finishing with colors and enamels
Glazing

**Mosiacs**

Kinds of tile, their characteristics and use
How to apply tile to a base
Grouting
How to select and prepare a base
Selection of a design
Cutting tile into different shapes and sizes
Applying a protective coating

**Metal Enameling**

Cleaning for copper piece
Firing
Types of ground glass
Use of lumps and threads
Decorative procedures
Soldering jewelry findings
Use of gum or glues
Types of kilns
**Project Requirements**

**Beginner (under 3 years 4-H experience) 9-12 years old**

*1. Make at least three useful farm or home articles. (It is recommended that at least two articles be in the same phase of handicraft. Another important thing to remember is that two articles that are identical are considered as one article. The reason for this is the club member does not learn any new processes or skills in making the second article.)
2. Attend club meetings and give at least one demonstration at club.
3. Exhibit.
4. Keep record on cost of articles made.

**Intermediate (4-7 years 4-H experience) 13-16 years old**

*1. Increase the size and scope of project. (It is possible that the club member will not make more articles, but in that case, he should make articles that are more complicated or are larger.)
2. Attend club meetings, demonstrate at club and public meetings.
3. Exhibit.
4. Keep accurate records.

**Advanced (8-11 years 4-H experience) 17-21 years old**

*1. Increase scope of project.
2. Develop original designs and plans for articles.
3. Assist leader with younger members.
4. Continue demonstrating at club meetings and public meetings.
5. Exhibit.

*Refer to suggested list of articles.*
<table>
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<th>BEGINNERS</th>
<th>INTERMEDIATE</th>
<th>ADVANCED</th>
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<td>Bird houses Wood serving</td>
<td>Corner whatnot Hog house</td>
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<td>Bench vises Chick feeders</td>
<td>Cribbage board tray</td>
<td>Picture frames Brooder house</td>
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<td>Bird Feeder Towel rack</td>
<td>Flower box Shoe shining</td>
<td>End table Kitchen table</td>
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<td>Bird Shelter Wooden puzzles</td>
<td>Mistre box box</td>
<td>Coffee table Picnic table</td>
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<td>Book ends Shower clogs</td>
<td>Wall shelf Lap board</td>
<td>Sewing cabinet Self feeder</td>
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<td>Book rack Sandpaper block</td>
<td>Saw horse Drawing board</td>
<td>Book shelf Studio couch</td>
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<td>Bread board Door holder</td>
<td>Hall tree Children's toys</td>
<td>Yard fences Tool chests</td>
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<td>Cake board Broom holder</td>
<td>Picture frame Doll furniture</td>
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<td>Meat board Milk stool</td>
<td>Spice rack Bulletin board</td>
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<td>Christmas tree stand Window ventilator</td>
<td>Shoe rack Wood vise</td>
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<td>Corner shelves Work bench</td>
<td>Sign board Weather vanes</td>
<td>Articles made with turning</td>
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<td>Door Stop Wren house</td>
<td>Swine trough Medicine cabinet</td>
<td>Lathe and other power tools</td>
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<td>Foot scraper Nail box</td>
<td>Chicken feeders First aid kit</td>
<td>Refinished furniture</td>
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<td>Garden trellis Letter holder</td>
<td>Waste paper Show box</td>
<td>Decorative finishes</td>
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<td>Necktie Rack</td>
<td>Jewelry box Simple furniture</td>
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<td></td>
<td>Recipe file box Decorative finishes</td>
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<tr>
<td>Leather</td>
<td>“Stamped” articles and possibly some simple “tooled projects”</td>
<td>“Tooled” articles and possibly some “carved” projects.</td>
<td>“Carved” articles and advanced lacing techniques</td>
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<td>Belt Dog collar</td>
<td>Belts Key case</td>
<td>Belts Notebook covers</td>
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<td>Book mark Comb case</td>
<td>Book mark Purse</td>
<td>Billfolds Lamp Bases</td>
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<td>Key case Coin purses</td>
<td>Comb case Billfold</td>
<td>Book covers Saddle</td>
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<td>Watch band</td>
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<td>Trivet Coaster</td>
<td>Lamp bases Picture frames</td>
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<td>End table Murals</td>
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<td>Planter Book ends</td>
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<td>Counter tops, walls and floors in bathroom and kitchen</td>
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<td></td>
<td>Plate</td>
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<tr>
<td>Ceramics, etc.</td>
<td>Plaques (Solid colors small molds)</td>
<td>Larger molds, small free hand modeling, multi-color painting and glazing</td>
<td>Intricate details, blending of colors, creative work</td>
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<tr>
<td>Metal Enameling</td>
<td>Simple jewelry—solid colors</td>
<td>Jewelry, ashtrays,—lumps, threads scrolling</td>
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<td>Engraved articles — more complicated designs, creative work</td>
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<td>Metal Etching</td>
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<td>Coasters Trays Pictures</td>
<td>Advanced may wish to use acid etch</td>
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<td>Pictures Planters</td>
<td>Pictures Planters Decorators for boxes, lamps, waste baskets, etc.</td>
<td>Scrapbook covers</td>
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<td>Name plates Planters</td>
<td>Pictures Wall hangings</td>
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<td>Scrapbook covers</td>
<td>Scrapbook covers Trays</td>
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<td>Planters Screens</td>
<td>Boxes</td>
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<td>Lamp bases Book ends</td>
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<tr>
<td>Oil Painting</td>
<td>Simple paint-by-number pictures</td>
<td>Detailed paint-by-number pictures — begin blending of colors and creative work. Original paintings</td>
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<td>Rope</td>
<td>MAKING OF ROPE, ROPE HALTERS, ETC.</td>
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<td>Horn and Bone</td>
<td>Napkin rings, buttons, belt buckles, book marks, shoe horn, ring bracelet planter, ashtray, letter opener, ornamental pieces</td>
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<tr>
<td>Remake and Repair</td>
<td>Furniture ... indoor and outdoor room accessories</td>
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