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Leader's Handicraft Project Guide

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Leader's Handicraft Project Guide

SOUTH DAKOTA STATE COLLEGE
Brookings, South Dakota



COOPERATIVE EXTENSION SERVICE

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.

CONTENTS

- The First Meeting
(Parent-Member Meeting)
- Organizing the Club
 - Organization Meeting
 - Regular Club Meetings (Business Type)
- Project or Group Work Meetings
 - Leathercraft projects
 - Metalcraft projects
 - Woodcraft projects
 - Other crafts

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
 - * Talks
 - * Discussions
 - * Other project training
- } Include work on activities such as Health, safety, etc.

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

Include: Helps in judging, preparation of exhibits, record keeping, etc. regularly in the meeting

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

Mosaics

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.
6. Keep accurate records.

*Refer to suggested list of articles.

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