

LEADERS' GUIDE

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Welcome, Idaho 4-H Club Leaders



THIS guide for 4-H Club leaders tells how to organize and carry on 4-H Club work in Idaho. It covers the responsibilities of the local leaders, club officers, and club members. It suggests how to conduct club meetings, demonstrations and other club activities. It also suggests how county and community committees can help to promote 4-H Club work. It explains briefly why the program is designed as it is and things to consider in adapting to local situations. We hope this guide will give you the information you need to have a very enjoyable experience as a 4-H Club leader. You will find unlimited opportunities to help boys and girls grow in

knowledge, skill, and general character while under your guidance. 4-H Club work has received world-wide recognition. Surely it is worth all the time and thought we can give it.

Leadership ability varies among individuals, but everyone can improve his or her leadership qualities by study and practice. There is considerable difference between **leading** boys and girls and **driving** them. Leaders are preferred to bosses in a successful 4-H Club program. Mr. A. B. Graham, a pioneer Extension worker, compared the boss with the leader in a very illuminating way. His statement is a challenge for all of us to measure ourselves as leaders in 4-H Club work:

"LEADERS PREFERRED"

The boss drives men; the leader coaches them.
The boss depends upon authority; the leader depends on good will.

The boss inspires fear; the leader inspires enthusiasm.

The boss says "I"; the leader says "We".

The boss assigns the task; the leader sets the pace.

The boss says, "Get here on time;" the leader gets there ahead of time.

The boss fixes the blame for the breakdown; the leader fixes the breakdown.

The boss knows how it is done; the leader shows how.

The boss makes work a drudgery; the leader makes it a game.

The boss says, "Go;" the leader says, "Let's go!"

The writers wish to acknowledge and express appreciation for the suggestions received from the state 4-H Club departments of California, Illinois, Pennsylvania, Connecticut, and Washington; to T. A. Erickson, formerly state 4-H Club leader of Minnesota, and to Vernon H. Burlison, Extension Forester, University of Idaho.

D. E. Warren, State 4-H Club Leader

Lillian E. Johannesen, Ass't State 4-H Club Leader

What Are 4-H Clubs?

How They Started

ABOUT 50 years ago, Seaman A. Knapp of the United States Department of Agriculture and several early educators developed a program and plan of action for rural boys and girls. He fathered a movement that was accepted by Congress and later developed into the Agricultural Extension Service. 4-H Club work is the youth part of that great movement.

Knapp and the colleges furnished new ideas to the clubs and championed the idea of demonstrations and

"learn by doing" in club groups. Club members demonstrated the ideas at home under the guidance of local leaders and parents. These same broad principles guide the present 4-H Club program.

Who Are Leaders

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 or on the farm. The club completes at least one activity each year to improve the community.

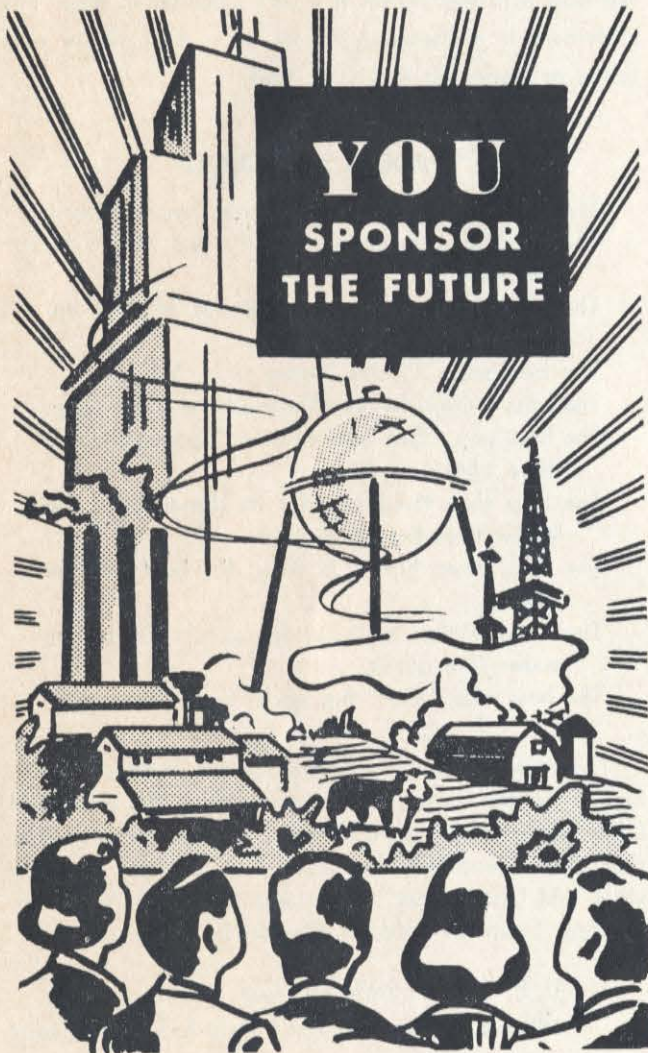
As a leader, you are interested in working with boys and girls in your community. You help members with their projects and advise them in their meetings. Your reward is the satisfaction of seeing boys and girls develop skills and grow in character and citizenship.

Extension Workers' Part

Agricultural extension workers help interested groups of boys and girls organize 4-H Clubs and help leaders guide those clubs. They help members and leaders plan club programs and activities. They show the best way to carry on a project, supply project bulletins, and give other information to improve farming and homemaking.

What Does It Cost?

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.



To You—The Local Leader

Leadership Responsibility

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 do the 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.

Working with young people today gives you a part in building a better world tomorrow. Boys and girls will not be "grown up" in their 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 also wait 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.

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.

What Is 4-H

Boys and girls organize into a club with their own elected officers and "learn by doing" under the guidance of a local 4-H leader. The members each carry a

project and study the 4-H project bulletins. They attend meetings and take part in programs. They participate in other 4-H activities, camps, achievement days, field days, tours, fairs and exhibits, demonstrations and judging.

What members do

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 on or before November 1.
- 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.

Our goal is to help boys and girls to become good useful citizens as well as farmers and homemakers.

Work in 4-H accomplishes these purposes by giving boys and girls first hand experience in:

- Working on worthwhile projects.
- Learning how to do new things.
- Learning the value of rural life.
- Learning to plan and carry out group activities.
- Learning to take responsibility and be of service to others.
- Learning to select their own goals.
- Learning to select standards that are best for themselves.

Through 4-H Club work you help boys and girls to be happier by developing their abilities and encouraging them to do their best.

Thus we have the 4-H Club motto: **To Make the Best Better.**

What is project completion

A year of club work is considered complete when the member submits a completed record book and story to the county extension agent before November 1. It should cover the minimum project requirements.

Membership Groups

We divide 4-H Club membership into two age groups—the younger group for members 10 to 13 years of age or freshmen in high school, the older group 14 years and over. The division-by-age groups helps in program planning for state events, out-of-state trips and certain activities. (Trips to Salt Lake, Ogden, Portland or Spokane shows are not considered out-of-state trips as far as age requirements are concerned.) The younger 4-H members (10-13) are eligible for all local and county events and county phases of national awards programs.

The older group (14-21) is entitled to participate in state and out-of-state activities and for state awards in national contests. In general, such events as the National 4-H Club Congress require that members be 15 years of age and have completed three years of 4-H Club work. Club members are eligible for only one trip to the National 4-H Club Congress, with the exception that one additional trip may be made in Achievement, Leadership, or Citizenship Awards programs. However, a member is eligible to state scholarship awards. Delegates to National 4-H Camp in Washington, D. C., must be at least 16 years of age and have completed three years of club work.

Junior leaders must be 15 years of age and have completed two years of club work or work in similar organizations. Junior leaders may be interested in being members of "Builders Club."

4-H Builders

4-H Builders are 4-H'ers 15 to 21 years of age in community or county-wide clubs working together, with community service as their chief activity. Their program centers around recreation, discussion groups, leadership training and personal improvement topics.

They may:

- Put on model meetings.
- Give simple demonstrations.
- Show club members how to keep records.
- Help plan and carry out a 4-H officers' training school.
- Show how to lead recreation activities.
- Serve as division chairmen at 4-H fair.
- Help at camps or picnics.
- Develop plans and carry out community service projects.
- Lead discussions or give talks on citizenship, vocation selection, personal improvement, or topics of general interest.

Opportunities for Older Members

Several activities are reserved for older members. They each have special age and years of service requirements. They are:

The 4-H Key Award

The award in this program is a gold key. The 4-H Key Award in Idaho will give recognition to 4-H Club members who have achieved significant leadership in their club and in their county. The objective of the program is to encourage project growth, a broad program of 4-H Club activities over the years, and the ultimate development of outstanding citizens. The wearer of the Idaho 4-H Club key can well be proud of his contribution to his club and community. The key for girls will be mounted on an attractive gold necklace and the key for the boys as a pin.

A certificate will be awarded each recipient.

Awards will be determined by county awards committees.

Application for consideration should be made to your county extension agents.

Presentation of the award will be at a county-wide event.

Who is eligible?

First, you must meet the following basic requirements:

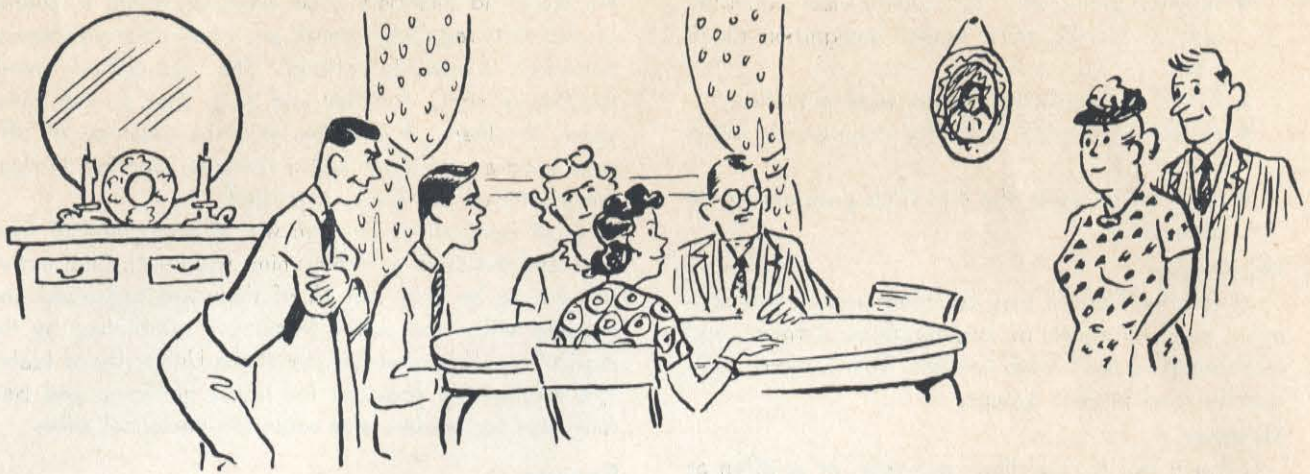
Have passed your 15th birthday by January 1 of the year in which the award is made.

Have completed four years of 4-H Club work, including award year.

Have completed one year of active junior leadership, including award year.

When you meet these three basic requirements you will be entitled to a minimum score of 35 points.





How to participate

Further recognition will be given for doing good project work, demonstrating, holding office, attending county training meetings, entering exhibits, and participating in many other 4-H activities. You will be given additional points in recognition of these activities as outlined in the score card.

Your application must be approved by your county extension agents and submitted to the State 4-H Club Office by October 1.

Basis of award (Applicant must score 125 points or more to earn the Key Award.)

1. Four years of 4-H Club work 15
2 points extra for each additional year completed.
2. One year of junior leadership completed 20
5 points extra for each additional year completed.
3. Held an office in local 4-H Club for the last one year 5
(Includes president, vice-president, secretary, treasurer, and reporter, only.)
4. Completed 4-H project in at least three project fields, in addition to junior leadership 10
5. Followed through with at least one project for three or more years. Member must have shown substantial growth in scope and quality in this project. (This project in addition to junior leadership.) Consider over-all project work, adaptation of improved practices on the farm and in the home 15
6. Participated in county 4-H demonstration program at least two years 10
7. Attended at least four county leader training meetings in past two years 10
8. Served on county 4-H committee or helped with county 4-H events at least three times in the past two years 10
9. Participated in special 4-H events during the past two years such as judging contests, talent shows, radio speaking, etc. 5
10. Showed evidence of ability to work with others. Consider personal growth in desirable standards, citizenship qualities, service to others and evidence of personal maturity 15

11. Entered exhibits in 4-H competition at least four different times. Must show evidence of quality work with at least one in the blue ribbon group.... 10
12. Participated in one or more of the activities for three years 10

National 4-H Club Camp

Requirements

- 16 years of age.
- Three years of club work completed.

International Farm Youth Exchange Program

Program features are:

- Trip to foreign country as 4-H ambassador.
- Delegates be 20 years of age or older.
- Participation open to rural boys and girls.
- Privileged to wear IFYE pin.

Requirements and application forms available from the State 4-H Office.

Neighborhoods Organize to Promote 4-H Club Work

The most successful 4-H Club programs thrive in counties where the local people share the responsibility for the program on both the community and county levels and groups such as:

- **County Councils** handle county-wide program planning.
- **Community Committees** promote the program locally.
- **Leaders Associations** meet to discuss program planning, study 4-H Club leadership techniques and share experiences.

County Council

- Learns what is needed for a successful program. (From leaders and extension agents.)

- Secures sponsorship for county-wide activities, such as picnics, fairs, leader recognition meetings.
- Assists in conducting county-wide activities.
- Assists in securing funds for county-wide activities.
- Helps to interpret the 4-H Club program to the community.

Membership

A County Council may be composed of businessmen, representatives of organizations, farmers and representative 4-H Club leaders from various communities and project groups.

Meetings

It meets two to four times per year, or as often as seems necessary to the officers.

Community Committee

The membership includes key people in a community who, as individuals or representatives of organizations interested in youth, are willing to do some of the following:

- Determine what boys and girls are available.
- Assist in explaining the 4-H objectives and goals to the community.
- Arrange for presentation of the 4-H Club program to parents and community.
- Arrange for presentation of club programs to prospective boys and girls.
- Secure local leaders, fill vacancies.
- Visit local leaders and help in solving club problems.
- Arrange for club members to participate in community activities.
- Arrange for achievement days and other 4-H events.
- Serve as coordinator between 4-H Clubs and community organizations as to help available, dates of proposed activities, community service programs, etc.
- Arrange for local facilities, such as meeting place, equipment, transportation for tours, and space for exhibits as needed.
- Arrange for awards for local 4-H Club members.

4-H Leaders' Association

The 4-H Club Leaders' Association is the established organization for all 4-H Club leaders and junior leaders in the county. (Some large counties have two leaders' associations.)

Representatives of the Agricultural Extension Service

are ex-officio members. The extension agent in charge of club work regularly attends and other county extension personnel frequently attend. The association meets monthly in some counties and from four to ten times yearly in others. It operates with the usual set of officers, program of work and a treasury supplied through the efforts of the association itself.

Most associations function with a great deal of freedom and initiative in determining what 4-H Club activities are to be held, but all of them are organized and operate within the policy framework established by the Agricultural Extension Service of the University of Idaho. This relationship provides for sound guidance and performance for leaders and extension personnel alike.

Purposes

The broad purposes for which county 4-H Leaders' Associations are organized is to unite the 4-H Club leaders into a dynamic group to:

- Develop unified plans for activities and events.
- Share leadership know-how through training programs and informal discussions.
- Advise extension agents of club members' needs and effectiveness of the 4-H Club program.
- Assist extension agents in promoting 4-H Club program.
- Develop better understanding of boys and girls.
- Study project subject matter and organization methods.
- Give recognition to 4-H Club leaders, members and parents for work accomplished.
- Select club members for contests and awards.
- Raise and distribute funds as needed to carry out the yearly program of work.
- Acquire, hold, maintain, and dispose of property, real and personal, which is necessary or helpful to the 4-H Club program.

Associations may meet regularly at central points in the county or rotate the meetings among communities. The programs include:

- A discussion of some activity to be held in the near future.
- Some educational leadership topic.
- A project demonstration of interest to large number of leaders.
- Recreation and friendly social time which add to the effectiveness of the association meetings.

JUNIOR LEADERS

Junior leaders can do many important jobs for the 4-H Club. Their experience and enthusiasm help the club to be more effective. Clubs with good junior leaders

usually last longer, have a higher percentage of completion and re-enrollment is increased. Junior leaders are most effective when they are:

- 15 years of age or over.
- Experienced. (Two or more years of club or other organization work.)
- Assigned definite jobs.
- Trained to do the job.
- Elected by the club to be junior leaders.

When enrolled in the Junior Leader Project, the Junior Leader submits plans to the Local Leader and the County Extension Agent for approval. They should include four or more of the following typical leadership jobs:

- Securing new members or re-enrolling members who have dropped and helping these people to get started.
- Helping plan the club program for the year (use A-24).
- Leading a project group or small club.
- Advising members about keeping their records.
- Presenting club group activities to the community, such as: Community Improvement, Conservation of Wildlife, Grooming, Health, First Aid, Music Appreciation, Safety and others.
- Helping conduct regular club events, such as: 4-H Achievement Day Program, Project Tour, Exhibits, or Camp Activity.
- Assist younger members with simple demonstrations.
- Assist members with judging work.
- Serving as club parliamentarian.

Junior leader project members should discuss their plans with the local leader, determine how they can help best, then write out a plan of what they expect to do for the club. When the work is completed, they should write a story of their work and accomplishments, including: what the problems of the club were, what was planned to correct them and what the junior leader did to overcome them. This will constitute their junior leadership project report. Pictures and newspaper clippings may be included to supplement the story of their leadership experience.



Present Day 4-H

The Club program is now the largest rural youth organization in the U. S. Through 4-H Club work, boys and girls learn, work, and play together under the guidance of local leaders aided by county agricultural extension workers.

More than two million boys and girls make up 4-H Club membership in the United States. In Idaho, more than 12,500 boys and girls belong to 4-H Clubs.

A 4-H Club is composed of five or more boys and girls who elect their own officers and conduct their own meetings. They plan and carry out their own programs.

Getting a Start

Starting a 4-H Club

BEFORE you can actually organize a club you may need to prepare the stage for organization. Let people know what 4-H Club work is, what the values are, and what is necessary to have a successful 4-H Club program. Here are some tips to help you get started.



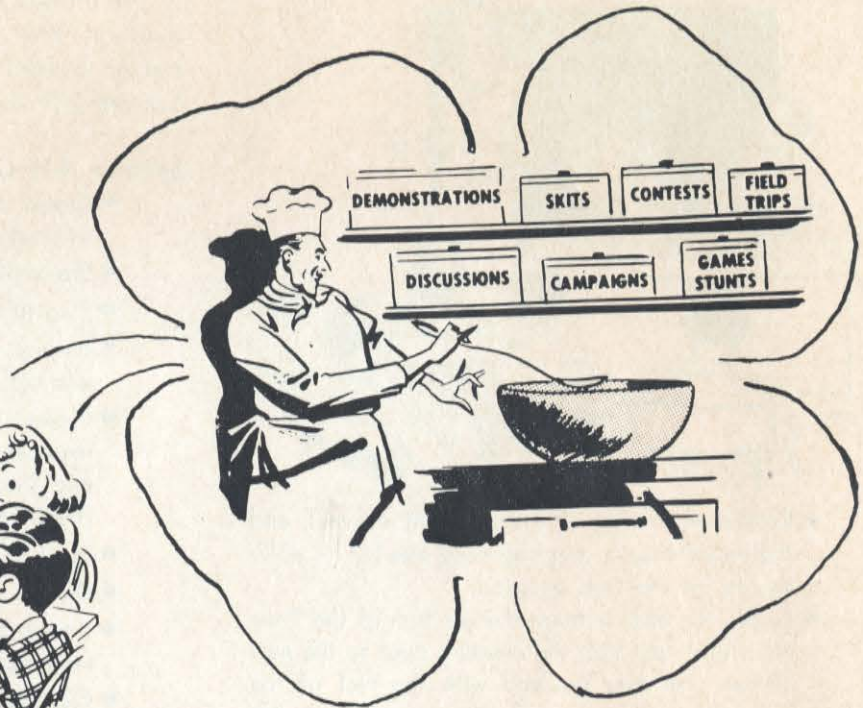
Prepare the community

- Talk to the parents, boys and girls, and other people in the community. 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.
- Place pictures of 4-H Club work—posters and displays of project work—in store windows and in schools.

- Talk about 4-H Club work on radio and TV programs.
- Show the benefits of 4-H Club work at every opportunity.
- Enlist the help of community clubs, service groups, 4-H members, leaders, and county extension agents.

Plan for parents' meeting

- Arrange for a suitable time and place for the meeting. Check arrangements with the county extension agents.
- Notify all families in the community of the time and place of the meeting (a week or two weeks ahead of time). Send special invitations to families with eligible boys and girls.
- Announce the meetings at community gatherings, in the newspapers, and on posters to remind people.
- Get necessary supplies from the county extension office:
 1. 4-H Club enrollment cards, AB-6.
 2. Organization of 4-H Club work, MP 320—A-4.
 3. Building a Better America Through the 4-H Club, LTM-29.
 4. Idaho 4-H Leaders' Manual, A-1.
 5. Secretaries' Book, A-2.
 6. Our Job As Officers of a 4-H Club (one for each officer), A-23c.
 7. Project information.
 8. Standard Enrollment forms, A-17.
- Outline the meeting carefully with the county extension agent. An hour and a half is long enough. This will be a key meeting and will set the tone for all the following meetings. See Order of Events For the First Meeting.
- Get help from experienced 4-H members and leaders.
- Arrange for someone to be chairman of the meeting. Might be an older 4-H member or junior leader from another club. Go over plans for the meeting with him.



What to do at the parents' meeting

- Have someone arrive early to check physical arrangements (heat, ventilation, chairs) and to greet all who attend and make them feel at ease.
- Briefly review what 4-H Club work is, what the 4-H 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.
- 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 Club enrollment card, AB-6.
- Collect cards and check for completeness.
- Decide the time and place for your next meeting.
- Close with songs and games.

Follow-up

Follow up with visits to homes. Help parents and club members together to decide on suitable projects. Encourage parents to help their boys and girls to get started. Your interest will please the parents and start a wholesome relationship.

4-H Enrollment

Collect the signed application-for-membership cards from the boys and girls.

Put the names on Form A-17.

Return it to your county extension agent.

Be sure your 4-H members understand that projects must be completed to qualify for club credit. (If a club member does not complete his project, he may re-enroll and complete the project, then proceed to another project.)

The 4-H Club year starts October 1 and ends September 30.

Order of Events at the First 4-H Club Meeting

- Game—led by a member. 15 minutes
- Flag salute and 4-H pledge.
- Explain that clubs have five officers: President, Vice-President, Secretary-Treasurer, Reporter, Song Leader. The Vice-President can serve as program chairman.
- Some clubs have a recreation chairman.



- Explain the duties of the different officers, and the importance of electing each one for his 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. 30 minutes
- In a larger club, suggest committees that will be needed, such as:

- Recreation
- Song leading
- Program
- Health
- Membership
- Community service
- Constitution

- President asks for volunteers for committees.
- In a small club, get every member on some committee.
- Decide on a name for the club.
- Plan activities together (club tour, visit other clubs, picnics, etc.).
- Members may take turns leading recreation.
- Project selection discussion. 30 minutes
- As you show how, use the word "demonstrate." 30 minutes
- Show them their 4-H Record Books. 15 minutes
- Close meeting—club creed or song. 10 minutes
- Show secretary after the meeting how to keep the Secretaries' Book.

The secretary record book provides:

- Outlines for recording the minutes of meeting.
- Space to record the program plans for the year.
- A summary of members enrolled.
- Meeting attendance.
- Project completion record.

The officers of 4-H Clubs can find an outline of their duties in "Our Job As Officers of a 4-H Club," a commercial bulletin available through the State 4-H Club Leaders' Office.

Second 4-H Club meeting

- Game led by member of recreation committee. 15 minutes
- President opens the meeting.
- Flag salute and 4-H pledge. 5 minutes
- Business—plan a trip to the county agent's office or members' project. 15 minutes
- Project work. (As you show how, tell them you are demonstrating a method and that they can learn to demonstrate to help others.) 30 minutes
- How to keep records. 10 minutes
- Discuss plans for next meeting. 10 minutes
- Assign topics for discussion at next meeting. 10 minutes
- Outline work to be done at home before next meeting. 10 minutes
- Closing song.
- Give the President of the club further help after the meeting.

Third 4-H Club meeting

- Roll call. Ask members to give a sentence report of their project. 10 minutes
- Demonstration program. Your club members may be ready to give simple demonstrations. 30 minutes
Plan with each member when he will give a demonstration at a club meeting. Have the secretary keep a record of assignments.
- Project work. 30 minutes
- Fun led by recreation committee. 15 minutes
- Closing. 10 minutes

Recreation

Recreation is a very important part of 4-H Club work. Playing together helps people learn how to work together. Have variety. Use games, singing, crafts, hiking, picnics, etc. Have some fun at every meeting.

A recreation program provides the ideal situations for leadership development. Have a recreation chairman or committee. Let all get some leadership experience.

Tips on making meetings interesting

4-H is fun—it's friendly.—Play any simple lively game about 15 minutes. (May be at the beginning or close of the meeting.) Examples: "Hot Potato," and "Give."

Check with the recreation leader to see if he has a plan for the next meeting.

You can get material with ideas for fun from your county extension agent.

4-H has important things to do.—Tell about some of the tours and trips club members can plan and take. Have them think about what they can plan to do together for fun.

Help them feel that they belong to a national club. (Not more than 10 minutes.)

4-H has ideals to live up to.—Learn the 4-H pledge. (Not more than 5 minutes.)

4-H has a job to do

Encourage club members to go from one completed project to the next. Each new project should bring out new abilities.

Have someone present the symbols of 4-H Club work. (The emblem, colors, motto, and pledge.)

The creed is effective when read in unison by the club.

Have someone explain how to go about selecting a leader or junior leader, pointing out that leaders should possess some of the following qualities:

- Is unselfish, enjoys working with others.
- Is liked and respected by parents and community.
- Has a sincere liking for boys and girls.
- Is liked by boys and girls.
- Has strict standards of sportsmanship and honesty.
- Is enthusiastic about 4-H Club work.
- Is a good cooperator, works well with others.
- Has a good sense of humor.
- Likes to share abilities with others.
- "Keeps his head" in trying situations, is kind and patient at all times.

How to help the officers

At the beginning of the year, you'll probably need to work with the officers outside the regular meetings and talk over the business for the next meeting. Think of yourself as a counselor or guide. You will need to see that the officers know what they are expected to do—point out the section outlining their duties in the Leaders' Guide and in the leaflet "Our Job As Officers in a 4-H Club."

President.—Help him to learn how to open a meeting and how to handle motions and discussions.

Vice-President.—Help him be ready to take over in



case the President is absent. He may also serve as program chairman.

Secretary.—Explain what is important for the minutes of a meeting. Help him start keeping the Secretaries' Book.

News Reporter.—Have him fill out the club reporter blank and send it to the county extension agent immediately after each meeting. This will be used in local newspapers or in the County 4-H Newsletter from your county extension office.

Get extension bulletin A-63, Reporting Idaho's 4-H Club Story, from your county agent to help the club reporter.

Providing for club business and duties of officers

Most organizations describe their purposes and provide for the officers of their organization in a constitution. They prepare by-laws which describe the duties of the officers and state how business is carried on.

A suggested constitution and by-laws follows. The club may consider and amend or adopt it.

A Constitution and By-Laws for 4-H Clubs

Constitution

The suggested constitution and by-laws should be read to the club by the leader, be approved or amended by the club, and signed by the members.

Article 1. This club shall be known as.....

Club of..... Community.....
County, Idaho.

Article 2. The purpose of this club shall be to improve the homemaking, agricultural, educational, and social advantages of boys and girls of the community. These purposes will be accomplished by carrying out standard club requirements.

Article 3. Five or more club members regularly enrolled with the county extension agent shall constitute this club.

Article 4. The officers of this club shall be a president, vice-president, secretary, song and yell leader and club reporter. They shall be elected by the members of the club at the annual, or organization, meeting and shall serve throughout the club year, unless excused or removed for just cause.

Article 5. This club shall be organized and managed under the direction of the local club leader in cooperation with the county extension agent who represents the Agricultural Extension Service of the University of Idaho College of Agriculture.

By-Laws

1. The president shall preside at all club meetings. In case of the absence of the president, the vice-president shall preside.

2. The secretary shall (1) keep a record of the names, addresses, and ages of all club members; (2) enter a copy of the plan of meetings in the secretary's record book; (3) keep a record of attendance at club meetings; (4) keep the minutes of each meeting and read the same at the next business meeting of the club; (5) issue the call for special meetings by order of the officers or the club's local leaders; (6) assist the local leaders in making the final report of the club for the year; (7) the secretary's report should contain a full record of all money received and all money expended since the previous meeting and a statement of the balance on hand, unless a treasurer is elected for this purpose.

3. The song and yell leader shall lead the members in songs and yells.

4. The reporter shall prepare news items following each meeting regarding the activities of the club, which, upon approval of the local leader, shall be mailed to the county or district extension agent.

5. The club shall hold regular meetings each month at on from until The officers, upon approval of the local club leader, may call special meetings when needed.

6. Each club member shall be prepared to take part in club meetings as follows: (1) join with the other members in repeating the 4-H Club pledge; (2) give a progress report on their project work in response to roll call, or respond by reporting on an assigned topic; (3) present the record book to the local club leader for inspection when called for, and (4) take part in demonstrations, judging work, exhibits, tours, picnics, camps, social program, etc.

7. A quorum shall consist of a simple majority of the members enrolled. (Constitution and by-laws signed by the club members.)

This Constitution and By-Laws is adopted by the

..... 4-H Club.

On days of, 19.....

Signed:

President

Secretary

Local Leader

4-H Club supplies

Two general kinds of supplies are needed by leaders, members and 4-H Clubs: official and un-official. Official supplies are available through the county extension agent. Un-official supplies are available through a limited number of manufacturers and distributors who are licensed by the Secretary of Agriculture. This precaution is necessary to protect the 4-H name and emblem from misuse.

Official Supplies

They include such items as:

Enrollment cards

Record books

Project literature for members and leaders

Organization literature for leaders

Secretary's books

Charters and seals for 4-H Clubs

Recognition certificates for members and leaders

Achievement pins for members and leaders

National awards program medals and certificates

National 4-H Club song book

Unofficial Supplies

Consists of a wide variety of merchandise, secured largely from one source:

National Committee on Boys and Girls Club Work, Inc.,

59 East Van Buren Street, Chicago 5, Illinois.

The National Committee has a wide variety of articles especially designed for 4-H use. Flags, 4-H Club banners, pennants, bases and flag poles; wearing apparel; gate signs; stickers and labels; party decorations; paper goods; premium ribbons; and personal articles such as jewelry, are some of the kinds of merchandise available. Catalogs describing the merchandise can be secured by writing direct to the suppliers.

Your Club Makes Plans

Planning the Yearly Program

A 4-H Club program is planned on a yearly basis. A plan covering the year's activities is as important as a map on a trip. It will be most useful if you write it out and make it available to all members and leaders. Provide each family with a copy of "Plan of Meetings and Club Activities," A-24.

A Yearly Program Planned 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 with 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.

Who plans.—If your club is small, the entire club may plan the yearly program.

In larger clubs, the president may appoint a committee to work with the leaders.

In some cases, the officers of the club, with the leaders, will do the planning.

The Job.—Planning the year's program for the club, month by month, item by item, and member by member is the job.

The yearly program is to be planned the month following election of officers.

Remember that program plans may be tentative and can be changed to meet new situations and emergencies.

Actual work of the program planning committee begins with a check list of all the club members' names and projects. Keep in mind the member's age, experience in club work, and interest when assigning parts of the program. A good goal is to have each member take part on the program at least twice a year. When new members join the club, the program committee should see that they have a place on the program at an early date.

A Yearly Program Includes

- Goals
- A tentative calendar
- Tentative programs for regular meetings

Goals

Goals are what the 4-H Club as a group decides to work toward during the year. Included are such things as:

Plans for community service.—Plans for at least one community service activity.

Examples: Clean up school grounds, help maintain a community hall. Post names of farmers at highway corners.

Plans for club activities.—Plan to take part in an "Activity" such as health, safety, conservation, recreation and rural arts.

Plans for publicity.—Publicize the 4-H Club's activities in the community. Use news stories, window displays, programs at school, PTA meetings, farm organizations, service clubs, and similar meetings.

Plans for membership.—Contact boys and girls in the community who are eligible for 4-H membership, by visits, telephone and letter.

Plan of Meetings and Club Activities (A-24)

Regular meetings have three parts—business, program or lesson, and recreation.

Outline meeting programs in advance for the year. See suggested form.

Plan for each member to take part.

Plan a variety of topics and methods.

The program chairman

The program chairman may be the vice-president, may be appointed by the president, or elected by the club.

The program chairman will

- Be alert to new ideas that will make the club meeting lively.
- Before a meeting check to see that those scheduled to appear are ready.
- Offer suggestions as to where material can be obtained.
- Check just before the meeting to see that everything is ready.

- Arrange the program so that it is well balanced and interesting.
- Announce the program and thank those appearing on the program.

A well-balanced program includes:

- Project work
- Music
- Health and safety
- Games
- Inspiration

You can make the meetings lively with:

Demonstrations	Slides, film strips,
Illustrated talks	movies
Talks	Special numbers (poem,
Quizzes	vocal, instrumental
Discussions	or chalk talks)
Ceremonies	Exhibits
Workshops	Judging
Group singing	Element of surprise
Skits and stunts	

Each 4-H Club member's family should know the plans of the club. Get copies of Plan of Meetings and Club Activities from the Extension Office. Have the club program committee work out a tentative plan of meetings. Fill in the spaces for the date, time and place of meeting, name of host, recreation leader, roll call topics, business discussion, project demonstration, talk, discussion or judging work, things to do at home and what to prepare for next meeting, health or safety topic, music and recreation. Meet regularly at each home if possible.

Take two or three meetings to work out the plans; it will be well worth while in promoting understanding and interest in the program. Try to plan at least three meetings in advance.

Send a copy of the Plan of the Meetings to the county extension agent. This qualifies the club to receive a club charter. Present the Plan of Meetings to the club for approval. Have a member of each family make a copy of the program to take home. If the parents know of the plans of the club, they are likely to keep club meeting dates open.

Plan the meetings to fit the needs of the members. Plan to hold project meetings in advance of jobs to be done to give instruction. Where members are enrolled in more than one project, special project meetings may need to be planned to cover the subject matter. Sometimes junior leaders may meet with a project group. If members are all enrolled in one project, instruction may be included in the regular meetings. Several project groups may plan together for special events such as tours, picnics, 4-H Sunday, parties, achievement days, money-raising programs.

Have the president show on the calendar events such as:

- County Fair and County Camp
- National Achievement Day in November
- National 4-H Club Week in March
- National 4-H Club Sunday in May
- District Fair
- National 4-H Club Congress in Chicago in late November, for boys and girls 14 and over who have been awarded trips as state winners in contests and project achievement.
- National 4-H Club Camp in Washington, D. C., for two boys and two girls per state 16 years old and over who are selected each year as the outstanding 4-H Club members in the state.

In some counties, 4-H Club calendars are provided. Have the club talk over what special events and activities they would like to take part in and mark the 4-H Club calendars.

You help 4-H Club officers

As a leader, it is your job to teach the officers to conduct business-like meetings. You will need to check with each officer often to see that he knows just what his responsibilities are. Here are some suggestions to pass on to them.

Suggestions for 4-H Club Presidents

A 4-H Club president should preside at the meetings in such a way that all members will feel free to take a part. A 4-H Club properly conducted is an excellent example of true democracy. The business meetings should be short, snappy, and business-like.

Duties of the 4-H Club president

1. Checks on arrangements for meetings, including meeting place, program and business.
2. Conducts the business session of the club meeting.

Order of business:

- (a) calls meeting to order.
 - (b) song—Pledge of Allegiance to the Flag, and 4-H Club Pledge.
 - (c) roll call and reading of minutes.
 - (d) additions or corrections to the minutes.
 - (e) asks for committee reports.
 - (f) calls for any old business.
 - (g) calls for any new business.
 - (h) turns meeting over to chairman of program committee (vice-president).
 - (i) calls on parliamentary critic
 - (j) adjournment.
3. Be familiar with ways of voting and decide when each should be used.
 - (a) by voice (aye or no).
 - (b) sign (raise hand or stand).
 - (c) ballot (written).

4. Calls for motion on questions which require a decision.
5. Should know how to carry through a motion.
 - (a) asks that motion be made by a member.
 - (b) asks that motion be seconded by a member.
 - (c) restates the motion so all will know what it is.
 - (d) asks for discussion.
 - (e) restates the motion and calls for a vote.
 - (f) states that motion is carried or is lost.
6. Votes in case of a tie.
7. Appoints committees unless otherwise instructed in the business meeting.
8. Approves payments of accounts as directed by club.

A good president will

1. Keep in close touch with the local leader and county extension agent.
2. Open the meeting on time and close on time.
3. Be courteous to guests.
4. Help members cooperate by being a good cooperator.
5. Be fair in decisions.
6. Become familiar with business to be acted on at each meeting.
7. Keep program moving.
8. Speak clearly and loud enough for everyone to hear.
9. Guide the meeting in a courteous way but avoid talking too much.
10. Help younger members to learn how to take part in a business meeting.
11. Become familiar with "Robert's Rules of Order." (Parliamentary procedure.)



Election of officers

Each officer should be chosen because of his fitness for the office.

The president of the previous year should preside at the election of officers.

1. Nominations—To nominate a member for office, one of two methods may be used.
 - (a) A nominating committee may be appointed to suggest a club member (candidate) for each office before the election. The members present should be given an opportunity to make other nominations for each office, after the nominating committee's report is made.
 - (b) Candidates may be nominated by those present at the meetings. This is called "Nomination from the floor."

A nomination does not need to be seconded. The chairman will say, "Are there any further nominations?" If there are no further nominations, the chairman will say, "Nominations are closed," or a member may say, "I move the nominations be closed." This motion should be seconded and voted upon. A motion to close the

nominations is out of order until a reasonable length of time has been allowed for other nominations.

2. Voting—When the candidates have been nominated, the president asks the secretary to read their names. The members vote for the respective officers. Members may vote by raising the right hand, by standing, or by written ballot. If the voting is done by raising the hand or standing, the candidates for the office usually leave the room. When the votes have been counted, the chairman announces the name of the person elected.
3. Installation—Ceremony may be planned by the club. A suggested plan of officers installation ceremony is given on page 43.

Suggestions in parliamentary procedure

To address the chair

When you wish to speak in a club meeting, stand and address the chair as "Mr. or Madam President." Speak to the president. There should be no talking between members.

To make a motion

Club members conduct most business in the form of motions. To make a motion obtain the floor, and say, "Mr. President, I move that . . ." After the motion has been seconded, the president calls for discussion. Each person who wishes to discuss the motion addresses the chair and is recognized before making his remarks. When the discussion is finished the president says, "Are you ready for the question?" The club members respond, "Question" if they are ready to vote. The president calls for the vote by saying, "All those in favor say 'Aye'." (Pronounced I.) "All those opposed 'No'." In case the president cannot tell which side has the majority, a rising vote may be taken. When the president has heard the vote he states, "The ayes (or no's) have it and the motion is (or is not) carried." In case of a tie the president or presiding officer casts the deciding vote.

Amendments to motions

Amendments may be made to a motion. An amendment must be seconded and voted on before the motion, as amended, can be voted on.

A few basic rules

Small groups do not need to use many of the rules designed for large meetings. The following four rules apply to any and all meetings:

1. The rule of courtesy to all.
2. The majority rule.
3. The rule of minority rights.
4. The rule of one item at a time.

Handling difficult decisions—When the club has to make difficult decisions it may be best to discuss the problems informally before calling the meeting to order. Allow time for discussion. Let the members speak without restriction of parliamentary procedure. In informal discussion everyone sits. It is not necessary to address the chair, but the rule of courtesy applies. Only one should talk at a time. When the topic is well discussed and it seems that a conclusion has been reached, call

the meeting to order. Make separate motions on each point of business. Usually harmony will prevail when plans are agreed upon in this manner.

Suggestions for Vice-Presidents of 4-H Clubs

The duties of the 4-H Club vice-president are:

1. To preside in the absence of the president.
 - (a) Become acquainted with the rules of parliamentary procedure.
 - (b) Keep informed on business of the club.
2. To act as chairman of the Program Committee for the 4-H Club year.
 - (a) Meet with Program Committee, adult and junior leaders at the beginning of the club year. List the



activities to be included in the club meetings throughout the year.

- (b) Assign club members to various parts of the program. The club might enjoy an outside speaker for a special program.
 - (c) Give each club member an opportunity to have a part in one or more club meetings during the year, such as taking part in a demonstration, presenting reports on 4-H projects, giving readings or musical numbers, leading a discussion on a special topic, serving on a committee, etc.
 - (d) Plan special programs. Boys and girls enjoy meeting together.
 - (e) Submit the program, after completion, to the club for suggestions and approval.
 - (f) Include program for year in the Secretary's Book. This program should be entered before and not after meetings are held. Have copies of the program for the year made for each member if possible.
 - (g) Keep club reporter informed as to the program for different meetings so advanced publicity can be given.
3. Before each meeting, the vice-president, as chairman of the Program Committee, should work with the president and the adult or junior leader to see that detailed plans for the meeting are made and actually carried out.

Duties of the 4-H Club Secretary-Treasurer

1. Keeps the permanent record of the club in the Secretary's Record Book.
2. Keeps an accurate membership record, including names and addresses of each member, in the Secretary's Record Book.
3. Sends corrections in membership to the county extension office as they occur, before June 15th. Include:
 - New members
 - Changes of address
 - Changes of projects
 - Members who drop out

4. Calls the roll at the request of the president and records attendance.
5. Sits at a table near the president and takes notes on discussions and business.
6. After the meeting, writes the official record of what has been done in the meeting. This report is "The Minutes of the Meeting." Pages for minutes are provided in the Secretary's Record Book. Information on how to write minutes is found in the officers manual.
7. Minutes of the last meeting are usually read at the beginning of each regular meeting. Stand when reading the minutes. If approved as read they become a part of the permanent record of the club. Correct the minutes as requested.
8. As soon as the program for the year is accepted by the club, copy the complete program in the Secretary's Record Book.
9. As secretary-treasurer you hold in trust all money owned by the club and keep a record of this money. Pay bills on order of the president.
10. When asked to do so, write letters, requests and invitations in the name of the club. Send out notices of 4-H Club meetings.
11. At the close of the 4-H Club year make a final report of the club's work, have it checked by the club leader and make application for a 4-H Club Charter Seal.
12. The Secretary's Record Book contains important information needed by the county extension agent for county, state and national records. Keep this book up to date and ready for inspection at any time.

How to write 4-H Club minutes

Minutes are the record of what a club does at its meetings. Minutes of the 4-H Club should include the following facts:

- Kind of meeting, whether regular or special.
- Name of club.
- Date and place of meeting.
- Number of members present and names of special guests.
- Reply to roll call.
- Statement that minutes of the meeting were or were not read and approved.
- A record of all business carried on, including motions made, and statements whether motion was carried or lost.
- Record of committees appointed, and committee reports.
- Names of persons taking part in the program.
- Record of demonstrations presented, project work done, special features on the program and recreation planned.
- Time and place of next meeting. List topics assigned for next meeting.



Suggestions for 4-H Club reporters

Newspaper editors like news stories about 4-H Club work because their readers like to know what boys and girls are doing. Every 4-H Club reporter who gives out material for publication is actually serving as a reporter for the newspaper.

The good 4-H Club reporter will in the first or "lead" paragraph:

- Feature some interesting or important fact such as large attendance, an important action taken at the club meeting, striking information or facts brought out at a demonstration, high spot of a tour or any other club activity.



- Always answer the questions: Who? What? When? Where? How? and very often Why?
- Write not more than 40 or 50 words in the first paragraph.
- Tell all the story in a general way so that if an

editor has limited space he can cut off all except the first paragraph and still have a complete story.

The good 4-H Club reporter in the next paragraphs will:

- Give information in order of importance with least important detail last.
- Write names of those present in the last paragraph.

Talk to your club leader or county agent and with the local editor about the kind of stories to write. Discuss your 4-H stories with the editor. He will be glad to help you.

Pick out the most interesting thing that happened at the meeting, the lecture, the demonstration, the tour, the show—whatever is being reported—and put it first in the news report. See that it gets to the newspaper as quickly as possible after the meeting. Read the story over carefully before sending it. See that it is absolutely clear, that names, dates and places are correct, and that all important information is included.

Be on the lookout for news items of an interesting nature about any club activity. Make sure that this material is given to the press to inform others of 4-H Club work and what it really means.

News stories are built much like an inverted pyramid. The most interesting and significant fact is written first. News readers are too busy to follow a story to a climax.

Opinion and prejudice have no place in a news story. Send the timely and interesting facts to the paper. Leave personal views at home.

Names misspelled make their owners angry. Accuracy is the first essential in news writing and it applies to facts, names, and dates.

Send clean, legible copy written on one side of the paper to the editors. Double space for typewritten copy and at least one-half inch between the lines of hand-written stories.

Send the copy to the paper at the earliest possible moment. Report the story the day it happens for daily papers and early in the week for weeklys. Old news is no news! Give the news to the paper the day it happens, and as quickly as possible.

A good news reporter does not say "everybody had a good time," "fine talk was given," "enthusiastic crowd" and "an interesting meeting." Facts are presented in an interesting manner. The reader draws his own conclusion.

Short sentences with active verbs aid in making the meaning clear. "Foggy" phrases are not wanted in a news story. Read your news story over carefully after you have written it to see that you have said exactly what you intended to say.

Do not feel badly if the story you write is cut down or changed. Every editor has only so much space and in order to get the news and feature stories into that space, he must edit his copy accordingly.

Suggestions for song leaders

Music should be an important part of the 4-H Club meeting. Group singing helps club members feel more at ease, lose their reserve, and center their interest on the program of the meeting. The song leader may stimulate enthusiasm or quiet a boisterous group depending on the selection of songs.



- List the songs you expect to use; select a variety.
- Begin with familiar songs which all can sing.
- Announce your songs clearly.
- If a piano is used it should be placed so that the accompanist can see the leader.
- Get your group "set" for the start of the song. Give a sharp, decisive movement which will bring everybody in on the first tone.
- Do not neglect any part of your audience during the leading of a song. Encourage those who are not singing to sing.
- Think of your audience as individuals and not as a group.
- Use a play song or a "Round" when the crowd is tired.

- In acknowledging requests, do not hesitate to "hear" the one which you think will be best at that point.
- If the singing is only part of a program, do not use more than your share of time.
- For the final song, choose one all like to sing for an effective ending.
- Try to make good songs popular. Sing the same song often enough to learn the words so that books will not always be needed.

Test yourself on the following:

Personality.—Very important to successful song leading. Put your best side forward, smile and appear to be having a good time.

Attention.—Get your hands up before the singing starts so that every eye is on you. Be a leader and take command.

Breath.—It takes breath to sing. Help your crowd to sing by training them to breathe with the cue given by your hands. Raise your hand or hands for each breath.

Beginning.—A good beginning assures good singing. Give a positive and definite signal for the first word of the song and for each succeeding phrase.

Words.—Direct and "beat out" the words. Don't be too concerned with the counting of time. Speak the words and each syllable with your hands.

Holds.—Get a few special effects by holding on to a naturally adaptable high note or two.

Turn It Off.—End clean and sure but not too soon. Indicate ending with hands so as to leave no doubt.

Suggested 4-H Club songs

4-H Club members have been honored by having songs written and dedicated to their work. All 4-H Club members should be able to sing their own songs. All clubs should know:

Dreaming (National 4-H Club Song for girls)

Plowing (National 4-H Club Song for boys)

The National 4-H Club Song Book contains a good collection of songs for group singing. Obtain copies from the National Committee on Boys' and Girls' Club Work. Inquire at your county extension office. Every club should have at least one.

Suggestions for recreation leaders

A balanced program of recreational activities will increase the interest in 4-H Club work, make for leisure time practices that enrich life, and help boys and girls develop in the four-fold way. Choose activities that interest the members and that club members can do. Also consider what your club leader can do.

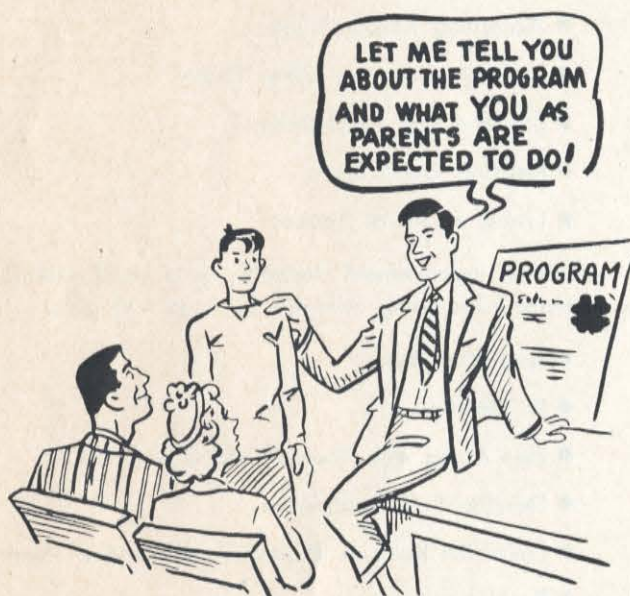


- Plan more games than you think you will need for your program.
- Include games of various types—opening mixers, quiet and active group games, work from the known to the unknown and from the easy to the difficult.
- Alternate quiet and active games, relays, mental teasers and rhythmic activities.
- Prepare some activity which club members may begin as soon as they arrive at the social meeting. Have such games as puzzles and get acquainted mixers.
- Adapt the planned program to the group which is in attendance. If any game does not go as it should, quickly change to another.
- Arrange a signal for attention and be sure that directions for games are clearly understood before the playing is started. Do not try to talk above the noise of the crowd.
- Get the players into positions before giving detailed instructions. In rhythmic games walk the groups through each movement as the directions for it are given. Teach the words of singing games before action is started.
- Proceed on the assumption that all persons present will play. If some hesitate, tactfully interest them by finding a special need for their participation.
- Remember that the leader should have (1) a thorough knowledge of the games, (2) pleasing power of control over the group, (3) enthusiasm, (4) alertness to the reactions of players, (5) patience, and (6) self-confidence.
- Attempt to keep fair play, sportsmanship and playing for the fun of playing foremost in all game activities. When decisions are close, call them a "tie" and go on to the next game.
- Get into the game yourself whenever possible.
- Time the program wisely. Stop when the interest is high. Leaders may obtain bulletins on recreation leadership through their county extension agent.

Projects and Activities Are the Basis of Club Work

Projects and Activities Defined

CLUB members may undertake some tasks individually and other tasks as a group. The individual tasks may be known as "Projects" if they have definite minimum requirements for completion and require reports to be submitted to the county extension agent. In con-



trast to this, club "Activities" are tasks performed by individuals or groups. There are no minimum requirements and no individual reports required for completion. Activities are valuable to enrich the club program and provide good social and leadership opportunities. Recognition is given members when their records show how they have applied their club activities to home and community. Typical club activities are: Wildlife, Conservation, Keep Idaho Green, Rural Arts and Crafts, International Farm Youth Exchange Program, 4-H Club Sunday and Citizenship programs.

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.

4-H project work is to be the result of the members' 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

Helping members learn

As a 4-H Club leader you are also a teacher of boys and girls. You want them to develop new and improved practices, ideas, skills, habits, interests, attitudes, appreciations of values, and understanding. To do an effective job many methods may be used.

Tips on teaching methods

"Learn by doing" is a 4-H slogan—

Club members will learn fast if you use the following methods:

- Show and tell why
- Give members a chance to try.
- Show and explain again—if necessary
- Let them practice
- Use simple words plus models, diagrams, pictures
- Show how plan was originated
- Get members to try new ideas
- Let them discover for themselves
- Provide the broad ideas and let them do it
- Relate new ideas to general ones that members know
- Take it apart to show how it works
- Point out experiences that others have had
- Explain technical terms in members' language
- Provide books and pamphlets, encourage additional study

Individual Improvement

You will have many opportunities to help club members improve their personalities through 4-H Club activities. Keep personality development in mind as you help plan club activities with club members. Individual improvement can be divided into four main divisions: GOOD HEALTH, PERSONAL APPEARANCE, CULTIVATING POISE, and DEVELOPING CHARACTER.

The rules for GOOD HEALTH include both physical and mental health development. The following topics are a few of the important ones in this field:

Good Eating for	Proper Dental Care
Good Looks	Exercise
Good Posture	

For PERSONAL APPEARANCE, such topics as the following can be emphasized with excellent results:

Personal Cleanliness	Wardrobe Planning
Good Grooming	Clothing Care

Boys and girls can CULTIVATE POISE by making a careful study of:

Making Introductions	Good Manners—at the Table—in Public—at Home—on a Date
Being a Good Host or Hostess	
Being at Home in a Group	Improving our speech

The best way to teach CHARACTER DEVELOPMENT is by example. As you show how to get along with people, others will copy your pattern. Character development is extremely important in increasing our ability to get along with people. It is commonly known that a person who can get along with people can help other people get along. Emphasis on the following will help develop desirable character in boys and girls:

- Understanding Ourselves
- Living with the Family
- Developing a Hobby
- Accepting Responsibility
- Understanding the Other Fellow
- Boy and Girl Relationships
- Reading Good Books
- Living a Life of Service

Individual improvement depends, to a large extent, upon these rules being followed by boys and girls:

- Look Your Best
- Be Healthy
- Get Along with Yourself and Others
- Develop Self Confidence
- Learn the Rules of Etiquette and Practice Them
- Be Natural

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 member 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

There is a long list of Agricultural and Home Economics Projects available. They include every kind of livestock and crop. Home Economics Projects cover practically every phase of homemaking. The projects and minimum requirements are listed in one bulletin for Agricultural and Home Economics leaders. Here are the projects available to members:

Agriculture

Pig
Dairy
Beef
Sheep
Poultry
Colt
Rabbit
Crops
Weeds
Farm electrification
Soil improvement
Tractor program
Entomology
Gardening

Home Economics

Clothing
Foods
Frozen foods
Canning
Room improvement
Household electrification

Miscellaneous

Home grounds beautification
Junior leadership
Photography
Safety
Health
Forestry
Soil and water conservation
Baby sitting

Activities*

Wildlife conservation
Keep Idaho Green
Rural arts and crafts
Jam and jelly
Marketing

*4-H "activities" are things that clubs can do as a group. There are no specific requirements. They supplement the project program of the members. When there are definite requirements for individual members to complete and report the work it is called a "project."

4-H project records

Keeping accurate and complete records is important in the all-around development of the 4-H Club member. Because of this, records and reports are required for project completion. They tend to point up both the advantages and disadvantages of the projects. They are valuable for publicity. These 4-H project records also serve the following purposes:

- To have something at which they like to look.
- To show others what they have accomplished.
- To stimulate members to achieve self-improvement.
- To be eligible for the 4-H completion certificate and 4-H pin at the end of the year.
- To give training in keeping records concerning their later business or farming enterprises.
- To qualify for contests.

Record keeping is easier for some than for others. Encourage members to take pride in being the authors of records. For younger members, pencil is preferred to pen. Neatness is important but will vary with individuals.

Beginners' and advanced record books.—In livestock especially, we have simple record books for beginners and advanced records for older members. Let the club members select the kind they wish to keep. Encourage them to keep a record that they will be proud to own. As they learn how, they can keep a more complete record.

Do not over-emphasize records. Keep in mind their place in 4-H Club work. We all need reminding from time to time, however.

Recognize a 4-H Club member who has made progress even though his records aren't the "best." Com-

pare his work with what he did last year, not with other club members' work.

Study records at the end of the year to plan for the next year's work.

Closing records.—It may be necessary to close records before crops are harvested or animals are sold. Help the club members estimate their yields by weighing or measuring fair samples. Then help them calculate their total yield. This will give them the experience that they need and qualify their reports.

Your signature on the record book is taken to mean that the club member has completed his work to his and to your satisfaction. If there are circumstances that should be reported to the fair judge or extension agents include your statement in the record book either in the book or on an attached note.

A member completes who:

- Carries out the project.
- Turns in to you his story and record book filled out to the best of his ability.

Completions in club work come when:

- You have high standards.
- Boys and girls take part in planning what they will do to meet these standards.
- Parents understand 4-H and work with boys and girls at home.
- Club meetings are friendly and fun.
- Clubs meet throughout the year.
- Clubs have meetings with other clubs and do things together in the community.
- Club members feel they belong to an important organization with important things to do.

Club members, and particularly news reporters, should be encouraged to keep a record or history of their accomplishments in addition to project records. Many members keep a scrapbook or "memory" book containing such things as photographs, souvenirs gathered from places visited, ribbons, programs, and so forth. The memory book is not to be submitted for state contests.

An Achievement Record Book (for state contests) differs from the scrapbook since it presents a picture of growth in club work. It should show continuous activity

Project

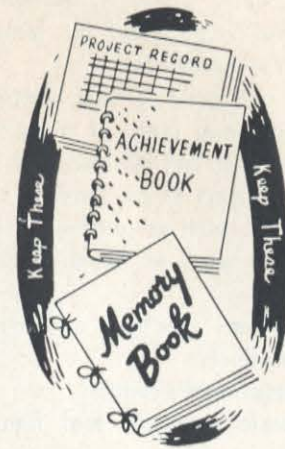
Record and Story

Talks Demonstration

Programs Menus

News Clippings

Letters



Honor Awards

Project Pictures

Your Photo

Report Form

Pins - Medals Badges

Other 4-H Records

Ribbons Certificates

over the years of club work. It may contain such things as:

- Samples of project records.
- Record of club activities.
 - a. offices held
 - b. committees served on
 - c. individual and club community services
 - d. leadership jobs held in club
 - e. bringing in new members
 - f. project program and profit received from it in cash or value as in the case of making a dress.
- A narrative (story) on each year in club work.
- Letters of commendation.
- Newspaper and magazine clippings of 4-H activities in which the member has a part.

It is the duty of the leader to see that the required records are well kept by every member. Junior leaders, assistant leaders, and older club members can assist you in this task and in helping members feel it is worthwhile to keep records.

The following procedure has been found helpful in insuring that records are completed on time:

- Explain the purpose of records and reports to the members when the club is organized, emphasizing that records are a regular part of 4-H Club work.
- Explain how to fill out the record book. This might be done with parents.
- Start members keeping records when the club is organized.
- Frequent check-ups should be made at meetings and on home visits.

Your Follow-up

First Year Members Need Special Attention

ONLY about half of the club members who finish one year of club work enroll for a second year. This problem was studied in the Western states recently.



Here are some of the things to do to correct the situation:

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

Standard Club Organization

A standard club should have:

- Five or more members enrolled before June 1.
- One or more adult leaders.
- Elected club officers; president, vice-president, secretary, reporter, song leader. (Other officers such as recreation leader, librarian, historian, parliamentarian, may be elected or appointed if needed.)
- Hold six or more meetings.
- Plans and carries out a yearly program. Send a copy of "Plan of Meetings and Club Activities" (A-24) to the county extension office.
- Members exhibit annually.
- All members judge or demonstrate at community or county event.
- An achievement day, held during the year.

When the first three requirements are met, the club is entitled to a charter.

An achievement seal for the charter is provided when the club members' record books are submitted to the county extension agent.

Where it is not possible to organize a standard club an individual may enroll as an individual club member with the county extension agent.

Types of Clubs

Club organization plans are adjusted to fit local areas. There are project clubs and community clubs. All 4-H Clubs, whether a one-project club or a community club, can gain in experience and leadership by:

- Planning community activities
- Having social events
- Having tours
- Having "Show Others" or demonstrations, "Tell Others" or talks
- Discussions and judging

4-H Project Clubs

In project clubs, most of the members carry similar projects, although in agricultural clubs there may be a variety of agricultural and livestock projects.

Home Economics project clubs are usually composed of projects of the same kind. The members are often in different divisions of the same project. In such cases an assistant or junior leader is needed to advise the varied interest groups. In some clubs where several projects are involved the leadership responsibilities may be delegated to other leaders.

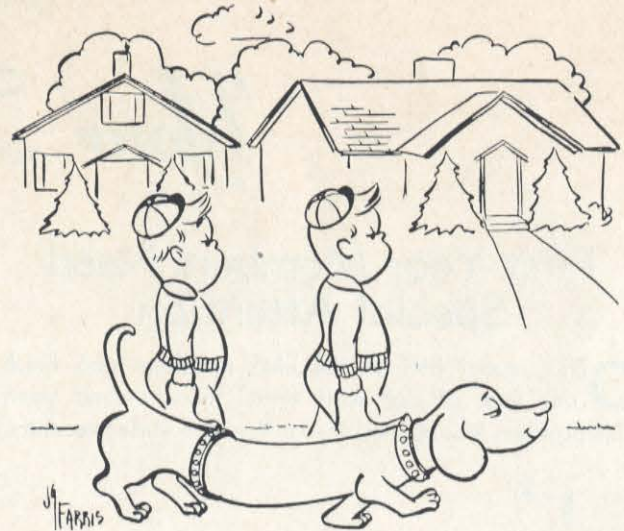
Some leaders share responsibilities, such as recreation, health, safety, demonstrations, record books, and phases of project work with associate and junior leaders. Anyone who can contribute to leadership in the club may volunteer. Groups usually select leaders when there is a job to do. The most effective leaders are those that help the group to help itself.

4-H Community Clubs

A club which has a number of kinds of projects, such as pig, gardening, and baby beef, is known as a community club. Guide them in their selection so there are not too many different projects. Community clubs provide opportunities to share experiences and to work and plan together. The community club is organized on a community basis. It has many values. It provides for a wider variety of project enrollment which tends toward year-round activity. It provides for more social contact, more fun and group activity through organized clubs. Club members secure more help from older members and gain more experience in group cooperation. The community 4-H Club lends itself to club activity in health, safety, music, recreation, model meeting, and community service activities. This club may have one over-all organization leader and one or more project leaders. It requires more leadership and good cooperation.

The organization leader will need to use special care to let the associate leaders, project leaders, and club members take part in planning the program and activities. In a democracy each has a right to share in making the decisions by which he will be held.

Organization of Community Clubs.—The community club is organized on the same basis as the standard club and meets all 4-H Club requirements. Each project group may be in charge of a project leader who acts as an associate with the club leader. Community clubs usually meet once each month the year round. Each project group meets separately to study subject matter, judging, and develop demonstrations.



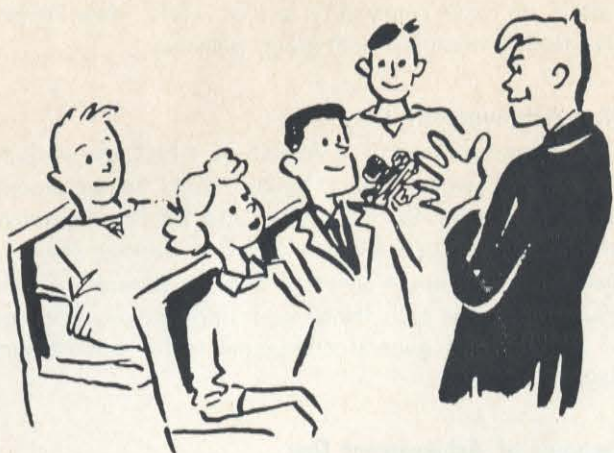
SHARED LEADERSHIP

Organization Leader's Part

Being a 4-H Club leader is an enjoyable experience. It is one of the most important jobs in the whole 4-H Club program. The extension service and the parents of the community look to you to adapt the program to fit their needs. Coordinate 4-H Club activities to avoid competition with community events. Share leadership jobs with those who wish to help. Your role as leader will be that of stimulator, counselor, coordinator, and adjuster. You are in an excellent position to aid members in their personal development.

To be a successful leader, you must have genuine interest in young people and understand how to work with them. One of the most important things in working with people—young people or adults—is willingness to accept a person as he is and attempt to understand him. There are two types of leaders: leader and junior leader. The term leader refers to a person who supervises club work, but who is not a member of the 4-H Club.

A junior leader is a club member between 15 and 21 years of age. He shares leadership responsibility by serving as a club leader or project or activity leader. He is enrolled in a junior leadership project with selected leadership responsibilities. When a junior leader is selected, he should be given specific challenging responsibilities to carry out and report upon. He should be elected to the position by the club after he has demonstrated his interest in and ability to handle leadership tasks. The tasks may be connected with his club,



another club, or the county-wide 4-H Club program. The junior leader should discuss the needs of the club program with the leader and the county extension agent before deciding on a junior leadership plan.

Supervising Project Work

The first step in supervising project work is to list the projects being carried by members of the club. Then the members should be placed in project groups for instruction. In some cases it may be desirable to handle all the livestock projects together, or it may seem better to have a beef group and a dairy group. In food preparation, there may be a breakfast group and a dinner group. Decide on the grouping after you consider:

- The number of members enrolled in each project.
- The age and experience of the members.
- Other projects being carried by each member.
- The place where meetings are to be held.

When the project groups have been organized, select group leaders. Don't overload leaders. One project group may be enough. A club may have one or more leaders.

Project Leaders' Part

As project leader, you will want to study project requirements and then outline the material to be covered during the year. Remember, it is not possible to teach everything in one year. Working with this outline, determine how the training will be given. Decide whether the work will be done at the meeting or at home or both, the number of meetings to be held, where the meetings will be held, and who will do each part of the teaching. Parents and other interested people can

often make a real contribution to the work as outside speakers, demonstrators, or discussion leaders. Invite them to the meetings—give them definite jobs to do. Let club members with experience in the project help in developing the over-all plans.

Coordinate your club's activities with the programs of other clubs.

Remember—all plans are flexible.

Project leaders will want to—

- See that members and parents understand the project requirements and the procedure to follow.
- Encourage each member to set his own goals for the project.
- Assist the club members in planning and giving demonstrations.
- Give members a chance to report on project work from time to time.
- Visit club members' homes and farms.
- Encourage club members to plan a project program for the entire time they are eligible for 4-H membership.
- Help club members see how their project makes a contribution to family living.
- Set standards not only in project work but in attitudes, interest, and appreciation.
- Help members keep records throughout the year.
- Analyze records at end of the year as a basis for planning next year's work.

What to Accomplish Each Year

Your club may feel proud of its year's work if the members complete their work and achieve their planned goals. You, as a leader, help them achieve because you will:

Help the club plan and carry out a yearly program of work.

See "Planning the Yearly Program" and "Maintaining Interest Through Activities and Events."

Help Officers learn how to carry out their duties effectively.

- Know the information in "Secretary's Book" and "Our Job As Officers of a 4-H Club."
- Be sure all club members understand the duties of officers before the election is held. Discuss duties individually with officers. Check with them from time to time.

- Devote one meeting to training club members on basic principles of parliamentary procedure.
- Visit a nearby 4-H Club to observe its officers in action.
- Attend a county training school with other 4-H Club leaders.

Help your members complete their 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 the record book.
- Arrange with project leaders for instruction in projects, in regular and special meetings.
- Arrange for training of project leaders who want help.
- See "Project and Records."

Visit each member and his parents at least once during the year.

- Studies have shown this to be one of the most effective methods of maintaining interest and gaining parent cooperation.
- Visits are more effective in the first half of the year.
- If the club is large, these visits can be divided up among the various leaders.
- In addition to visiting 4-H families at home, discuss the member's work during chance meetings with him or his parents.

Activities Stimulate Interest

Activities and events add spice to the 4-H Club program both for the individual member and for the local 4-H Club. Clubs need activities to provide the four-fold development of Head, Heart, Hand, and Health. They make teaching more effective.

Activities appeal to all 4-H members regardless of their projects. Let members select activities that particularly interest them. They are not required to enroll as they do in a project, but they may include reports of their activities with their project records. Ask your extension agent for suggestions as to what may be done. No definite requirements, each member sets his own goals.

Some activities are adapted to group participation. Most clubs choose one activity to stress in its program

each year, such as conservation, handicraft, health, safety, or some community service work. These activities teach citizenship and group planning.

The Achievement Day

Achievement day is a report of 4-H Club work to the general public. The program should center around the activities of the past year and be representative of club work. Leaders can assist in various ways to make the program a success. Ask the parents to help you arrange for such things as transportation, selection of exhibits, and general arrangements for achievement day.

Purposes of Achievement Day

- To provide public recognition to the work of the 4-H Club groups.
- To give recognition to the work of the local leaders.
- To present the club members and leaders with achievement pins and other awards earned.
- To give credit to the 4-H members who have completed their projects.
- To give recognition to organizations that have helped during the year.
- To inform parents and public officials of the value of the work.
- To stimulate interest in club work that will carry over to the next year.

Procedures for Achievement Day

- The program should be well planned.
- The program may be an afternoon or evening meeting or banquet.
- Send out invitations.
- Publicize the event.

Suggested Achievement Day Program

A short talk of welcome	by: club member
Singing — Club songs, 4-H Club motto and pledge in unison	audience
Introduction of guests	local leader
Reports of year's work	club presidents
Musical number, reading or dialogue	club members
What Club Work Has Meant to Me	Outstanding 4-H club members
Short inspirational talk	a parent or leading citizen
Outstanding achievements	local leader
Singing or musical number	club member or audience
Presentation of awards	county agent or leader
Social period	club members
Singing	audience

Events and Activities Enrich the Program

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 club members.

Local Events

Local events are very important because all 4-H Club members and their families and friends in the community can participate. Each 4-H Club develops its own yearly program and determines what events it will take part in during the year. Many events will become annual affairs. Experienced leaders and parents will advise you about the events that have proven the most interesting and valuable. They will know how many to have and what ones the parents will support. Events often held by the clubs are:



Tours—to members' homes and projects, or interesting spots such as a hospital, radio station, mill, industrial plant, historic or scenic spot.

Parents night—a special evening program for parents.

Exhibit day—a display of club members' work for the year.

4-H Club Sunday—the fifth Sunday following Easter is Rural Life Sunday. Ministers will welcome special inspirational services sponsored by or for 4-H Club members.

Picnics—can be combined 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 county extension agents and the County 4-H Club Council or Leaders' Association. The events are conducted by committees of council members, junior leaders, older members, and extension agents. The county 4-H calendar should be given wide publicity. It should be planned early, duplicated, and sent to every 4-H family and interested groups. Encourage all club members to participate.

County events may include:

Exhibit day	Achievement day
Fair	National 4-H Club week
Camp	4-H Club Sunday
Leaders' conference	Tours
Officers' school	Demonstration day
Junior leader meeting	Judging school
Talent night	Marketing day

Camps

Club members enjoy going to a mountain camp in a group with their friends. It is a delightful experience. It sets the stage for club members to meet new friends

and be on their own. Camps are available to all Idaho 4-H members. Here they develop skills and attitudes that will be helpful to them throughout their lives.

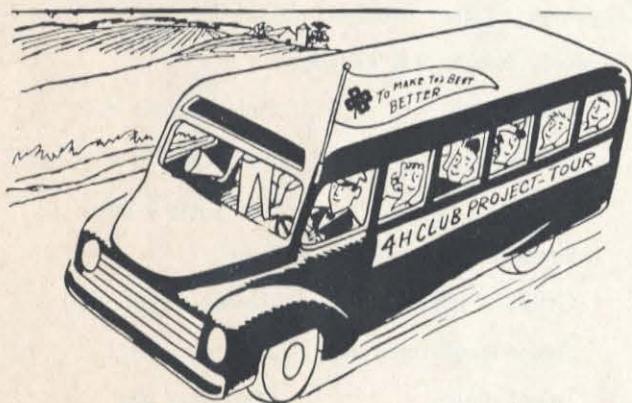


Camp activities provide real life situation to teach conservation of forest, range and animal resources, practical situations for group discussion, program planning and living together.

Junior leaders can get some real experience in planning programs and group activities with younger members. Leaders are welcome to participate in the camping program and their attendance is encouraged.

Project Tours

Club members will be proud to have you visit their projects to see what they plan to do. Visits to all members' projects at the beginning and at the end of



the year. Give boys and girls a chance to compare their work. It will help to get better cooperation of parents and more suitable projects. Check the member's record book with him while you are there and show him why records are important.

Citizenship Tours

Valuable lessons in citizenship can be learned by visiting the county courthouse, newspaper office, hotels, bakery, canneries and manufacturing plants. Several clubs can get together for this kind of tour. It's fun and educational, too. It is best to outline your plans with the plant manager before you make your visit. Allow time for discussion and questions or some kind of group participation.

Fairs

Fairs offer fine opportunities for members to compare project work. Friendly rivalry at a club show is an excellent way to develop good sportsmanship. Fairs also give the general public an opportunity to see what is being accomplished in 4-H Club work. The club program should be so planned that every member can take part in a local or county show. The local show may be held as part of the local achievement program. Prizes are not usually given at achievement day programs.

It is best not to put much emphasis on prizes won at fairs.

It is difficult to place the awards according to what the club member has learned. The finished exhibit is only one measure of accomplishment. So far, no method has been developed that would show what the club member knew at the beginning of the project year and show how far he has progressed. It is apparent that at the beginning all of the club members are not of equal abilities, so comparison at the end is not an accurate rating.

The local leaders and parents are in the best positions to know how much the club member has accomplished. They can give recognition to the members in other ways. A friendly word of praise or encouragement and a pat on the back are recognition enough for most club members.

Community Service

Community service is an activity undertaken by the 4-H Club as a group to make the community a better place in which to live. Suggested community service activities include planting trees or shrubs in parks, on school or church grounds; cleaning up church yards, cemeteries, roadsides, parks or school grounds; removing weeds and refuse from public property; providing playground equipment; painting mailboxes; erecting road signs; equipping hospital rooms; donating books to community libraries; caring for children during community programs; visiting confined people; spearheading a community project; making or repairing toys for chil-

dren's hospitals, foster homes and TB wards; adopting a foreign child or family; taking part in the International Farm Youth Exchange program or helping a needy family.

Conservation

Conservation is an activity which covers a number of subjects—soil, water, timber, plant life, wildlife, and human life. Conservation is making wise use of our resources, keeping in mind their future usefulness. In the conservation activity, a 4-H member learns of the problems in one or more of the areas. These areas are closely related. Then a program for action is developed. A 4-H Club can do much to create interest in conservation in the community.

The county extension agents have material outlining this conservation activity.

Health

Health is a project for specific Health Clubs but may also be an activity for all clubs. Both emphasize the fourth "H." The aim is to have 4-H members develop desirable health habits and attitudes toward proper foods, clothing, exercise, and care of the body and to understand signs of good physical and emotional health; appreciate the value of good health; and share in the responsibility for improving the health of the family and the community. Health is closely related to the safety activity. The health activity can be practiced by individuals or by groups.

Help in the health activity can be obtained from "Ways to Develop Individual and Group Health Improvement Programs." (National 4-H Health Improvement Awards Program.) Health Project literature can be secured in the same manner as other project materials.

Recreation

Recreational activities help maintain member interest in club work. They should be a part of the club program—not the only activity. Recreation is anything done for its own sake. It is not recreation unless it is voluntary. Use a variety of recreational activities; games (quiet and active), folk and square dancing, music, dramatics, sports, nature study, folk lore, arts and crafts, hobbies, and social dancing.

Materials available in recreation and rural arts are:

- Suggestions that Will Help You in Recreation and Rural Arts, (National 4-H Recreation and Rural Arts Program), A-51.
- Fun at the Meeting Place, A-33. Homemade Games.
- Active Games and Relays, A-25m.

Safety

Safety relates to all areas of life. Home and farm safety are stressed in 4-H. In the 4-H safety activity members study and eliminate farm and home hazards. Safety-conscious 4-H members lead to safety-conscious families and communities. Interest in safety will eventually extend beyond the farm and home to safety in club meetings, at school, on the highways, at social events, while hunting, and in daily living. There are safety activities outlined for both individual and group participation.

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. Demonstration work is a way of sharing "know-how" of new skills and approved practices. Each club member, indi-



vidually or with another member, should be given opportunity to show other club members how to do something. Later on they may give public demonstrations. Call on members to demonstrate in club meetings. Choose something they can do quite well. Let members select a subject, then you as leader help them develop the demonstration. Showing someone how is a way of sharing. Giving a public demonstration gives recognition. This keeps up interest. Ask your county agent for help with demonstrations. Get a copy of "Demonstrations the 4-H Way," A-12, Ext. Bulletin 149.

Citizenship check-up

Club members may enjoy checking-up on themselves on their citizenship rating. (A check sheet on which to do this follows.) It would be fun to see how many of the items could be accomplished during the year.

HOW DO I RATE AS A CITIZEN?

"Things That 4-H Members Do to Be Better Citizens"

Division I — In My Home

	Check if or when	
	Planned	Done
a. Do my part of the home and farm work
b. Be responsible for my clothes and other personal belongings
c. Be willing and cooperative member of my family
d. Respect the feelings and rights of other members of my family
e. Set a good example for my brothers and sisters
f. Help to make and keep the outside of my home attractive
g. Eat, sleep and maintain other habits which develop good health

Division II — In the 4-H Club

a. (1) Be a loyal member of the 4-H Club
(2) Complete my 4-H project, including a final report
(3) Attend meetings regularly and take an active part
(4) Serve willingly on committee assignments
(5) Cooperate with my officers and leaders
b. (1) Do my part as an officer
(2) Learn the duties and responsibilities of my office
(3) Take advantage of the opportunity to serve as a junior leader
c. As a part of my Citizenship responsibilities I learn and teach:		
(1) The Pledge of Allegiance to the Flag of the United States
(2) The 4-H Club Pledge
(3) The 4-H songs
(4) Other 4-H rituals
(5) The Citizenship Pledge
d. I give public demonstrations or talks about my 4-H Club work
e. I help my club to have Citizenship Activities and programs

Division III — In My Community

	Check if or when	
	Planned	Done
a. Share in one or more community service projects, such as:		
(1) Safety and accident prevention
(2) Clean-up and fire prevention
(3) Health improvement or survey
(4) Build a picnic and recreation area
(5) Help the sick or needy
b. Be an active member of my church
c. Learn the function of my local government officials and visit some of their offices
d. Inventory the natural resources of my community, including wild life and conservation program
e. Participate in local historic programs, such as:		
(1) History of the settling and development of my community
(2) Visit some tourist or historical point
(3) Patriotic programs or pageants
f. Study and discuss my community needs and help to have them corrected

Judging or Learning Standards

As you work with club members on any phase of their project, you and they are constantly making judgments such as good, better, or best. You do this without thinking about it, talking about it, or planning to do it. Judging in 4-H starts with this tendency which we have and is developed like this:

- Show them a topnotch product and point out its qualities.
- Show them a poor product so they can see the difference.
- As they work, emphasize the good things each has done.
- Encourage them to make adverse criticism only if they can suggest something positive for their fellow members to improve.
- Get them to want to improve.
- As they catch on, with the help of the extension agent, you can set up several classes of an article for them to judge.

In some projects, such as garden and livestock, your club may want to go on judging tours. In this way you help club members:

- Develop standards for products of farm and home.
- Notice qualities of things they make, grow, and use.
- Gather evidence on which to base judgment.

The Group Award System of Judging

In Idaho we use a group award system of judging to rate projects, activities, and exhibits of 4-H Club members. This method is also used in measuring the growth of members in most contests. The judge arrives at a picture of the ideal quality of animal or article that may be expected in a certain area or set of conditions and the spread of variation between groups. The judge then divides the groups into 3 divisions:

- A—Blue—for excellent.
- B—Red—for good.
- C—White—for fair.

In livestock where close divisions are desired, four groups are sometimes used. The exhibits may be arranged within the groups in the order of their quality if time permits and if it is considered important to do so.

It is not necessary to award an A ribbon if the quality is not exhibited. Generally, however, the best in the county receives a blue ribbon even though it is not of the same quality as exhibits in another county.

Promotional Activities and Events

National 4-H Week

March—This week is designated 4-H Club Week for the purpose of calling public attention to 4-H Club work, to enroll new members and help all club members realize their opportunity for service to their community and country.

4-H Club Sunday

May—Rural life Sunday is observed by church organizations and 4-H Clubs throughout the Nation to emphasize the meaning of Christianity in rural life. It occurs the fifth Sunday after Easter. Another Sunday in May may be substituted. Each club may determine how they will observe 4-H Club Sunday.



The observance of 4-H Sunday:

- Emphasizes and recognizes the spiritual values and character-building qualities of 4-H work.
- Develops in 4-H members a better understanding of their relationship with God.
- Provides 4-H members an opportunity to participate in a service that develops the Heart "H."

A committee should see the minister several weeks in advance. Club members may take part in the service in such ways as ushering, decorating the church, providing special music, giving the club pledge, giving the "call to worship," speaking on the 4-H's or telling an appropriate story. The program may be a piano or organ prelude, call to worship (poem or narrative statement), prayer, special music, 4-H creed or pledge, hymn, talk, and National 4-H songs (Dreaming, Ploughing, sung by 4-H group).

Calendar of State and National Events

EACH year the State 4-H Club office prepares a calendar of the state events. It 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:

- National 4-H Club Week—March
- National 4-H Sunday—May
- 4-H Club Short Course, Moscow—June
- National 4-H Club Camp, Washington, D. C.—June
- District Demonstration Contest—August, September
- National 4-H Club Achievement Day—November
- National 4-H Club Congress, Chicago—November

State 4-H Club Short Course

June—Each year in June a 4-H Club short course is conducted at the University of Idaho at Moscow for 4-H Club members and leaders. Regularly enrolled club members and leaders are eligible to attend. Preference is given to older club members. A minimum age limit is announced for each year and is determined by the facilities available at the University.

Programs are planned for three groups, including older 4-H Club members, Junior Leaders, and Adult Leaders. Club members receive training in Agriculture and Home Economics topics and in Citizenship, Leadership and Recreation Activities. The junior and adult leaders participate in planning and carrying out leadership jobs. State 4-H Club officers are elected as one of the annual events. The entire delegation lives in the University dormitories and gets acquainted with the opportunities offered at the University of Idaho.

National 4-H Club Camp

June.—Club Camp is held for one week during the month of June in Washington, D. C. Two boys and two girls are selected to represent each state. Delegates selected must have excellent 4-H achievement and leadership records be at least 16 years of age and have three or more years of 4-H Club work.



National 4-H Achievement Day

November.—A day known as 4-H Achievement Day designed to emphasize the achievements and accomplishments of 4-H Club members. On the basis of these achievements, clubs plan the next year's program.

All clubs should observe these National 4-H dates.

National 4-H Club Congress

November.—Club Congress is held annually the week after Thanksgiving in Chicago, Illinois. Twenty-five or more club members and leaders attend each year from Idaho. 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. Records are due in the state office September 15.

Booths, Exhibits and Window Displays

The booth type of exhibit, whether it be at a fair, in a store window, or in a parade, is designed to tell a story quickly. It is used often in the 4-H program. It is a valuable experience to the club that builds the exhibit as well as the public who views it. It must cause people to STOP, LOOK, AND LEARN. It will take something dramatic to attract attention. Example: movement, light, color, simplicity.

Remember—people will not stop before a crowded booth filled with "things." They will not stay and look unless your booth is original and interesting.

Signs

- Will people be able to read your sign easily?
- Will the signs be on their eye level?
- Will the signs tell your story in as few words as possible?
- One good sign will often "make" a booth.
- Be careful about having too many confusing ribbons leading from signs to things.
- Don't just stick signs around to fill space.
- Make every word count. Think up original slogan signs.

- Does your booth tell the public it is a 4-H Club booth and what club?
- Will the signs stay or will they fall down?
- Will food look fresh?
- Will flimsy cardboard figures stay put?

One Idea

What one idea do you want to show the public about your 4-H work? Keep it simple. In a few seconds what idea will the public be able to catch? Simplicity is your keynote.

Teach Something

We have seen booths filled with attractive "things" yet we have had no idea what the things were there for. What is the PURPOSE of your exhibit?

Be sure there is a sign to tell the purpose of your booth. What is the value of a booth unless the public can learn something? Does it emphasize what you tried to accomplish in terms of new knowledge, money, understanding, project skill or skill in club teamwork? Was it for individuals, the club or the community? The point they learn may be what your 4-H Club has been working on and how much you have achieved in some one project or activity.

Wall Space

There are three sides to a booth.

Sometimes nothing is needed on the walls except attractive clean covering. It just depends on the type of booth. But on the wall facing the audience there is usually the need of a good sign to tell the story.



The People in 4-H

The Leaders in Your Club

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. Each leader should know clearly what his job is and his relationship to the other leaders of the club.

Community Club or Main Leaders

Most clubs, unless quite small, can use at least two such leaders. These people are in charge of the over-all 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 can train new leaders to carry on and thus build up continuous leadership.

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 homes. 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, too.

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.



Junior Leaders

Junior leaders are young people less than 18 years of age who have accepted responsibility for certain leadership jobs. If they wish to receive 4-H project credit they must enroll in the junior leadership project. If they wish to serve only as a leader they need not enroll in junior leadership. To enroll in the junior leadership project they must be of high school age, have approval of the county extension agent as well. They should have completed two years of 4-H or similar work.

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 be junior leaders also. They should receive training for the job and secure support from the members' parents. Even if he or she has had totally different project work, this junior leader 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

This young person can use junior leadership as his project. You can rely on him or her for lots of 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 Project Outlined (**Extension Mimeograph**).

Parents in Your 4-H Club

Parents should know what is expected of them if you 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.

Help parents understand

- Discuss parents' part during the organization stage.
- Make home visits, telephone calls, send letters.
- Hold special parents' meetings.
- Let parents participate in planning.
- Let them help with 4-H activities and events.
- Be specific when you ask for help.

INFORM PARENTS

+

ASK PARENT

=

PARENT COOPERATION

Ask your extension agent for "Parents and 4-H Club Work," LTM-17, and "Parents' Opportunities in the 4-H Club Work," A-32c, 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 give specific jobs to do. Be sure that they understand what their job is.

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

County Extension Agents

Your county extension agents are your nearest representatives of the University of Idaho. Several counties have extension agents who devote most of their



Should Club Leaders work with things, or people, or both?

time to 4-H Club work. In other counties, the agents are responsible for both adult and youth programs. 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 your 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.
- 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 and county extension meetings.
- 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.

Ways of Working With People

County 4-H Club Leaders Association

A COUNTY 4-H Club Association gives you an opportunity to contribute directly to planning and carrying out the 4-H Club program.

- See that your club is represented regularly at 4-H leaders' association meetings.
- Be willing to do your share in serving as an officer or committee member of the association.
- Suggest topics for programs which will help new and experienced 4-H Club leaders with their clubs.
- Discuss problems and activities of the 4-H Clubs in the county.
- Cooperate with county extension agents in building a plan of action for 4-H Club work in the county.
- Do your part to see that association business is transacted in proper democratic procedure.
- Encourage the leaders to study the youth situation and the needs of the boys and girls in your county.
- Forward suggestions for improving the club program to the State 4-H Club Leader.

Leader Training Meetings

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

- Through your 4-H leaders' association, make plans for the number and kinds of leader training meetings to be held in your county during the year.
- When an idea for a training meeting occurs to you, drop a post card to, telephone, or tell your county agents.
- See that your club is represented when training meetings are held.

- Attend district leaders' conferences when you can.
- When possible attend district and state 4-H events to exchange ideas with other 4-H leaders and specialists. You may gain inspiration and valuable help from those doing club work and having similar problems.

Other 4-H 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 the meetings of nearby clubs.
- Visit other leaders near you.
- Make plans for another leader or older club member to be on the program of one of your meetings or have the members from another club put on part of the program at one of your meetings.
- Have an exchange visit with a nearby club.
- Get acquainted with and visit with other leaders at leader training meetings, committee meetings, 4-H activities and events.
- Exchange ideas with leaders at district and state meetings and events.

Planning Programs With Different Age Groups

Programs for 10 to 13 and 14 to 17-year-old age groups can provide experiences in keeping with their needs and interests. In the following charts, the basic traits of these two age groups are listed along with some suggested types of developmental experiences which the 4-H program can provide for each.

Why Young People Behave As They Do

4-H Leadership is an art. It is an art which deals with people—young people. 4-H Leaders deal with them at a very formative stage. Leaders, therefore, have a profound influence on the future of the young people in their community. Each club member is a different kind of person. He is different outside of the club from what he is when with the group. We not only need to understand each one, but to build our programs so that the group can do things

together, and at the same time permit the individual to develop according to his interests and ability with full support by the parents. There are at least five big wants or desires shared by all young people. They (1) want to belong, (2) want to achieve, (3) want to become independent, (4) want to have experiences, and (5) want to have love. The following notes may give you clues to help you understand why some of your members act as they do.

THEY WANT TO BELONG

We all want friends. The desire to "belong" is natural and helps to bring youth in contact with others and this satisfies the need for friends. By "belonging" they are helped to grow, because part of the value they place on themselves as persons is gained from the value others place on them, and what others think of them. They need to make good in the eyes of others.

THEY WANT TO ACHIEVE

Youth wants recognition for what he does. All about him people are admired, publicized, acclaimed for what they do—on the farm, in politics, in business, on the battle front. He wants to know that his efforts are worth while and appreciated too. As he does things for himself, he is satisfying himself that he does not have to be dependent. He is on the road to independence. However, rate of achievement varies with each member, therefore, projects need to keep pace with ability in order to tax real effort. Achievements in doing things for others as well as for himself should be included.

THEY WANT TO BECOME INDEPENDENT

Becoming independent of parents is a sign of growing up. The desire to be independent is often troublesome to parents and leaders, but it cannot be avoided if the boy or girl is to grow up normally. Young people today mature earlier in life than a generation ago. The desire for independence may be shown by their tendency to spend more time away from home, or their impatience with adult leaders' guidance and preference for making up their own minds. The rate at which the feeling of independence develops varies at different ages and in different individuals. Program planning, kinds of projects and requirements, as well as democratic procedures, should be carefully watched in order to give each member a chance to fit in with his idea and an opportunity to work at his own pace.

THEY WANT TO HAVE EXPERIENCE ADVENTURE

Young people are growing rapidly in size, height, weight and energy. Boys double their strength between the age of 12 and 16 years. So they need and want to be up and active. Youth wants to experience thrills, adventure. They want to do man-sized jobs, meet on common ground successful men and women "who really count." They like to give a new angle to an old activity. Leadership can stimulate youth to see new angles to everyday tasks or old jobs.

LOVE Affection or love is just as essential in personality development as is milk to the growing person. We need to know that we are wanted and loved in spite of our shortcomings.

In personality development, the leader must keep in mind many things, some for the group as a whole, some

for the individual. Balance is the key work to keep in mind always. A boy or girl growing in a balanced way is poised and comfortable and happy. To insure this balance all of us need to keep a great interest in the boy or girl and be guided by keen insight and understanding of his or her individual problems.

Age 9 to 13 or 14

Desire to belong is partly satisfied by being a part of a family. Gets much satisfaction in belonging to a group or gang of same sex. Boys want to be with boys, girls with girls, like to tease, take pride in high rivalry between boys and girls. Will do what the group does without much objection.

Age 9 to 13 or 14

Likes to show off—"Look what I can do." Interested in exploring. Often starts more things than he finishes. More and more wants to do things through his own efforts. Likes to have leader or parent approve and say "well done." Seeks advice of parents and local leaders. He wants to work with things. Parents and leaders need to keep up interest when youths' interest lapses.

Age 9 to 13 or 14

At this age the boy or girl is largely dependent on adults, either parents or leaders. He tends to do things to show independence but will soon come back for advice and counsel and protection. Too much sheltering may cause him to shrink from jobs. How the boy or girl is treated at this age, habits acquired, attitudes developed will play a big part in the kind of person he or she becomes as an adult.

Age 9 to 13 or 14

Almost any kind of activity or experience appeals. Just to do something is satisfying. Interests change and enthusiasm for a particular activity goes up and down quickly. The experiences and explorations are measured in terms of likes and dislikes—"I hate to do chores," or "I don't like to wash dishes." The value of the experience is not important to him.

Age 14 to 17 or 18

Less interested in the family as the important "group" to belong to. Interest in belonging to a group increases, but begins to "look the group over." Boys want to "rate" well with girls, and girls want to "rate" well with boys. Both are likely to be sensitive—feelings easily hurt. Hero-worship becoming important. What boys and girls of their age think and do is more important than what adults think or do. Parents' opinions mean less.

Tell us—don't preach. Give correction—by sandwich method—(favorable with the unfavorable.)

Age 14 to 17 or 18

What the group thinks of his achievements is more important than the approval of adults. Youth begins to have definite ideas about what he wants to do. Wants to make good—be important, somewhat exclusive. Recognition helps him satisfy his desires. He begins to have definite ideas of doing specialized kind of work, like cattle feeding. Wants to work with things and deal with ideas.

Age 14 to 17 or 18

Wants to be his own BOSS, AND MAKES SUCH attitude shown in many ways. His group gives encouragement to this attitude. The more this tendency is opposed by adults the more determined he may become. He becomes less interested in adult controls, because he is very sure of his own judgment and ability. Seems to lack a sense of responsibility, but will assume it if it is equal to his own estimation of his ability. Needs money to carry out his desires for independence.

Age 14 to 17 or 18

Wants the experiences to be man-sized. Doesn't want the things he does to be regarded as kid stuff. He will stick to a project longer, but still wants a chance to try other things also—to experiment. Likes to work with a group. Is anxious to have a real part in the community effort. Sometimes does not see the job at home as being as important as being in national service.

SECTION XIII

Some Tools and Sources of Help

Literature and Visual Aids

BULLETINS, circulars, and books are usually the helps nearest at hand for any leader. Those available in Idaho through your county extension office are summarized here:

The People in 4-H

—Understanding them and their relation to the work.

"Meeting the Basic Needs of First Year Club Members" LTM-30

This booklet has been developed as a result of the findings of a study of first-year members. A number of factors relating to the first year member's enrollment are discussed.

"Parents and 4-H Club Work" LTM-17

Tells the results of a study concerning parents' understanding of and willingness to help with local 4-H Club activities.

Understanding 4-H Work

—How it came about, how it developed, and how it is carried out.

Building a Better America Through 4-H Clubs, LTM-29
Tells the basic ideas of 4-H Club work by means of pictures and brief statements.

Organization of 4-H Club Work, A-4, Misc. Publications
Gives a complete background and description of the features, principles, and activities of 4-H Club work.

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 While (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.

Guiding 4-H Clubs, LTM-41

By Ruth Radir, Extension 4-H Club Specialist, Washington State College.

Materials of Organization

—Information, forms, project literature and guides for Idaho 4-H work.

A-7m

Your county extension agent has a list of project literature and leadership helps available. Necessary materials will be furnished automatically. Optional materials can be secured as you request it.

4-H Club Enrollment Card, AB-6

A statement filled out each year by the member and signed by parents and local leader.

Our Job As Officers of a 4-H Club, A-23C

T. A. Erickson, formerly State 4-H Club Leader Minnesota.

Secretary's Book, A-2

Includes club roll, minutes of meetings, written plan of work, and final report of club.

"Improving 4-H Clubs" LTM-19

A report that gives 4-H leaders a better idea of how to strengthen 4-H Club work in their communities.

4-H Club Members' Record Books, (see A-7m list)

Leaders need to be familiar with the 4-H Club records for the various projects carried in the club.

Junior Leaders in the 4-H Program, JL-1m

An outline of ways 4-H members can carry out a Junior Leadership Project.

A Guide for Junior Leaders, JL-2m

Counsel with your older members and the county extension agent and outline a plan of leadership jobs that will benefit the club.

4-H Builders, OY-5

Suggestions for starting a county-wide 4-H Builders Club.

The County 4-H Leaders' Association, A-30m

Defines the purposes and function of a County 4-H Club Council. Leaders will find county councils a good source of information and ideas.

The National 4-H News

Leaders may subscribe to this monthly magazine, published by the National Committee on Boys' and Girls' Club Work. It is filled with helpful information and ideas about 4-H Club work, gathered from various sources throughout the nation.

YOUNGER 4-H MEMBERS

(Age 10-13, Grade 5-8)

Characteristics

Significance to 4-H Program

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Live in a neighborhood world and are loyal to it. 2. Not too busy except at play. Vacation periods relatively free. 3. Want to belong to gang and probably not coeducational. Like symbols and regalia. Accept rules and regulations. 4. Are eager, enthusiastic and easily motivated. Learning how to make choices. 5. Accept direction and leadership blindly, having developed little leadership ability. Want to be self-dependent but lack foresight. 6. Interest span is short. Lay out work in small pieces. Keep project lessons short. 7. Want to earn spending money. | <ol style="list-style-type: none"> 1. Small local clubs, in walking distance if possible. 2. Meetings may be frequent, camping and other activities may be long. Can meet after school and on Saturdays. 3. Single sex groups; meetings and group activities are important for their own sake. Use symbols and regalia, ceremonies, songs, etc. 4. Projects required but allow for self-selection. Awards and incentives needed. Achievement recognition. 5. Adult leader takes most responsibility at first. Develops leadership through assigning leadership jobs whenever possible. 6. Individual projects, demonstrations, etc., closely supervised. Instruction carefully planned and applied in small doses. Literature and records not too difficult. Include some recreation at every meeting. Mostly simple games. 7. Economic projects important, exhibits and contests. |
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OLDER 4-H MEMBERS

(Ages 14-17, High School)

Characteristics

Significance to 4-H Program

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Live in larger community with wider loyalties and interests. 2. Busier with home, school and community activities, but need to be busy. 3. Boys and girls want social activity together. Interested in meeting others. | <ol style="list-style-type: none"> 1. Larger community groups with ties to wider areas. Inter-community, county, state activities. 2. Meet less frequently; evening meetings, activities such as camps of shorter duration. 3. Coeducational groups. Program largely social and recreational. |
|---|--|

- | | |
|--|---|
| <ol style="list-style-type: none"> 4. Developing leadership ability. Need and accept adult counsel but not control. Desire for independence. 5. Are self-conscious. Have strong desire to conform and be accepted by own age group. Need help in personal self-improvement. 6. In "trying-out" age, open-minded. Want to explore but not study intensively. Impatient with local community. 7. Want voice in own program. 8. Need for citizenship development and building democratic attitudes and values. 9. Interested in what various jobs are like, and vocation selection. | <ol style="list-style-type: none"> 4. Allow and encourage group to function under its own leadership but provide counsel and guidance when needed and desired. Encourage leadership of younger group. 5. Stress group activities which will make them feel at ease with one another. Provide opportunities for experiences which will give "standing" within the group. Discuss self-improvement question. 6. Advanced projects for those interested but not required. Talks, discussions, tours, conferences, and other group educational activities appropriate. Stress club community projects. 7. Encourage and assist with self-determined program. Stimulate vision through questions and suggestions. 8. Encourage democratic group procedure and discussion of social and economic problems. 9. Provide chance to observe vocations by tours, movies. |
|--|---|

The Needs of 4-H Club Members

4-H Club work is based on the needs and interests of the club members. The local leader should have an understanding of the characteristics of the age group he is guiding in order to help the club members plan and carry out a suitable program.

Important needs to be understood by the leader are:

- Youth needs to "belong." At about 10, the youngster wants to belong to a "gang." A club group with a well defined purpose and program will meet his desires and hold his interest. Every boy and girl needs to feel "accepted," not only by other members, but by the leader too. The leader should accept each child as he is and guide him in the best direction. The leader should see that each child gains a place of importance in and with the group and has a feeling of "belonging."

He will re-enroll as long as his friends are in the group and he feels wanted.

- Youth needs and wants to develop skills. He wants to be successful. Skill in project work, demonstrations, judging, skill in activities, in recreation, and to feel at ease socially, is all important in his world. He needs variety because he can only keep interested in one topic for a short period. He needs opportunity to learn how to do things successfully. Most of all he wants to develop the skills necessary in getting along with others.

- Recognition is an important need in the life of a youngster. A spoken "well done" is often a sufficient reward for completion of a difficult task. Ribbons, awards of material nature, and public announcement afford means to meet the desire of this age group for recognition of achievement. A youngster needs a great deal of encouragement if he is to maintain his interest.

- Every boy and girl has an innate desire to be of service to others. Opportunities to carry out the Heart "H" should be given to the 10-year-old as well as to the older members.

- Youth needs responsibility in proportion to its age. The younger member has about all he can do at his age level if he learns to be responsible for his project, his record book, and for his participation in club meetings. He is not able to make too many choices. Each year he should be able to add a few more responsibilities for his club. The adolescent needs and likes freedom and choice. He has developed to the point where he likes to make decisions, not only for himself but for the group. With the older adolescent, the leaders should act as advisor, allowing the members to assume the major responsibility under his guidance.

Leadership jobs offer opportunities for growth and development. A youngster will strive to live up to the ideals of his 4-H pledge if his interests and needs are met as they appear at each stage of his development.

Discussion Period in Meetings

If only one person does the talking you have a "speech" or monologue. Two people talking back and forth give a dialogue. **In a discussion everybody takes part. Why Have Discussions in 4-H Club Work?**

- Helps young people to think more clearly.
- Youth learns to talk and listen while others are talking.
- Youth learns by experience how to take part in public meetings.

Size of Group.—5-15, so each may give his thoughts.

Subjects to Discuss.—Whatever really interests the members. The topic should be worked in a way to challenge thinking. A committee of club members might write up a few "Agree and disagree" questions for each meeting. These will start discussion. The questions can be on project work, community affairs, national issues or matters of special interest to their own age group. See discussion topics in the National 4-H Club News.

Examples:

Agree Disagree

- You should never feel ashamed to bring someone to your home
- Everyone should have a hobby
- Company manners are artificial and worse than no manners
- Salads are sissy and have no place on the farm dinner table

The Discussion Leader.—Select one who is alert, likes people, and makes it easy for them to talk. The discussion leader should know something about the topics. He may depend on literature for information or on someone in the group who knows about the subject and is ready to give information when needed.

Place.—Make the group comfortable, seated informally, not in stiff rows. Start off in a friendly easy manner.

Activity Outlines

Special Outlines for Each Kind of Activity May Be Obtained

Visual Aids

—Visual aids and other teaching devices are being used widely for more effective teaching. Try some of the following methods.

Flannelgraph.—A simple flannelgraph can be made by taking a piece of outing flannel or felt and stretching it taut over a firm back. Outing flannel or felt can be rubber cemented on the back of the material to be displayed. Some prepared scripts are available from the extension service.

Blackboard and chalk.—Wrapping paper or newsprint and a wax crayon are a good substitute for a blackboard and chalk. Masking tape can be used to fasten the paper to a wall, door or other background. Masking tape will not mar a finish.

Charts, graphs, posters, and maps can be made by members and leaders.

Slides and films can be used to advantage in many instances. Whenever they are used, films and slides should be previewed first. They must be applied to the lesson being taught. A film should never be shown without discussion and follow-up.

The county extension agent will help you secure slides and films.

Ceremonies

Ceremonies help to describe the meaning of 4-H Club work. Through them, the ideals of 4-H Club work may be highlighted with dignity and beauty. Ceremonies, well-planned, will create a closer bond among 4-H members throughout the county and 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. The installation of officers or an admission ceremony may enrich the program for the club member and develop a greater feeling of appreciation of the 4-H Club program.

You may want to use citizenship, campfire, candle-lighting, flag, vesper, or other ceremonies. Suggestions for these can be secured at the county extension office. However, some one 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 offered in 4-H Club work. A summary of the basic principles of 4-H Club work at the time new members are admitted may stimulate 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 4-H program, wish to inquire as to your earnestness in becoming a 4-H member. Have you selected a 4-H project and returned a 4-H enrollment card signed by your parents?

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 Idaho, this service is under the cooperative direction of the United States Department of Agriculture, the University of Idaho, and the county extension office. 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 helping us to demonstrate to others what we have learned.
- By giving us an understanding and appreciation of country life.
- 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 young people, with an opportunity to do our full part in working together for better world understanding.

Secretary: (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 the 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 blessings; 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 of Officers

The officers stand in the order shown in the outline below. The table in front of the leader holds the United States and the 4-H flags. Retiring officers will need to learn their parts beforehand.

The retiring officers, beginning with the president, cross the room to the new officers, make short talks, and present them with the various official records of the club. The new officers cross behind the table, walk over and take the retiring officers' places.

	Leader	
Retiring Officers	Table	New Officers
President		President
Vice-President		Vice-President
Secretary		Secretary
Treasurer		Treasurer

Retiring President: As presiding officer for the (club name) 4-H Club, great responsibility will be yours. You will preside at meetings and will be ready at all times to serve in the best interests of the whole club. You must protect its good name, strive always to further its ideals and purposes, and see to it that the people of the community are acquainted with the work being done and the services being given. This gavel is given to you as the property of (club name) 4-H Club to help you in performing your duties.

Retiring Vice-President: As Vice-President you will become familiar with the duties of the presidential office and will be ready to act at any time in the

absence of the president. You will strive in every way to aid in upholding the dignity of your 4-H Club.

Retiring Secretary: As secretary you will keep the membership roll and a complete and accurate record of what takes place at each meeting. You will make reports and write official letters. You will keep such important information and papers as the club may direct. In your hands and keeping will now be placed the secretary's book for the (club name) 4-H Club.

Retiring Treasurer: As treasurer you will be entrusted with the money for the (club name) 4-H Club. You will be expected to keep accurate record of all money received and spent. You will also be expected to furnish a detailed financial report of your club whenever it is needed. This is the treasurer's book (or report). Keep a good financial record.

Local Leader: As club officers you have been chosen to guide and direct the (club name) 4-H Club. I know that you will live up to the trust placed in you. You will be largely responsible for the club's spirit, and for its progress and faithfulness to the principles and ideals of 4-H Club work. As members of this 4-H Club, it will be your responsibility to help these officers in every way possible.

Retiring President: We will all stand and give the 4-H Club pledge.

(A fitting close to this ceremony is a 4-H song.)

Suggested Score Card for 4-H Clubs

Name of Club..... Club No.....
Name of Leader.....Address.....
Name of Ass't Leader.....Address.....
Enrollment..... Completions.....

This score card may help leaders and club members rate, or judge, their own club. They may discuss the different points at one of their first meetings and then plan their club program so as to reach the goals listed in the score card. At the end of the club year, the leader with the help of the members should score their club and send the card to the county extension agent. He may compare it to the score cards of other clubs and select a Blue Ribbon group of clubs of the county.

Possible Club's
Score Score

- | | | |
|---|----|-------|
| I. Enrollment | 5 | |
| Club's final enrollment submitted by June 15. | | |
| II. Plan of Meetings and Club Activities (A-24) | 5 | |
| One copy placed in secretary's record book, one copy mailed to county extension agent by July 1, and one copy to parents of each club member. | | |
| III. Meetings | 18 | |
| Hold well planned meetings at | | |

- | | | |
|--|-----|-------|
| least three before July 1, and the other three before September 1 | 9 | |
| Attendance—average 80% for year | 2 | |
| Business meeting conducted by officers and according to rules of parliamentary procedure | 2 | |
| Worthwhile program included | 3 | |
| At least 50% of parents attend meetings at least once | 2 | |
| IV. Judging Training | 6 | |
| Members trained in judging: | | |
| 75% - 84% | 2 | |
| 85% - 94% | 4 | |
| 95% - 100% | 6 | |
| V. Social Event for Club | 5 | |
| Picnic planned and carried out by members | | |
| Members attending: | | |
| 75% - 84% | 1 | |
| 85% - 94% | 2 | |
| 95% - 100% | 3 | |
| Parents attending 30% or over | 1 | |
| VI. Citizenship activities | 5 | |
| Club took part in some community-wide program or activity. | | |
| VII. Leadership | 7 | |
| Leader attends a vicinity leaders' meeting | | |
| Club has assistant leader of junior leader | 1 | |
| Assistant leader attends at least one leaders' meeting | 1 | |
| Leader visits home of each member at least once | 2 | |
| VIII. Exhibits | 10 | |
| Club member exhibits project work at achievement day or fair. | | |
| 65% - 74% | 5 | |
| 75% - 84% | 6 | |
| 85% - 94% | 8 | |
| 95% - 100% | 10 | |
| IX. Contests | 10 | |
| Club members take part in contests, style revue, fitting and showing, judging, demonstration, identification, etc. | | |
| 80% - 89% | 6 | |
| 90% - 100% | 10 | |
| X. Demonstrations | 6 | |
| Club has demonstrations at club meeting: | | |
| 25% - 49% | 2 | |
| 50% - 74% | 3 | |
| 75% - 89% | 4 | |
| 90% - 100% | 5 | |
| Club gives demonstration at community meeting | 1 | |
| XI. Project Completions | 10 | |
| Projects completed and record books turned in to county extension agent: | | |
| 75% - 84% | 6 | |
| 85% - 94% | 8 | |
| 95% - 100% | 10 | |
| XII. Achievement Day | 5 | |
| XIII. Publicity—news articles | 4 | |
| XIV. Health and Safety Activities | 4 | |
| Total Score | 100 | |

To the County 4-H Club Leaders' Association:
Our club has scored our yearly program and rated it as marked on this form.

Local 4-H Club Leader

Rules and Standards

THE following statements of policies, rules, or standards, and ways of doing club work have been developed out of experience in conducting 4-H Club work in Idaho. They should be considered as the accepted ways of doing things and observed as closely as possible by agents, leaders, and club members.

Beginning of Project Year

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

Charters

When the final enrollment and plan of four or more meetings is submitted to the county extension agent on or before June 15, the club is eligible for the 4-H Club Charter.

Completion of Project

Work for a given year is completed when a member has met the minimum requirements as outlined for the project and has filed a completed record in the county extension office on or before the date set in the county. Records may be completed before a crop is harvested or an animal sold by estimating the value of the project at the closing date. Use these figures in the closing inventory.

Minimum project requirements are listed under each project. These requirements are the least amount of work to be done to complete a project. Encourage 4-H Club members to do additional work as they grow in experience and develop greater skill and gain confidence in themselves. Each member should be encouraged to set his own goals beyond the minimum requirements.

Number of Projects to Carry

The projects should be selected according to (1) need, ability, interest and time of the club member; (2) the family situation; and (3) the practicability of the project in the area. Select the division within the project upon the same basis. Projects and units should be chosen with the guidance of the parents and 4-H Club leaders. A club member should not undertake more than he can complete well.

Eligibility to Contests

General Eligibility

All district and state winners must be regularly enrolled 4-H Club members with records up to date and approved by the county extension agent. Participation in the project shall be determined by the year in which preparation for the contest took place.

Age

Club members must have passed their 14th birthday by January 1 of the current year to be eligible for a trip to the National 4-H Club Congress. The members must be at least 16 years of age to attend National 4-H Club Camp.

Years in 4-H Club Work

Winners must have completed three years of 4-H Club work to attend out-of-state trips. (This does not include trips to the Pacific International, Ogden and Salt Lake Livestock shows.)

County Champion Selection

A club member may be selected as project champion in only one project in any one year.

Out-of-State Trip

A winner of an out-of-state trip sponsored by the National Committee on Boys' and Girls' Club Work is not eligible for another out-of-state trip as a state award. He may compete for sectional and national awards.

Participation by College Students

Club members who have completed one year or more of college are eligible to compete only in state and national awards programs of: Achievement, Leadership, National Camp and International Farm Youth Exchange.

Participation in Contests at District Fairs

A member or team designated as winner of first place in a contest at a district 4-H fair is ineligible to compete in that contest again. Placing in a "Blue Ribbon Group" does not make the member ineligible. A winner of first place in the junior division should compete in the senior division in future years.

Repeat Winners

A 4-H Club member should not be allowed the same district or state award more than once.

Junior and Senior Divisions

"Junior" divisions should include club members 10-13 years, and "senior" divisions those 14-21 years old. Where three divisions are desired, it is advisable to group them 10-12 years, 13-14, and 15 and over.

Repeating a Project

Club members sometimes wish to repeat a project in order to do a better job within the same requirements or to gain more experience. This is a good thing to do when the member decides to do so. Full credit is given for exhibits and in club records for work repeated.

Married Club Members

Married club members may complete their current project year but are no longer eligible to enroll as 4-H Club members.

National 4-H Club Congress Participation

A delegate may attend the National 4-H Club Congress in Chicago only once as a state trip winner. Exceptions are: National winners in Leadership, Achievement and Citizenship are eligible to attend a second time.

Only state, sectional, and national winners in the 4-H Club awards program are eligible to attend Club Congress. Delegates must have been selected in state-wide competition in order to attend the Club Congress.

Leaders' Names Not Furnished for Mailing Lists

The names of local 4-H leaders and members are not to be furnished to any person, firm, or association unless authorized by the Director of Extension, Idaho Extension Service. Address questions to Associate Director, University of Idaho Extension Service, State House, Boise.

Purchase of Supplies

Purchase of 4-H achievement and leadership pins shall be made from the National Committee on Boys' and Girls' Club Work. However, prior approval of the state club leader is required. Send your order through county extension offices. All other 4-H supplies may be ordered directly from the National Committee at Chicago.

Soliciting Funds for 4-H Club Work

Traditionally, local 4-H Clubs have been encouraged to finance themselves by their own money-raising activities, utilizing the support of local donors. They should not be included in community chest fund raising drives.

Solicitation of funds should be kept to a minimum and should be undertaken only after consultation with the county extension agents. It is important in maintaining good will to avoid repeated calls upon the same local supporters. Businesses which make contributions for state-wide and county-wide activities should not be asked to provide local 4-H Club support. Support should be accepted only from reputable businesses.

Relationships With Other Organizations

It is advisable to cooperate with other youth organizations with similar goals and objectives for the following reasons:

Less than 25% of the eligible youth are enrolled in voluntary youth organizations in Idaho, so there is plenty of room for expansion.

An understanding between all local youth agencies usually promotes the best interests of all local agencies concerned, but rivalry and competition generally hinders the work of all agencies. It also tends to confuse the

general public about the place of such organizations in regard to the source of funds, the source of leadership and the area served.

If relationship problems develop they should be referred to your county extension agent. He may bring them to the attention of the 4-H leaders' association or refer to an approved policy statement.

In 1954, a memorandum of understanding was developed which outlined definite suggestions for the guidance of workers in both Extension and Vocational Agriculture. Other policy statements may be developed with other organizations in the future.

In the interest of good public relations it is important to:

- Give credit to all groups who contribute to the success of the program.
- Avoid taking credit for the work done in another organization.
- Realize that publicly supported programs should be available to all those who can comply with the program objectives.

Let the community select the leaders and participate in club activities. They will feel more responsible for the success of the program.

There is a place in all but the smallest communities for more than one youth organization, providing an effort is made to avoid conflict and to resolve differences. In order to maintain harmonious relationships with other organizations, procedures should be developed concerning membership, projects and participation for premiums at fairs. The following general principles should guide the workers:

Membership

- 4-H Club work is supported in part from public funds. Membership in a 4-H Club is open to all boys and girls in a community who wish to join even though they belong to other youth organizations. Solicitation of members, on the other hand, either to organize a new club or to maintain an established one, should not deliberately infringe upon the membership of another organization.

Projects

- Members of 4-H Clubs who are enrolled in Future Farmers of America should carry different projects in each organization. 4-H Club members enrolled in Home Economics in high school may not count such work as meeting the requirements of a 4-H project.

Fairs and shows

- Members of 4-H Clubs who are enrolled in Future Farmers of America are permitted to exhibit in county and district fairs in both the 4-H and FFA departments, but cannot exhibit the same type of animals. 4-H exhibits in all shows are limited to those articles and animals which were produced as part of the member's 4-H project work.

Sponsorship

Clubs are more successful when sponsored by local organizations. The community thus becomes a partner in the enterprise, contributing leaders, facilities, funds, and good will. If the sponsoring organization is kept fully informed of the needs of the 4-H Club, is given certain responsibilities, and is recognized for its assistance, it will continue to function with increasing pride and satisfaction.

Uniforms for Club Members

For girls

The National Club Camp Uniform adopted in 1954 was a green and white striped seersucker suit dress with white crocheted "beanie," natural beige hose, comfortable walking shoes and the 4-H shield emblem worn on the left chest.

For boys

Green jacket.

White trousers.

White, long-sleeved shirt with 4-H emblem on the left breast pocket.

Green tie.

Black or brown shoes.

4-H Club cap.

Complete 4-H uniforms are recommended for formal occasions when members appear before the public:

Demonstrations

4-H fairs

State 4-H Club short course

District or state fair

4-H caps and "T" shirts are recommended for informal 4-H Club activities or events. 4-H Club meetings, summer camp, tours, and field days.

History of Extension and 4-H Club Work

The Agricultural Extension Service

THE Agricultural Extension Service of the University of Idaho cooperates with the United States Department of Agriculture in all phases of extension work, including 4-H. Agricultural Extension work is financed through appropriations by Congress, the Idaho State Legislature, and respective county Boards of Commissioners.

Forty-two counties in Idaho have local offices of the Agricultural Extension Service with resident county extension agents who are members of the staff of the University of Idaho. In addition to 4-H Club work, county extension agents do adult work in Agriculture and Home Economics.

Establishing Legislation.—Funds are provided cooperatively by the federal, state and county governments, in support of the work of the Agricultural Extension Service. This relationship was established by a basic piece of federal legislation, the Smith-Lever Act, in 1914. State adoption of this cooperative project was formalized by the Idaho Legislature in 1915 in two bills. One bill authorized the Board of Regents of the University of Idaho to carry on the work; the other empowered county boards of commissioners to appropriate county funds in furtherance of the program.

In these several statutes, the Agricultural Extension Service was given the authority and was held accountable for the organization and direction of 4-H Club work, together with the adult phases of work in Agriculture and Home Economics. This means that the Agricultural Extension Service is responsible for stating the policies governing 4-H Club work and is the final authority in policy decisions at the state and local levels.

Use of the 4-H Name and Emblem

By act of Congress in 1948, the Secretary of Agriculture was made the final authority in authorizing the use of the 4-H Club name and emblem. State and local organizations must operate within that authorization. The great popularity of 4-H Club work and the growing tendency to exploit the name and emblem made this legislation necessary.

A general rule to follow in determining the proper use of these symbols of 4-H Club work is:

ALL USES OF THE 4-H CLUB NAME AND EMBLEM SHALL BE CONSISTENT WITH THE EDUCATIONAL PURPOSES, CHARACTER-BUILDING OBJECTIVES, AND DIGNITY OF THE 4-H CLUB ORGANIZATION.

Particular care must be observed in money-raising activities where promotion of the sales of a commercial article is dependent upon the use of the 4-H name or emblem.

Leaders should consult with the county extension agent if they have any questions regarding the use of the 4-H name and emblem.

Early 4-H Club Work in Idaho

The first boys and girls club work in Idaho was organized in the schools about 1911 and 1912. County superintendents of schools encouraged teachers to organize clubs to make education more practical. There were 66 school gardens in 1911 and 466 gardens in 1912.

The idea developed rapidly in the schools. There were 30 potato clubs and 19 sewing clubs with a combined membership of 570 members the first year, according to Grace M. Shepherd, State Superintendent, in her annual report of 1913-14. The movement has grown until in its third year there were potatoes, corn, poultry, pigs, bread, sewing and canning clubs with a membership of 9,565 boys and girls. Evidently all elig-

National and International Programs

The 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 in doing some of the things the Extension Service cannot do by itself. The Foundation and the National Committee on Boys' and Girls' Club Work 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., being paid for by 4-H members, extension workers, and other friends of 4-H.

The National Committee on Boys' and Girls' 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 have been 4-H members, leaders and workers in the Extension Service. The services rendered by the National Committee include—

- With the Extension Service staff, arranging for the National 4-H Club Congress in Chicago each year.
- With the Extension Service, arranging 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 particularly designed for 4-H leaders.
- A publicity program to inform the general public regarding 4-H Club work.

The offices of the National Committee on Boys and Girls Club Work are:

59 East Van Buren St.,
Chicago 5, Illinois.

The International Farm Youth Exchange Program

The International Farm Youth Exchange Program (IFYE) provides an opportunity for young people from Idaho 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 experience abroad, Idaho delegates tell of their experiences to different groups throughout the state.

In Idaho.—The Agricultural Extension Service of the University of Idaho, which includes the county extension offices, sponsors the IFYE program. The cost of the program is met by voluntary contributions from 4-H Clubs, private individuals and organizations.

The number of Idaho young people participating in the program each year is determined by the State 4-H Club Office. Leaders may well 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.

ible children in a school were enrolled as a club. (This first year's work was carried on by correspondence.)

The second year Senator Brady gave \$3,000 so that the work of a field man could be provided by the State Department of Public Instruction to organize clubs and visit members during the growing season.

The program attracted the attention of the Idaho State Bankers Association. It provided money for the travel expenses for the field man the third year.

Leaders such as O. M. Plummer, Manager of Portland Union Stock Yards Co., offered prizes for pig club work in the Northwestern states. Contests with prizes were held at county and district fairs. These prizes were seldom money but something that would enable the child to be a producer.

A camp was held at the state fair, Boise, in 1912. Club work was recommended by the State School Superintendent as "One of the best means to show the boy and girl that no work is drudgery unless you make it so, that no honest labor is beneath them. It affords an excellent opportunity to teach them that farm work is honest because there is no cheating of the soil, as it gives back just what we give it; it teaches them the joy in doing work as well as the joy in the results."

Subject matter for the agricultural clubs was provided by the University of Idaho College of Agriculture by such professors as E. J. Iddings, who joined the staff in 1910.

The State Board of Education transferred the boys and girls clubs from the State Department of Public Instruction to the newly organized Extension Division of the College of Agriculture. Thus in 1915 the legislature passed laws in Idaho to make use of the Agricultural Extension Service which was made possible by congressional passage of the Smith-Lever Act in 1914. Several of the states began speaking of clubs as 4-H Clubs in 1912.

These early clubs were set up on a project basis. Garden, pig and sewing clubs took the lead. Emphasis was placed on purebred livestock and profitable production through improved practices.

At present in Idaho there are approximately 12,500 4-H Club members; 2100 adult leaders, and 500 junior leaders. There are 110 extension agents and specialists who work with the 4-H Club program in some measure.

The project program has been expanded to meet a wide variety of interests of boys and girls. Projects are available in agricultural engineering, conservation, homemaking, forestry, health, and in all fields of agriculture that are important in Idaho.

Training for citizenship and vocation selections have been added in recent years. Project programs emphasize demonstrating improved practices and learning how to do things. Livestock club members are encouraged to secure purebred livestock after they have demonstrated that they can care for them well and that they are needed on their farms. This is a more practical approach for most families than was practiced in the early years.

An interesting history of 4-H Club work entitled "The 4-H Club Story" has been written by Franklin Reck. It is available from the National Committee on Boys' and Girls' Club Work, Chicago, Illinois.

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

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.

The 4-H Club Motto

To Make the Best Better.

The 4-H Club 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, plan, and 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 ability 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, 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 dedicate my efforts to their fulfillment.

The 4-H Club Emblem and Colors

The 4-H Club emblem is a four-leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. The leaves of the clover are green and the "H's" are white. The white is for purity. Green is nature's most common color.

4-H Club Cap Etiquette

These recommendations, based upon general usage, can be a guide to leaders and members.

For all club members:

Achievement pins and medals may be worn along the base of the cap in reasonable numbers.

Caps should be kept clean, especially when worn with the full uniform.

In general, the cap should reflect the dignity of 4-H Club work and not be cheapened by fastening to it every emblem, award, and ribbon won by the wearer.

For Girls:

Regard the 4-H Club cap as another hat that a girl might wear. It may be worn at club meetings, public gatherings, and in church. It may be worn either overseas style or navy style.

For Boys:

The cap should not be worn in church, at meals, or at any other time that a hat would not be appropriate.

The cap should not be worn at memorial services, indoors or outdoors, unless the boy is serving as a color guard.

Boys serving as color guards wear caps until the flags have been placed and they have been seated.

In saluting the American flag, the cap is removed and held in the right hand over the heart.



Fitting the pieces together

CO-OPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS,
UNIVERSITY OF IDAHO, COLLEGE OF AGRICULTURE, AND
UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATING

D. R. THEOPHILUS, Director

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