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UNIV OF IDAHO
MOSCOW

The Idaho
4-H CLUB MANUAL



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EXTENSION SERVICE OF THE COLLEGE OF AGRICULTURE
UNIVERSITY OF IDAHO
Moscow

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YRA98LJ
OHAD! TO VINU
WOO20H THINKING

If you think you're beaten, you are;
If you think you dare not, you don't;
If you'd like to win but think you can't
It's almost a cinch you won't.

If you think you'll lose, you've lost,
For out in the world we find
Success begins with a fellow's will;
It's all in the state of mind.

If you think you're outclassed, you are;
You've got to think big to rise,
You've got to be sure of yourself before
You ever can win a prize.

Life's battles don't always go
To the stronger or faster man;
But soon or late the man who wins,
Is the man who thinks he can.

W. D. Wintle.

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THE IDAHO 4-H CLUB MANUAL

INTRODUCTION

This bulletin is prepared to assist local leaders, county school superintendents, county club agents, county extension agents, home demonstration agents, rural supervisors, teachers, members of civic organizations, and others who are interested in club work and in the organization of a club or clubs. It gives information regarding the organization of the work, different projects and their divisions, requirements for each project and basis of awards, contests and demonstrations.

Objects of 4-H Club Work

Boys' and girls' 4-H club work in Idaho is conducted by the Extension Service of the University of Idaho College of Agriculture and the United States Department of Agriculture in cooperation with counties, local communities and schools.

The main objectives of 4-H club work are:

1. To do something worth while and to stimulate interest in community progress.
2. To improve farm and home practices.
3. To teach pride in occupation.
4. To give training in agriculture and home economics.
5. To develop appreciation of nature.
6. To teach cooperation.
7. To develop rural leadership.
8. To give vision.
9. To develop men and women.

4-H CLUB ORGANIZATION IN IDAHO

State Organization

Boys' and girls 4-H club work in Idaho is a federal Smith-Lever extension activity, which was established for teaching agriculture and home economics, and it is supported by federal, state and local funds. The state organization is conducted under the supervision of the Director of Extension and the State Club Leader of the University of Idaho College of Agriculture.

The state club staff is in charge of club organization and methods.

The extension specialists are responsible for the subject matter in their respective projects that relate to club work and for certain follow-up services in counties for work with boys and girls, in cooperation with the state club office.

The supervisors of the county extension agents, home demonstration agents and district agents have, in general, the same relation to club work that they have to extension activities in agriculture and home economics for men and women.

County Organization

Each county extension agent and district agent represents the Extension Service of the University of Idaho College of Agriculture and is in charge of club work in his respective county or district. The county extension agent is assisted in girls club work by the county or district home demonstration agent.

In counties not having an agent club work usually is conducted in cooperation with county superintendents of schools, or it is taken up directly with community advisory committees and local club leaders who are ready to cooperate with the Extension Service of the University of Idaho College of Agriculture.

Local Leaders

Local leaders have done more than all other factors to develop the high quality of club work in Idaho. These unselfish men and women have invested their time, money and health to assist the young people of different communities in their work.

They have planned the work, arranged for meetings, tours, and demonstrations; followed up these activities, arranged exhibits, etc.; and have given an encouraging word to the discouraged member at the opportune time.

All state and county leaders realize the worth of these local leaders and each year they are being better supported in their work and more appreciated by the parents of club members.

Experience seems to indicate that men and women usually become leaders of 4-H clubs because they are interested in the welfare of their home communities and act as voluntary leaders in order to secure the additional training offered to boys and girls in organized communities by the University of Idaho College of Agriculture.

The largest number of successful leaders are citizens of the communities in which they live and work. Usually they have made a success of farming or homemaking and as a result of their experiences have local prestige, are favorably known, and

have a rich source of valuable information to share with the club members.

Duties of Local Leaders

Among the duties of local leaders are the following: to receive and distribute all club literature, records and blanks to club members; to check the membership and forward it upon request; to be responsible for carrying out club programs; to see that members are provided with topics of instruction, that they understand the standard club requirements, the work of the project, how to keep records and make reports and that the officers understand their duties; to arrange for local exhibits, judging and demonstrations; to encourage members to take part in the local achievement program and in all county club events; and to see that all reports are completed and forwarded to the office of the county extension agent or to the district extension agent in the case of counties not having extension agents.

4-H Club Literature

FOR LOCAL CLUB LEADERS:

Club enrollment blank

4-H Club Manual

Club secretary book

Club circular of songs and yells

Subject matter circulars

Club members' record books.

Miscellaneous suggestions as needed during the year.

For Each Member of the Club:

One copy of the club circular on subject matter

One copy of the individual club member's record book.

How Club Literature Is Secured.

In county agent counties all club organization supplies, as named above, are secured by the local club leaders from the county extension agent's office. The district extension office provides the agent with available club literature.

All club enrollment blanks are filled out and sent by the local club leader to the county agent for the county and state records as soon as the club is regularly organized. No club enrollment

is accepted at the state club office without approval of the agent.

In counties not having an agent, all club literature and organization supplies are sent out from the district extension office direct to the local club leader, upon receipt of the club enrollment.

Organization in the Community

Selection of An Advisory Committee.

A community advisory or extension committee of an established and active organization should be made responsible for club work locally, or, in the absence of community organization, an advisory committee of three to five members, including an experienced club member, if one is available, should be selected by the community or appointed to sponsor club work locally and to advise with the local club leaders. As a general rule, club work is spread successfully from year to year only as fast as new communities can be organized.

Presenting Club Work to New Communities.

Club work usually can be presented best to new communities by talks on objectives, plans and results, by the use of visiting demonstration teams, and by club groups that give demonstrations of typical club meetings. It also can be well presented by members who have achieved in club work and by leaders of successful clubs, by use of moving pictures and lantern slides and by club stories and news articles.

Planning Work With the Community Committee.

It is suggested that the agent, county superintendent of schools, or other county leader, meet in conference with the community advisory committee and make out a plan of work for the year for the local club. It will, of course, be necessary to add one or more other club events to the plan, as suggested below, such as club tours for certain projects; county subject matter conferences for club leaders; a special conference of club leaders on demonstration, judging and exhibit work; the county achievement program, county fair, state fair, club camp, club picnics, junior week at the College of Agriculture, etc.

The following division of responsibility is suggested:

Club events— Work to be done	Time and place	Work the committee will do	Work the agent or other county leader will do.	Work the district ex- tension agent will do.
Secure leaders	Date From local community	Secure capable leader for each club	Advise and assist committee	Assist and advise county agent
County conference of club leaders.	Efefore the club is or- ganized or soon after the work is started. At the county seat.	Arrange for all club leaders of community to attend.	Arrange for and con- duct county confer- ence. Secure assis- tance from College, if needed. Notify com- mittee and leaders.	Attend, assist in ar- ranging program and in securing special speakers and features.
Enroll club members.	Date At community center.	Help to arrange for community meeting. Assist leader in see- ing boys and girls and their parents. Help to secure livestock, etc., if necessary.	Help to arrange for community meeting. Present objectives, re- quirements and plans. Provide enrollment blanks. Assist as need- ed.	Assist as needed.
Organize the club.	Date At community center. Local leader's home or home of members.	Leader in charge	Provide club organiza- tion supplies, record books, etc. Attend, if needed.	Provide county agent with organization sup- plies, record books, etc.
Conduct six or more club meetings, club tour, etc.	Date At community center, local leaders' homes, or home of members.	Leader in charge	Attend at least one club meeting.	Attend at least one club meeting.
Community 4-H club achievement program, or round-up.	Date At community center.	Assist leader in mak- ing arrangements. Raise funds for awards. (Leader col- lects record books)	Attends. Assists leader in re- viewing record books. Provides and awards achievement pins.	Attend. Assist where needed.

In counties not having a county extension agent the district extension agent will perform the duties assigned to the county agent in the above outline.

Special Awards for Outstanding Members

Every year many prizes are offered to 4-H club members, such as trips to the National Club Congress, Camp Plummer at the Pacific International Livestock Exposition, Junior Short Course at the University of Idaho, scholarships and cash premiums. Detailed information regarding these awards may be had by writing the county agent or district extension agent.

Annual Junior Short Course

In June of each year a one-week short course is conducted at the University of Idaho for club members and leaders. 4-H club members regularly enrolled in a 4-H club project and in good standing, and local leaders having regularly enrolled 4-H clubs are eligible to attend.

*REQUIREMENTS FOR STANDARD CLUBS

1. A standard club shall have a membership of at least five working on the same project (10 to 20 years of age inclusive).
2. Each club shall have at least one local leader in charge during the club year.
3. There shall be a local club organization with the necessary officers and duties prescribed in the club constitution.
4. There shall be a definite program of work for the club year.
5. At least six regular club meetings shall be held during the club year. The secretary shall be required to keep definite records of these meetings, and to send such records to the county agent or, in counties not having an agent, to the district extension agent at the end of the club year.
6. Each member of the club must make a standard exhibit at some community, county or state fair if it is at all pos-

*(A Standard 4-H Club charter will be issued to each club as soon as the first four requirements, suggested above, are complied with. A seal of achievement will be issued to each club that meets all the standard 4-H requirements when the project work is completed and the reports are made and accepted.)

sible to do so.

7. Each club shall select a judging or demonstration team to give at least one public demonstration, demonstrating some phase of its work to the community.
8. The local leader must collect the completed records of each member and file them with the county agent or district extension agent by November 1 of each year.
9. Each local leader, in consultation with the county agent or the district extension agent, must work out a definite program for at least six regular meetings.

TEACHING THE "EAR-MARKS" OF CLUB WORK

It is suggested that on all proper occasions, leaders and club members use the "ear-marks" of 4-H club work: club songs and yells, the national 4-H club emblem, the national 4-H club pledge, the national 4-H club motto and the national 4-H club colors. These "ear-marks" follow:

THE NATIONAL CLUB EMBLEM: The four-leaf clover.

THE NATIONAL CLUB PLEDGE:

"I pledge

my head to clearer thinking,
my heart to greater loyalty,
my hands to larger service, and
my health to better living,

For my club, my community, and my country."

THE NATIONAL CLUB MOTTO: "To make the best better."

THE NATIONAL CLUB COLORS: Green and white.

TRAINING CLUB OFFICERS

Well conducted club meetings probably add as much interest to 4-H club work as any other one factor. Club officers must be trained in order to conduct successful club meetings. Successful leaders usually use one of the two following methods of procedure in training club officers:

(1) All club members are trained as a group in parliamentary practice by the club leader with special attention given to club officers.

(2) The local leader takes charge of all club activities at the organization meeting and then before the next club meeting is held trains the newly elected club officers in their respective duties.

The officers may be trained very effectively in a special county training conference which is attended by all club officers and leaders. Officers' training work has often been added to the program of the county club camp. Usually, specialized work is taken up on these programs, such as general parliamentary procedure and songs and yells for all club officers, the purpose and form of writing the minutes of club meetings, club reporting and group games and other recreational activities.

A CONSTITUTION AND BY-LAWS FOR 4-H CLUBS

The constitution and by-laws are to be read to the club by the leader, to be approved by the club and to be signed by the members in the club secretary's record book. A suggested constitution and set of by-laws follows:

I. CONSTITUTION

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 home making, 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, each of whom shall be between the ages of 10 and 20 years, inclusive, 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 serve thruout 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 leader and the Agricultural Extension Service of the University of Idaho College of Agriculture.

II. BY-LAWS

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

2. The Secretary shall (1) keep record of the names, addresses and ages of all club members; (2) keep a record of attendance at club meetings; (3) keep the minutes of each meeting

and read the same at the next business meeting of the club; (4) issue the call for special meetings by order of the officers and the local club leader; (5) assist the local club leader in making the final report of the club for the year.

3. The Song and Yell Leader shall lead the members in giving songs and yells.

4. The Club Reporter shall prepare news items from time to time regarding the activities of the club, which, upon approval of the local club leader, shall be mailed to the county leader.

5. The club shall hold.....regular meetings each month at.....on..... from..... until
The officers; upon the 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) To join with the other members in repeating the 4-H club pledge, (2) to give a progress report on their project work in response to roll call, or to respond by reporting on an assigned topic, (3) To present the record book to the local club leader for inspection when called for, (4) To take part in demonstrations, judging work, exhibits, tours, picnics, camps, social program, etc.

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

*CONDUCTING 4-H CLUB MEETINGS

A suggested procedure under parliamentary rules for conducting 4-H club meetings follows:

1. **CALLING THE MEETING TO ORDER.** The meeting is called to order by the president, who rises from the chair and says, "The meeting will please come to order", and then leads the members in repeating the 4-H club pledge, by saying, "Please stand and repeat the 4-H club pledge." (In unison).

2. **ROLL CALL.** The president says, "We shall now have the roll call by the secretary." Each member will respond by standing and giving a report. (A progress report on work accomplished or a report on a previously assigned topic, as announced by the chairman.)

*References: Robert's "Rules of Order"; "A Primer of Parliamentary Law," National Board of Y. W. C. A.

3. MINUTES OF THE LAST MEETING. The president says, "The secretary will read the minutes of the last meeting." (See club secretary's book for form of minutes). After the reading the president asks, "Are there any additions or corrections to these minutes? If not, they stand approved as read," or "If there are no corrections, the minutes stand approved." If there are corrections, the president informally directs them to be made, unless there is an objection, in which case a formal vote as to the wording is necessary. If the minutes are approved and an error is noted later, a vote is required for their amendment. (See section on motions.)

4. OLD BUSINESS: Unfinished business from previous meeting and report of committees, etc.

The president calls upon the chairman of each standing or special committee to make a report. After this has been done, the report is then open for discussion and amendment as regular business (See section on motions).

The president says, "We will now have the report of the entertainment committee". Chairman of committee reads report and moves its adoption.

Member: Remains sitting and says, "I second the motion."

President: "It has been moved and seconded that this report be accepted. Is there any discussion or, are there any corrections?"

Some discussion may follow.

President: "Is there any further discussion? If not, are you ready for the question?"

If the members are ready to vote they say, "Question."

The president then says, "All those in favor say, 'aye' (pronounced 'I'); opposed, 'no'. "The report is accepted", or "the report is not approved."

5. NEW BUSINESS: President: "We are now ready for new business. What new business have you to bring before the club?"

Member: "I believe that each member should pay dues so that the expenses of the club may be paid."

President: "Will some one make a motion in regard to this matter in order that we may discuss the question."

Member: "I move that the club dues be paid in quarterly installments of twenty-five cents each."

Second member: "I second the motion."

President: "It has been moved and seconded that the club

dues be paid in quarterly installments of twenty-five cents each. Is there any discussion?"

Discussion follows. Some member calls, "Question", which means that the president must ask, "Are you ready for the question?" A question cannot be brought to a vote before discussion is closed unless authorized by a vote of two-thirds of the members. Or, the president asks it on his own initiative and so brings the matter to a vote. The question may require more study and information before action is taken. In such instances, a special committee usually is appointed by the president, if so authorized by a majority vote of the club. The one who made the original motion, or showed the most interest in the question, or seemed to be best informed, often is made chairman of the committee. This committee will make a report at the next meeting under Old Business, and then will be discharged, or continued for further study of the question. All business must be put in the form of a motion and seconded before it can be discussed and voted upon.

6. SONGS AND YELLS. The chairman may call upon the song and yell leader at any time. A special committee usually works up club songs and yells, which are finally adopted by the club.

7. MOTION TO ADJOURN. This motion must be seconded or it will be lost for want of a second. It is not debatable. It must be voted upon.

Motions

1. Always rise when making a motion.
2. Always address the president by saying, "Madam (or Mr.) President." The president then says "John" (or "Susan"). A member may not make a motion until recognized by the president.
3. State your motion as follows, "I move so and so."
4. Motions must be seconded or they will be lost for want of a second. Do not rise or address the chair to second a motion.
5. After being seconded, the motion must be stated in full by the president as follows, "It has been moved and seconded that —(so and so be done). Is there any discussion?"
6. After the discussion, the vote is taken.
7. If there is a motion before the club, no other motion can be entertained except its amendment, the previous question, or a motion to adjourn, until the one before the club has been voted upon.

(See references for motions on question of privilege, a point of order, etc.)

Only members in good standing are entitled to make motions, to vote or to hold office.

In case of tie votes, the presiding officer casts the deciding vote.

Ways of Voting

1. By acclamation or by voice. The president says, "All in favor of the motion say 'aye'; opposed, 'no'."

2. By standing or by raising of hand.

3. By ballot; e. g., by distributing slips of paper and allowing each member to write "yes" or "no" or a name upon the ballot.

4. By calling the roll or ordering the "yeas" and "nays."

Acclamation is used for ordinary motions.

Absent members should not be permitted to have some one else vote for them.

Explanation of Terms

Quorum means the number of members necessary to carry on the business, as one-half or two-thirds.

To make a motion means to propose that a certain action be taken by the club. The motion must be "seconded", e. g., approved by a second person in the following words, "I second the motion."

To address the chair means to speak to the presiding officer, addressing her (or him) as "Madam (or Mr.) President."

Majority vote means the vote of at least one more than half of the members present at the meeting, unless otherwise stated.

A *special committee* is a committee appointed for some particular purpose.

The minutes record what is done in a meeting. Every motion should be recorded, whether lost or carried. Details are not necessary. Resolutions, if adopted should be copied in full. A vote by ballot should be recorded, showing the number of votes on each side. The minutes should be statements of fact and should not contain favorable or unfavorable comments. Minutes may be amended.

Unless there is a treasurer, 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.

DEMONSTRATION TEAMS

A demonstration team consists of two members who are trained to present in a clear, simple and concise manner some practice learned in their club work. Originality in a demonstration is very desirable. A cut and dried, memorized demonstration is not as effective as one in which the members are thoroly familiar with their subject and tell it in their own language.

Purpose of Demonstrations

Some of the more important purposes of demonstrations are:

1. To demonstrate a good practice that may be of benefit to the community.
2. To increase the interest of club members in their work.
3. To create a desire on the part of the club members to help improve methods in their community.
4. To give club members training and experience in appearing before the public.
5. To acquaint the public with the kind of training that club members are receiving and to impress upon them the value of club work.
6. To furnish entertainment and instruction for meetings, luncheons and other events.
7. To secure the best possible demonstration team in each club to give public demonstrations and to compete in the county contest where the best team of the county may be chosen for district and state contests.

Selecting the Subject

The subject for demonstration should be interesting, instructive and timely. It should be one closely associated with the club project and one in which the members of the club are interested. For instance, a pig club should choose a subject of importance to successful feeding or management of hogs. A sewing club should choose a subject related to the sewing project, such as making a child's dress or cutting a pattern. The demonstration should not cover too broad a field. It is best to take up one idea and present it thoroly.

Planning the Demonstration

An outline should be made of what is to said and done, then the demonstration built about this outline. By all means mem-

bers of the team should avoid reciting their parts as they would speak a piece. They should speak clearly and loud enough for the entire audience to hear.

The demonstration should not be too long. Perhaps 15 to 20 minutes will give ample time.

A demonstration is usually made up of three main parts:

1. **INTRODUCTION:** A brief outline of some of the important activities of the club, presentation of the members of the team, and a short statement of what is to be presented in the demonstration.

2. **DEMONSTRATION PROPER:** Presenting of the subject matter by the team. The members should each have a speaking part and may take turns if desired. While one speaks to the audience the other should assist by doing the manual operations incidental to the demonstration, such as turning charts, handling animals, mixing feeds, etc.

3. **CONCLUSIONS:** The demonstration is concluded by giving a brief summary of the points covered, and then giving the audience a chance to ask questions. The quality of the finished product is very important.

Illustrative Materials

The proper use of illustrative materials plays an important part in the success of a demonstration. Clear, simple charts, pertaining directly to what is being demonstrated, are helpful. Live animals frequently are used and always add to the interest. Pictures, posters and models are also good illustrative materials. All materials used should be large enough to be seen readily by the audience.

Training the Team.

The plan and outline for the demonstration selected should be worked out by the entire club. Each member will then understand it and have a personal interest in it. Each member of the club should be encouraged to develop his own talk from the outline and have an opportunity to try for a place on the team.

When members of the team are selected, they should start training as a team so that they may present a continuous demonstration with each member assisting the other. Having a demonstrator standing idly by at any time during the presentation, is to be avoided. There should be action from start to

11. GRAIN CLUB PROJECT.

DIVISION I.—The growing of at least five acres of wheat, oats or barley for grain.

DIVISION II.—The growing of at least one acre of wheat, oats or barley for certification. (Application for certification inspection must be filed with the State Seed Commissioner).

The exhibit shall consist of one peck of grain grown and selected by club member.

Basis of Awards

(a) Exhibit	50
(b) Final report:	
Best yield (district considered)	20
Best profit on investment	15
Completeness and accuracy of report.....	10
Grade certificate	5
	50
	—
Possible score	100

12. GARDEN CLUB PROJECT.

The growing of a vegetable garden of at least 600 square feet, with at least five varieties.

Exhibit

A vegetable exhibit consisting of five and no more different varieties, is required in all local, county, and state club contests. One head of cabbage, cauliflower, lettuce, spinach, kale, etc.; one melon, pumpkin, squash, cucumber, etc.; one bunch of radishes, green onions, etc. (five plants to each bunch); five specimens each of potatoes, beets, carrots, dried onions, garlic, etc., shall constitute a variety exhibit.

Basis of Awards

(a) Exhibit	75
(b) Final report:	
Best yield	10
Best profit on investment	10
Completeness and accuracy of report	5
	25
	—
Possible score	100

13. TOMATO CLUB PROJECT.

The growing of at least one-eighth acre of tomatoes.

DIVISION I. Tomatoes to be grown for commercial purposes.

Exhibit

A tomato exhibit shall consist of a peck of tomatoes.

Basis of Awards

(a) Exhibit	75
(b) Final report	
Best yield	10
Best profit on investment	10
Completeness and accuracy of report	5 25
	—
Possible score	100

14. BEAN CLUB PROJECT.

The growing of at least one acre of beans.

DIVISION I.—Beans to be grown for market.

DIVISION II.—Beans to be grown for certification.

Exhibit

The exhibit shall consist of one peck of commercial beans in Division I, and one peck of certified seed beans in Division II.

Basis of Awards

(a) Exhibit	75
(b) Final report:	
Best yield	10
Best profit on investment	10
Completeness and accuracy of report.....	5 25
	—
Possible score	100

HOME ECONOMICS

15. HOMEMAKING.

DIVISION I.—

1. Own Room: Give daily care, including making of bed, keeping dresser and closet in order, for two weeks; clean room thoroly once.

2. Living Room: Give daily care for a week, clean room thoroughly once.

3. Dining Room: Set table correctly once a day for two weeks; clear dishes from table once a day for two weeks; clean the room thoroly once; clean the silver twice.

4. Kitchen: Wash dishes once a day for a week; Clean the room thoroly once.

5. Assist mother with family mending throuth the club year (at least two articles to be mended each week).

6. Laundering: Do one of the following in connection with family laundering each week until project is completed: sorting of clothes; removal of stains; washing white clothes;

washing colored clothes; washing stockings; washing handkerchiefs; washing woolen garment; washing silk garment; washing flat pieces; ironing flat pieces; ironing garments.

7. Plan the meals for the family for a week.

8. Plan the re-arrangement of the kitchen furniture and equipment.

Exhibit

1. Laundered articles
 - Cotton dress
 - Pillow case
2. Menus for a week
3. Mended articles
 - 1 darn
 - 1 patch
4. Two drawings of kitchen and brief description of desirable changes.

DIVISION II. (Own Your Own Room)—Requirements:

(1) Make two permanent improvements in your own room or in another bedroom in your home, such as refinishing walls, woodwork or furniture.)

(2) Make four furnishings such as dresser scarf, clothes bag, shoe bag, pin cushion, curtains, rugs, bed spread, bed set, (sheets and pillow cases).

(3) Arrange pictures and other wall decorations.

(4) Take pictures of the room before commencing work and at its completion.

Exhibit

The exhibit shall consist of one or more photographs or snap shots of the room before starting work, one or more photographs showing improvements made, a written explanation of work done and at least two of the articles made.

Basis of Awards

(a) Exhibit	75
Photographs	20
Written explanation	25
Articles made	30
(b) Final report	25
Amount of work done.....	15
Completeness and accuracy of report.....	10
Possible score	100

16. SEWING.

DIVISIONS I, II, III, AND IV—Completion of work as outlined in First, Second, Third and Fourth Sewing Bulletins respectively and making of final report. Each division shall constitute a year's club work.

The articles will be judged according to score cards in the bulletins.

17. CANNING.

Year	Requirements for Completion	Requirements for Exhibits
Div. I.	15 quarts of fruit 10 quarts of vegetables	5 varieties of fruit 3 varieties of vegetables
Div. II	10 quarts of fruit 10 quarts of vegetables (including greens, peas and corn) 5 quarts of meat	3 varieties of fruit 3 varieties of vegetables 2 varieties of meat
Div. III.	10 quarts of fruit 10 quarts of vegetables 5 quarts of meat (2 kinds) 5 glasses or jars of jelly and jam	3 varieties of fruit 2 varieties of vegetables 2 varieties of meat 3 varieties of jelly
Div. IV.	5 quarts of fruit 10 quarts of vegetables 5 quarts of meat (2 kinds) 10 glasses or jars of jelly, jam, pickles or relish.	2 varieties of fruit 2 varieties of vegetables 2 varieties of meat 2 varieties of pickles or re- lish. 2 varieties of jelly

Basis of Awards

(a) Exhibit	75
Products	20
Amount of work done	20
Uniformity of exhibit	35
Completeness and accuracy of final report	25
Possible score	100

18. HOME COOKERY PROJECT

DIVISIONS I, II, III AND IV.—Completion of work as outlined in First, Second, Third and Fourth Year bulletins respectively and making of final report. Each division shall constitute a year's club work.

Products and articles will be judged according to score cards in the bulletins.

SUGGESTED SCORE CARD
(for Ranking Individual Club Members).

1.	Part taken in club activities.....	50%
	(1) Attendance and part taken in club meetings.....	10%
	(2) Attendance and part taken in the achievement program or roundup, club tour, club camp, club picnic, Junior Week, etc	10%
	(3) Part taken and standards attained in exhibiting, judging, and demonstrating club work.....	10%
	(4) Leadership, as shown by securing new club members, by explaining club work to others, by assisting the local leaders, by influence upon the community and individual progress made by the club member	20%
2.	Record book and club story	15%
3.	Products produced and owned by the club member and the quality of results secured	35%
	Total	100%

SUGGESTED SCORE CARD
(for Ranking 4-H Club Work on a county basis)

		Points
(1)	Percentage of members completing productive club projects in which the members carry out continuous farm and home operations	250
(2)	Percentage of members completing club projects which teach subject matter	100
(3)	Percentage of organized clubs completing standard club work	250
(4)	Percentage of communities each with one or more standard clubs	100
(5)	Percentage of members taking part in special club activities	100
(6)	Number of members completing club work for first year, second year, third year, fourth year, etc.....	200
	Total	1,000