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# Manual for Home Economics Extension Clubs



## COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

UNIVERSITY OF MISSOURI COLLEGE OF AGRICULTURE AND THE UNITED STATE  
DEPARTMENT OF AGRICULTURE COOPERATING

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## CLUB COLLECT

Keep us, O God, from pettiness; let us be large in thought, in word, in deed.

Let us be done with fault finding and leave off self-seeking.

May we put away all pretense and meet each other face to face without self-pity and without prejudice. May we never be hasty in judgment and always generous.

Teach us to put into actions our better impulses, straightforward and unafraid.

Let us take time for all things; make us to grow calm, serene, and gentle.

Grant that we may realize it is the little things that create differences; that in the big things of life we are as one.

And may we strive to touch and to know the common heart of us all, and O Lord God, let us not forget to be kind.

Mary Stewart

## TEN COMMANDMENTS FOR HOMEMAKERS

1. Thou shalt make beautiful, keep clean and in order thy home.
2. Eight hours a day shalt thou labor and do all thy housework and the other eight of thy waking hours thou shalt attend to thy homemaking.
3. Thou shalt not slump on thy job.
4. Every day shalt thou take a short vacation from thy household tasks.
5. Thou shalt guard thy health and the health of thy family with all thy might.
6. Thou shalt strive to keep thyself mentally alert.
7. Thou shalt at all times hold thyself in readiness to answer the call of thy family for friendship and companionship.
8. Thou shalt cultivate and encourage in thyself and in thy family a sense of humor and the ability to play.
9. Thou shalt strive to make thyself easy to look upon.
10. Thou shalt not forget thy community.

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# Manual for Home Economics Extension Clubs

ESSIE M. HEYLE

## FOREWORD

This manual has been prepared in the hope that it may be of help to those organized groups of rural women—whatever their name or affiliation may be—that are interested in studying and working together to make more efficient and satisfying homes, to help boys and girls reach their best physical, mental and spiritual development, and to provide opportunity for an enriched personal, family, and community life.

## STANDARDS OF ACHIEVEMENT FOR WOMEN'S CLUBS

There are certain kinds of work or activities which every club that wishes to be a good club will do every year. Some of these which need emphasis, and certain other kinds of work which are decided upon for that particular year by delegates to the Missouri Homemaker's Conference at Farmers' Week, form what is called the State Standard of Achievement. This Standard of Achievement is different each year. It is sent to each club January 1, so that clubs will know what they should try to accomplish that year in order to be rated as excellent clubs. A certificate is granted at Farmer's Week or at a county meeting to the clubs that reach the standard which has been set for that year.

An excellent club does the following:

1. Makes a determined effort to interest all women of the community in the work and good times of the club.
2. Carries on a home economics program which helps members with their homemaking problems and gives them a vision of the importance of their task.
3. Decides what they are going to accomplish that year or, in other words, sets goals for project, club, and community work.
4. Completes at least one organized home economics project. (Counties with county home economics agent have more than one).
5. Conducts meetings according to good parliamentary procedure.
6. Sponsors one or more 4-H clubs.
7. Does everything possible to develop a better generation of boys and girls. (See work of child development chairman for suggestion).
8. Promotes activities and attitudes that improve or maintain health.
9. Stimulates or provides opportunities for good times in the neighborhood.

10. Reports meetings and accomplishments to local newspapers.
11. Participates in county or community achievement days, tours, or exhibits which show the value of the work, and in community or county program planning meetings.
12. Arranges for young and old opportunities to learn to appreciate and to enjoy good music, good reading and good plays.
13. Cooperates in securing a county home economics agent by sending delegates to present the need to the County Court when a county appropriation is being sought.
14. Fills out organization blank and annual report blank each year and sends them in on time.
15. Studies county, state and national matters affecting homemakers and farmers.
16. Does each year some definite thing that will make the community a more satisfying place in which to live.
17. Reaches a helping hand to neighbors who need it, and to others in misfortune.
18. Develops leaders by encouraging each member to take part in one or more club programs during the year, and by changing chairmen and leaders each year or as soon as different members can be found who are ready to assume the responsibilities and privileges of leadership.

### **MISSOURI AGRICULTURAL EXTENSION SERVICE PROGRAM FOR THE FARM HOME**

The following program is suggestive of some of the needs of rural homes in Missouri. Women can decide in their own club which are the greatest needs and of the greatest interest in their community. The detailed plan for conducting the work will be explained by county and state workers.

The job of homemaking is a complex one, involving skill in many lines and requiring much knowledge. Since the success and permanency of agriculture in Missouri depends upon efficient and happy farm families, we believe every rural club program should include those things which the women feel will contribute most to their home and community life.

In the Missouri home economics extension program as outlined attention is given to:

- I. Insuring good food and proper nutrition. Information is made available on such subjects as:
  - a. Foods necessary for maintaining health and efficiency.
  - b. Diet for children to make strong bones, firm muscles, good health, and happy dispositions.
  - c. Correct foods for special diseases or conditions.

- d. How to combine foods into attractive, well balanced meals.
  - e. How to prepare food in a variety of appetizing healthful ways.
  - f. Planning the family food supply and food buying.
  - g. Gardens and canning methods that will supply an adequate amount of vegetables and fruits for summer and winter.
  - h. School lunches.
  - i. Meals for special occasions as threshing dinners, community dinners, etc.
- II. Helping the farm woman with her clothing problems. Help is given on such subjects as:
- a. Cutting, fitting and making of garments.
  - b. Health in relation to clothes, with special emphasis upon shoes.
  - c. Cleaning, mending, dyeing, and renovation of clothing.
  - d. Becoming colors and lines for different individuals.
  - e. Selection, construction and renovation of hats.
  - f. Selection and construction of infants' and children's clothing.
  - g. Wardrobe planning and wise buying.
- III. Making possible a more attractive home for the farm family. Problems such as the following are worked upon:
- a. Making home grounds attractive.
  - b. Securing harmony in color and design in house furnishings, wall coverings and woodwork.
  - c. Refinishing and renovating furniture.
  - d. Adding interest and beauty with pictures, bric-a-brac, flowers, and homemade rugs, baskets, shelves, lamp shades, etc.
  - e. Curtains and drapes.
  - f. Floor finishes and coverings.
- IV. Helping secure a more effective and satisfying home for the farm family by:
- a. Making the kitchen a convenient workshop.
  - b. Developing plans for modernizing the farm house.
  - c. Saving time and fatigue through efficient methods of doing housework and in the use of equipment.
  - d. Planning work so there will be time saved for rest, recreation, companionship with family, and community service.
  - e. Getting the most out of money spent for equipment through the study of individual needs, construction, convenience and comfort in its use and cost of equipment for the home.
  - f. Planning adequate storage in the home so that there is a convenient place for everything.
  - g. Planning the use of money and materials available for family living to secure satisfaction for all members of the family.



Fig. 2.—Jolly workers 4-H garment club members wearing dresses they have made to a club meeting where they are learning to judge.

## V. Child Development.

- a. Information is given on correct food, health habits, comfortable clothing, sunbaths, and other factors in good physical development. Every club is expected to work on this phase.
- b. Problems of child training are discussed to learn methods of helping children to form desirable habits and reach their best all-round development.
- c. 4-H club work is provided for boys and girls of 10 to 20 years of age which provides unusual opportunities for development. Such home economics clubs as the following are planned: Food Preservation, Meal Planning, Breakfast and Supper, More Attractive Homes, More Attractive Home Grounds, Health and First Aid, Health and Sanitation, and Garment Making.

One of the most valuable contributions of the Agricultural Extension Service is that it provides women with an opportunity to work, play, and become acquainted with neighbors and other women of the county and state. The work offered gives them a chance to use and develop their own ability and talent, to have the satisfaction of becoming leaders

and of making a worthwhile contribution to the home and community life of their neighborhoods. By stimulating an interest in better home-making and giving a vision of the value of the rural home, the work of the homemaker ceases to be drudgery and becomes interesting and dignified.

### CLUB OFFICERS

A club advances or slips back according to the officers that are elected; so that the utmost care must be taken to elect women who are interested in making the club succeed and who will take the responsibility of their offices seriously.

The club officers are: president, vice-president, secretary, game and song leader, child development chairman, and reporter. Additional officers or chairmen may be elected if needed by the club. Most clubs also have reading chairmen and parliamentarians. Some clubs may find they need a treasurer, and a courtesy, membership, social or school improvement chairman.

Every club will have one or more project leaders who are elected by club members because of some special fitness for, or interest in the project to be worked upon that year. For instance the woman who sews well makes the best clothing leader, the woman who has a pretty home or enjoys growing flowers, should make a good More Attractive Homes leader. Additional qualifications for project leaders are that they have some time they can give to the work, and a way to get to the meetings, that they will take the responsibility for the work, and are well liked.

An election of officers should be held every year. It is sometimes wise to re-elect the same child development chairman, reporter and project leader for several years, but since clubs should give a large number of women an opportunity to develop as leaders and to share in the privileges and responsibilities of the work, most officers and chairmen should not be re-elected after one or two years in office.

#### Club President

The president's duties are to:

- A. Direct club activities so that meetings are worth while, project work is accomplished, community service given, and leaders developed.
- B. Study manual to know what is in it and loan it to program planning committee and to club officers whose duties are listed. At end of year, turn it over to the next year's president.
- C. Study parliamentary usage in Manual and conduct business meetings accordingly. See that club offices are filled, and project leaders elected by club members. (President has no authority to appoint officers or project leaders.)

- D. Appoint or have elected program committee to plan places for meeting, roll calls, programs and persons to lead discussion for all programs, except project meetings which are handled by project leaders who are elected. Committee should get consent of such persons before presenting the program to the club to be voted upon. After program is accepted program committee should, if possible, make program for each club member.
- E. Appoint or have elected special committees as needed by club, such as neighborhood courtesy, community work, and special entertainments. Ask for committee reports at meetings and have club take action on them.
- F. Preside at meetings, then turn meeting over to leaders in charge of day's program. See that there is sufficient time left for these leaders to give their work and that order is maintained during their presentation.
- G. Read the monthly letter before the day of the meeting and mark parts to be read or acted upon at meeting.
  - 1. Give leaders and officers the parts of the monthly letter written for them.
  - 2. At meeting discuss or read "Homemaking Hints" and present other parts previously marked. Do not read all of letter. If it can be arranged it is better to ask a member to present the Homemaking Hints.
  - 3. After meeting, turn monthly letter over to secretary to be kept for club.
- H. Study the Standard of Achievement, have club decide whether or not they will try to reach the Standard. If they vote to do so, keep the matter before them so they will meet the requirements. Even if the club decides not to work for the certificate granted to those that reach the Standard, doing as much of the work as possible will make a better club year.
- I. Express appreciation of the efforts and accomplishments of officers and leaders, help them plan and encourage them in their work.

#### **Vice-President**

The vice-president's duties are to:

- A. Function in case of absence of president, and assume all of her duties in case illness or some other reason prevents her from continuing as president. If it happens that the vice-president must become the president, be sure to notify the Agricultural Extension Service, Columbia, so the letter can be sent to her, and your county agent so notices of project meetings will be sent to the right place.
- B. Serve as a membership chairman, inviting newcomers and neighbors

who are not members to join the club or arranging for them to be invited and brought by other club members. If the club is too large and there is need for another club to take care of those who would like to belong and cannot, the vice-president can help organize a new club.

- C. The vice-president may also take the responsibility for seeing that play materials are provided and someone selected to take care of children brought to meetings. She may also be asked to serve as chairman of the program planning committee.

#### **Secretary**

The secretary's duties are to:

- A. Send names of officers on enrollment blanks furnished club to the county home demonstration agent or, if there is none, agricultural agent, and to the Agricultural Extension Service, Columbia, Missouri, before December 1 of each year. These blanks are sent with the November letter.

When sending in organization blanks, news items, requests for loan envelopes, etc. use woman's husband's name or initials if he is living rather than the woman's first name.

- B. Write in record book the names of officers and other information requested on "Organization", "Program of Work", and "Calendar of Work."
- C. Keep attendance and enter minutes of meeting. Refer to information in Record Book for help in writing minutes. As a rule it is better to write the minutes at the meeting.
- D. Order loan envelopes desired two weeks in advance of the meeting, giving 1st, 2d, and 3d choice, and name and address of the leader to whom they should be sent. After the meeting, check up with the leader on the contents of the envelope and return it.
- E. Make up annual reports on blank sent in October and send to county home demonstration agent or, if there is none, to the county agricultural agent.
- F. Fill out blank required for the Standard of Achievement report.
- G. Keep monthly news letter and other important club letters and materials.
- H. Carry on any necessary club correspondence.
- I. In case the club has no treasurer, serve as treasurer if money is collected or earned for any purpose desired by club. It is possible to conduct club work without dues but most clubs need a little money for paper and stamps for the reporter and secretary, for any song books or pamphlets the club wants, or for covers for club programs. This can be obtained by assessing each member 5 or 10 cents.

**Child Development Chairman**

“Civilization marches forward on the feet of little children.”

Child development chairman should do as many of the following as are needed and possible each year:

- A. Make a census of all children in club territory and in adjacent territories if women there do not belong to women's club. Include all children up to 20 who are living at home. Get names and addresses of parents, names and ages of children. This census may be used for child health clinics, 4-H club work, recreation for young people and for reaching mothers with new information on child care. Keep this list yourself for use in your own club work and at the end of your term of service, pass it on to the next child development chairman.
- B. Send names of expectant mothers to the Child Hygiene Division, State Board of Health, Jefferson City, Missouri, or get women to send their own names, giving month the baby is expected. (Mothers letters and a bulletin will then be sent which will help others to have healthier babies).
- C. Secure a complete set of circulars and mimeographed material on child care and training. They can be obtained from the Agricultural Extension Service, Columbia, Missouri, and the Child Hygiene Division, State Board of Health, Jefferson City, Missouri. Show these at club meetings and loan to mothers.
- D. Be sure that every mother with an infant has a copy of “Infant Care”—(State Board of Health), and that every mother with a pre-school child has a copy of “Developing Healthy Children” suited to the age of child, (Agricultural Extension Service, Columbia, Missouri).
  1. Developing Healthy Children 1 to 8 months.
  2. Developing Healthy Children 8 to 12 months.
  3. Developing Healthy Children 1 to 2 years
  4. Developing Healthy Children 2 to 5 years.
- E. Inform yourself and mothers on the value of regular schedules, early weaning, sunbaths, cod liver oil, milk, oranges, or tomatoes, whole grain cereals, fruits and vegetables.
- F. Do everything possible to put over 4-H club work in your neighborhood and cooperate with 4-H club leader.
- G. Unless your school is first-class or there is a Parent-Teachers' Association to work on the problem, stimulate club to do something for the health of children during the hours they are in school. Check up on what needs doing by getting sanitary code for school building (State Board of Health, Jefferson City, Missouri).
- H. Arrange for child to have a hot dish with school lunch. Stimulate

interest in better cold school lunches, and in providing information, food or medical care necessary in improving conditions of mal-nourished children. Get information on lunches from Agricultural Extension Service, Columbia, Missouri.

- I. If you have any crippled children in your neighborhood under 15 years of age whom medical attention or an operation would help, talk to the parent about the free state care and free railway transportation which can be obtained, so the child can be entered in a hospital at Kansas City, St. Louis, or Columbia. For further information, write to the Noyes Hospital, Columbia, Missouri.
- J. See that opportunities are provided for young folks. Stimulate their interest in doing something worth while for the community, in study or handicraft opportunities, in reading, in clubs, informal good times, community singing, orchestras, dramatics, athletics or other activities that will bring older boys and girls together in a wholesome way and keep them busy, happy and growing. Some communities have made community playgrounds, including croquet grounds, tennis courts, basket ball grounds, etc., equipped with proper equipment, have planned socials or some other sort of entertainment at regular intervals.
- K. If there is a clinic for eyes, teeth or physical examination, or for immunization against smallpox or diphtheria interest mothers to arrange to have children from your neighborhood taken. Assist in any way possible.
- L. Check up on specific duties required of child development chairman each year in the Standard of Achievement and do what is necessary to help your club reach the Standard.

#### **Game and Song Leader**

Game and song leader should:

- A. Arrange for game, stunt or song at each meeting. Suggestions will be sent leaders, but they will get many good ideas for successful games, stunts and songs from club members or friends and find others in magazines and papers.
- B. Encourage women to learn new songs and sing from memory old ones. Find women who can sing alto or tenor and stimulate part or harmony singing.
- C. Assist child development chairman with arrangements for good times for young people.
- D. Encourage good times for families in the neighborhood. Take responsibility for programs, games or singing at community gatherings.
- E. Be responsible for or assist with club stunt, play or song at county or community achievement day or picnic. Information on leading

games and singing will be sent newly elected game and songleaders when the enrollment is sent to the Agricultural Extension Service.

- F. Do the specific things required each year in order for club to meet the Standard of Achievement.



Fig. 3.—Home economics extension club reporters of Pettis county receiving training at a county meeting.

### Reporters

Reporters are expected to

- A. Put notice of meetings in paper.
- B. Send stories of accomplishments, unusual events and activities of club to the papers received by the majority of people in your community and stories of outstanding achievements, work or events to one of the papers or magazines with a statewide circulation.
- C. Collect all clippings and give to secretary to paste in record books.
- D. Detailed instructions to help reporters will be sent the news reporters each year when the club enrolls.

### The Parliamentarian

The parliamentarian is expected to:

- A. Study parliamentary procedure so she is somewhat of an authority on how to conduct meetings and elections.

- B. Assist president with conduct of meetings and elections by settling all questions of procedure referred to her.
- C. Improve parliamentary practice of club members by calling attention at least once during the year to the value of using accepted methods and reviewing members in correct procedure of making and amending motions.

### PARLIAMENTARY RULES

1. Always rise when making a motion.
2. Always address the chair or presiding officer by saying, "Madam President, or Madam Chairman". The president then says, "Mrs. Mitchell" or whoever is addressing the chair. A member may not make a motion until recognized by the president. If the meeting is a county one, before stating your motion, give your name and club; if it is a state meeting, your name and county.
3. State your motion as follows: "I move that" and so forth, but do not discuss it until it has been seconded.
4. Motions must be seconded or they will be lost, and they cannot be discussed until after they have been seconded. 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. If the president is not certain that the members have said all they wish on the question, or if the discussion is getting tiresome, it is customary for her to say, "Are you ready for the question"? If no one rises for further discussion the vote is taken.
7. If there is a motion before the club, no motion on another matter can be considered until the first motion is disposed of, except: a motion to adjourn or fix the time of adjournment; a motion relating to the rights and privileges of members such as doing something about noise and disorder or moving to a more comfortable, cooler or warmer place; and a motion to proceed to the orders of the day, or in other words the questions that have been assigned to definite times for consideration. Secondary motions relating to the same question as, for instance, a motion to amend, to lay on the table, to postpone discussion either indefinitely or until a given time, to refer to a committee or the previous question which calls for a vote on the original question may, of course, be made.
8. If a motion is amended, the amendment must be voted upon first and then the main question as amended.

### How to Amend a Motion

1. Move to amend by striking out word, words, or sentence.
2. Move to amend by inserting or adding words.
3. Move to amend by striking out certain words or sentences and inserting others.
4. Move to substitute a paragraph (which may be the entire motion) for the one which is being considered. The substitute motion must relate to the question covered by the original motion.

In addition to the aforesaid methods of amendment an incidental motion may be made to divide the question. This is useful when there are two or more distinct propositions involved in the motion, so that one may be carried out, and one lost, if desired by the majority.

### There Are Four 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" or "nays". Acclamation is used for ordinary motions, standing or raising of the hand when the vote is so close it is difficult to be sure of the result, the ballot when secrecy is desired because the matter in hand may create ill will or embarrassment.

The chairman has a right to vote whenever her vote will affect the result. When there is a tie, the motion fails unless the chairman votes for the motion when it passes.

### A Few Additional Suggestions on Parliamentary Procedure

If majority of group do not seem to be in favor of a motion, but a minority keep on talking about it, there are three ways to handle the matter:

*First*, someone may move that the question be laid on the table. A question laid on the table is killed unless at the next meeting someone makes a motion that is passed to remove the question so-and-so from the table. When this happens, of course the question is before the house again for action.

*Second*, someone may move that the discussion of the question be postponed until the next meeting, in case she feels that more favorable action can be secured at the next meeting; or it may be postponed indefinitely if the motion is made by someone who feels that there is no chance for the motion or who is not in favor of it.

*Third*, someone may make the motion that the club adjourn and if passed, of course discussion ceases on the question and it is automatically killed. It may, however, be brought up again at the next meeting.

If it is desirable to get more information or to get more definite plans made before voting, someone may vote to refer the matter to a committee that will get the information or make the plans.

If a question has been voted upon, but someone feels that an action has been taken that the club as a whole does not favor, or that it was so hurriedly discussed that all of the facts were not brought out, a member may make a motion to have the question reconsidered. If this motion passes, it is just as though the previous voting of the question had not taken place. It is discussed again, voted upon again, and the final vote determines the action on the question.

If a discussion on a question gets tiresome, the president may cut short the discussion by saying "Are you ready for the question", or a member may say, "I move the previous question" which if passed means that the vote must be taken at once.

### **Election of Officers**

Methods of conducting elections differ and are usually determined by the constitution and by-laws. If there is a constitution that specifies how the election is to be conducted, the president is obliged to use this method. If there is not, the president having reached the business of electing officers, may announce this fact and ask, "How shall the officers be chosen?" and the matter is then decided by motion.

### **How Officers May Be Nominated**

#### 1. Nomination by ballot:

Slips of paper are distributed and each person present writes the name of her choice for the office in question just as in a regular election by ballot. Before the ballots are counted, a motion should be passed specifying that the two (or three) persons receiving the highest number of votes shall be nominated, and they become the candidates. Votes for any others cannot be counted in the election which follows nomination by informal ballot. Do not confuse a nomination by ballot with an election by ballot. The one merely selects candidates; the other elects one of these candidates to office. This method is the most time-consuming one but is very fair.

#### 2. By nomination from the floor:

A member rises and says, "I nominate Mrs. Blank for president". Nominations do not require a second. All members nominated are voted upon, and in the order in which they were nominated.

#### 3. By nominating committee:

This is the quickest and often the most satisfactory method. It is not a desirable method when there are factions in a club as it makes it more possible for the faction in office to continue its power by having those friendly to its policies elected.

The president appoints the nominating committee, consisting of 4 to 6 members, at the regular meeting just previous to the election meeting. She should make an effort to appoint on this committee women representing the different elements, interests, or localities in the club and not just those favorable to her and her friends. A woman who cannot accept an office should withdraw her name as soon as she is nominated.

#### **How to Elect After Nominations Have Been Made**

1. By acclamation or by voice:  
Cannot be used if election is close.
2. By standing or by raising hands:  
In both the above methods, the person nominated first is voted upon first and so on down the list, the person nominated last being voted on last.
3. By ballot:  
Preferred whenever there are two or more candidates for an office.
4. By voting to instruct the secretary to cast the vote for the club:  
This method is used when only one person is nominated for an office, when a nominating committee only returns one ticket and no additional nominations are made from the floor. Methods (1) and (2) are not desirable because it usually happens that the first person voted upon is elected.

#### **The Reading Chairman**

The Reading Chairman is expected to stimulate reading among members of her club. She may do this:

1. By having book reviews at club meetings.
2. By having a magazine exchange.
3. By having a book exchange.
4. By getting a list of books for review by homemakers' clubs from the Missouri Library Commission, Jefferson City, Missouri, showing it to club women who want to read, having them select the books they wish to read and sending for them. As many as five may be borrowed at one time to be kept one month with the privilege of renewing for another month.
5. By getting a loan library from the Missouri Library Commission, which will contain 50 volumes of interest to men, women, and children and which may be kept three months.

Before books can be borrowed from the Missouri Library Commission, a card must be obtained and signed as directed. Postage, express or freight must be paid by the borrower both ways. When a few books are borrowed they are sent by postage, which costs on state owned books only three cents for the first pound and one

cent for each additional pound. A book usually weighs a pound. Stamps or money are not sent in advance, but the value of stamps used in sending must be enclosed as stamps when the books are returned. The "Loan Libraries" are sent by freight or express in a wooden box. An estimate of the cost can be obtained by finding the cost of shipping 75 pounds from Jefferson City to your town.

**Book Reviews.**—Clubs interested in suggestions for reviewing books may send for the loan envelope on "Book Reviews". This material will not contain book reviews, but only suggestions as to how to review books. Books may be borrowed from the Missouri Library Commission to review.

**Magazine Exchanges.**—In handling the magazine exchange each woman who can, takes to the club meetings her own magazines as promptly as the family has finished reading them. She takes home some magazines which she is interested in reading, returns them the next time with new ones she has received during the month and again takes home some she has not read.

**Book Exchanges.**—Some chairmen have been gathering up the good books owned by the various families and handling them as a library, or in some instances each woman brings the book which she owns and likes best to the club meeting and every woman goes home with a different book which she brings to the next meeting to exchange, and so on.

### SUGGESTED PLAN FOR MEETINGS

- a. Meeting called to order by president or chairman who rises, raps to get attention if it is necessary, and says, "The meeting will now please come to order".
- b. Prayer, group singing, or any other exercises which the club desires.
- c. Reading of the minutes of last meeting by the secretary. After the reading of the minutes, the chairman says, "You have heard the reading of the minutes. Are there any corrections or additions?" "If not, they will stand approved as read." 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.
- d. Reports of treasurer, child development chairman, project leaders or chairmen of special committees. After the reading of such reports, the president usually says "You have heard the report of -----, what is your wish in the matter?" A member should then say, "I move that the report be accepted or adopted". This motion should be seconded, discussed or amended if desired, and voted

- upon. It is usual for the Chairman of a committee to move the adoption of a report immediately after reading it. Often the chairman or the project leaders may only tell what has been done or make announcements in which case there is usually no occasion for a vote.
- e. Unfinished business. This may include the taking up of plans that were not completed at the previous meeting, reports of committees that have secured information, motions that were laid on the table until this meeting, or discussions that were postponed until this meeting.
  - f. New business, or matters that have not previously come before the club. This may include special plans of club for community, club, or project work, communications from agents, or items from news letters that require action.
  - g. Discussion of homemaking hints from monthly letter sent by the Agricultural Extension Service.
  - h. Special Program.
    1. Roll call
    2. Talk or demonstration on subject for discussion. It is a good plan to have the talk or demonstration followed by a discussion by club members of the points brought out and their use in their homes.
  - i. Announcement by president of the next month's program, of subject for discussion and roll call, and other matters that need to be brought to the attention of the members.
  - j. Report of practices adopted since last meeting. These may be reported orally, written down and handed to secretary or project leader, or secured through talking to members after the meeting.
  - k. Game, stunt or song under direction of game and song leader.

#### **SOME SUGGESTIONS TO THE CLUB PRESIDENT FOR MAKING THE CLUB YEAR SUCCESSFUL**

1. Make definite plans for work of year. Appoint program planning committee in December to bring the program for the following year for discussion and adoption in January. Decide early in the year what you will do for children, for your community, and what you want to do or learn that will improve your homemaking. Set goals.
2. Remember that women belong to our clubs for varying reasons, so plan a well-rounded program to give each something which she wants to get from club work. Some come to get definite help with homemaking problems, others to learn something which will give them inspiration and better standards for their homemaking job, others to learn something new which will help

them grow in appreciation or give them something interesting to think about. Worth while, varied and interesting programs are, therefore, an important part of club work. Some come for sociability, so do not have such a full program that there is not time for visiting. Some come because it gives them an opportunity to serve others by canning, sewing, or doing other work for unfortunate or afflicted folks, or to help out neighbors. Others like to belong, because they feel that the club is part of a big organization with a program of community service that is accomplishing worth while things, so that clubs should be on the alert to do whatever needs doing that no other organization is undertaking.

3. Don't get the postponement habit. Hold the meeting if at all possible.
4. Start meeting on time. A late start means a later one at the next meeting while if you start on time, members will make a more determined effort to get there on time at the next meeting.
5. Make definite plans for every club meeting and write down the order of the program and business to be considered. To have the program "go off" as planned, remind leaders at the previous meeting of the contribution they are to make at the next meeting and two or three days before the meeting call up the leaders, chairmen and others who are to make a contribution, tell them of some of the plans for the meeting or how much you are looking forward to it and incidentally find out if they will be there and prepared. It is usually necessary to follow up committee work by contacting chairmen well in advance and making sure the committee is meeting, planning, and will be ready to report. Announce subject of roll call at previous meeting.
6. When presiding, be an aggressive not a timid chairman. You have been elected president to lead your club, so do it. When you call the meeting to order, raise your voice, pound on the table or clap your hands to get attention and announce "The meeting will please come to order" and wait until everyone has stopped talking before you begin. Push through the meeting in a snappy, businesslike way. Remind the group it is a great waste of time for everybody, and discourteous to the speakers, if members talk and do not pay attention to the business of the day. See that you and every member speaks in a loud enough voice for all to hear. Cut short lengthy discussions with such questions as "Do you want to make a motion to that effect?" "Do you want to amend the motion?", or "Do you want to make a motion to refer that to a committee?" When you notice the first woman begin

talking to her neighbor say "Mrs. -----, what do you think about this?" or "Won't you give us the benefit of your ideas on this subject'.

Let the group discuss the motion only until you feel all of the ideas have been expressed, then say "Unless someone has a new idea on this subject, perhaps we are ready to vote; are you ready for the question?" After waiting a second, put the motion and take the vote. Long continued discussion wearies the members and they become restless and tired. If members won't talk, call on a few who are probably in favor of the motion and some who are opposed to it to express their ideas.

7. Try to have every member feel the responsibility of making the club succeed, by giving each one a chance to contribute, to feel needed and important. It is better to have the work done less well, and in case reminding and helping the less interested or capable person does not get the job done, to appoint a substitute, than not to have given each a part. If possible, give each the kind of work in which she is interested or which she can do easily and with most satisfaction to herself. If there are members who are inclined to be critical or disinterested, try giving them some important responsibility as sending them as delegates to meetings, making them chairmen of committees to plan the program or carry out work and then don't fail to publicly praise their work. If every year each member has one or more chances to feel important because she has said or done something that has made the rest of you notice her, she will continue to think the club a fine one.
8. Do not attempt any club plan or work or make any decisions unless the majority of the club members have voted for it. Have them realize that you are merely the leader they have elected to help them do things as they want them done. Prof. E. L. Morgan of the Rural Sociology Department of the University of Missouri says—"A community can go no farther or faster than the majority of the people both think and believe". No matter how greatly needed or worth while a piece of work is, it will not be accomplished unless most of you club women really believe it is worth doing. Always let the club discuss plans all they wish, and vote that they want to undertake them. Have leaders and chairmen of committees elected, whenever possible. Thus they feel the whole group is behind them and will feel more responsibility for doing the work than if you as President had merely asked them to do it.

9. Discourage gossiping at club meetings. Gossiping is invariably destructive in character and will result in losing desirable members from your club and in creating ill will in the community.
10. Create an appreciative attitude for all work done by others. Those who take part on the program, chairmen of committees, leaders and officers need and deserve the encouragement that comes from spoken words of appreciation.

### **MEASURING SUCCESS OF CLUB YEAR**

You have had a successful year if the following has resulted:

1. Something definite learned and accomplished to help woman do their job of homemaking more easily or successfully, to help develop a finer generation of boys and girls and to make your community a better place in which to live.
2. Continued or increased interest in and enthusiasm for home economics extension club work.
3. Influence and benefits of club work spread to others not now members of club. This is accomplished by making a special point of inviting neighbors, and friends to all of the project meetings, by neighbors passing on information and other help learned at club meetings to neighbors and friends not attending, and by getting new members into clubs or organizing new clubs in other neighborhoods.
4. Development of women, which comes from giving each something to do on the program or as leader or officer.

### **PROGRAM FOR THE MISSOURI FARM HOME**

(Prepared by a committee of rural women at the request of F. B. Mumford, Dean of the Missouri College of Agriculture).

Appreciating the fact that children are the greatest asset of the farm and, realizing the responsibility of the home, the committee believes that the first item on a program for the Missouri home should be:

- I. To strive to have each Missouri farm child reach his best physical mental and spiritual development.

In order to achieve this we recommend that:

- a. Parents secure all training possible for this most important job by means of study groups, speakers on special phases of child rearing, and through a wider use of agencies disseminating information and help on child care and training.
- b. Communities to secure educational opportunities for the farm child equal to those enjoyed by town children.
- c. Homes and communities provide facilities for recreation, music, reading, participation in 4-H club work and other

social and educational opportunities that will contribute to the all round development of the boy or girl.

- d. Communities maintain conveniently located churches and Sunday schools.

Because it is believed that the Nation will profit most by keeping on the farm, families of intelligence and high standards, your committee believes that the second item in the program for the farm home should be:

- II. To help farm families get the most happiness and satisfaction possible from life in the open country.

Some of the methods your committee suggests for doing this are:

- a. To educate farm families in the dignity and value to the Nation of agriculture and farm homemaking.
- b. To stimulate desire and ambition, and give training and information that will help the farm woman secure many of the satisfactions of life, such as becoming clothes, attractive homes and good food even when little money is available.
- c. To educate farm men and women in the importance of saving power, by making the farm home at least as mechanically convenient as the farm that supports it, and by introducing time and fatigue saving methods of housekeeping.
- d. To provide through organizations, opportunities for more social contacts, good times, community service, music, lectures and reading facilities that will enable farm families to lead richer, fuller lives and recreate their spirits.

Since vigorous personal health and a well family are such an important factor in a farmer's success, your committee suggests that the third item in a program for the farm home should be:

- III. To secure a high health standard for every farm family.

The committee believes that to secure a high health standard more information and wider use of the following are needed.

- a. Foods and meals promoting best health and development.
- b. Sanitation of the home and schools with emphasis upon safe water and disposal of waste.
- c. Approved health habits.
- d. Regular physical examination particularly for children and expectant mothers.
- e. Prevention of the spread of disease and proper care of the sick.

### **PLANNING THE CLUB MEETINGS**

To have a good club year, plan your program a year in advance. Clubs in counties with home demonstration agents will have project work with subject-matter either presented by the agent or by leaders whom she has trained, at most of the club meetings, except in the

summer time when the agent is helping 4-H club members. In every case, however, a program committee should be appointed by the president or elected by the group to decide upon dates, places of meeting, roll calls for all meetings and a subject for each meeting that is not a project meeting. One subject for discussion is usually enough if there is a roll call and a game or song, because time must be left to discuss the homemaking hints from the monthly letter, attend to club business and visit with club members. In order to give the vice-president an interest in the meetings she might be selected as chairman of the program committee with two or four other women as members. The president meets with the committee.

Before meeting it is often wise to have the president ask the club members if they have any instructions or suggestions for the committee as to subjects of roll call, subjects for discussion or demonstration, or for speakers. Sometimes the roll call for the meeting just before the committee meets is on the subject "A Subject that I Would Like to Have Discussed on our Club Program This Year".

As a further preparation for the committee's work, it is well for the members of the committee to borrow the Manual from the president and look through it for suggestions and also to look through magazines to see if they contain articles the club would like to discuss or suggestions for programs to use. Help will only be furnished by the Agricultural Extension Service on the subjects listed in the Manual.

After making out the program, a member of the committee should interview every person who is assigned to lead a discussion on the program and secure her consent, before the program is submitted to the club for approval. In assigning subjects to members, be sure the member is interested in the subject or has some skill or knowledge of it. All clubs contain some women who could not review the material sent in a loan envelope or even a magazine article or bulletin and report on it without great difficulty, but who are able to show the club how they do something which the members will want to hear about because they do it better than the rest of the members. Try to find such things and put these women on the program, promising them that they can handle the subject as informally as they wish and without making a set speech. No doubt, you will find that such meetings are the most interesting ones you will have. As a rule try not to put officers on the program to lead discussions, since they already have an important place in the year's club work.

After the program is finished, the leaders have consented to handle the program, and the club has moved to adopt the program as prepared by the program planning committee, the committee can make a great contribution to the work of the year by meeting again and preparing a copy of the program for each member. If there is a high school in the

neighborhood that teaches typing, it is often possible to have the programs typed at school if the paper is bought by the club. Some county agents can arrange to have blanks prepared with the following words mimeographed—"Date, place, roll call, subject, leader" which the committee can use, writing in ink the time, place, subjects and names of the women who will lead the subjects. The committee can then tie these into covers made of heavy or tough paper or cardboard. Last year one club found a tough wall paper having an attractive design which they used for the cover of their book.

### **Some Helps in Deciding Upon Subjects**

1. Choose subjects for most of the programs that will be most helpful in meeting the every day problems the women are facing in their homes or communities this year. Include some other subjects, however, that will add zest or enrichment to living, and encourage interest in affairs outside of the home, such as art or music programs, current events, nature study, book reviews, etc.

2. Perhaps as good and easy an approach to program planning as any is to think of the work women are doing each month, the problems they are meeting and the special weeks, holidays or other events occurring. In January, for instance, comes Thrift Week, so programs in relation to thrift, economy, planning expenditures, or account keeping are in order. Women are sewing, canning meat, having more time for reading and home amusements, perhaps restocking household linens at the white goods sales, and these may suggest possible subjects. Preparation of the foods that are available in a given month may be a good subject for some club meetings either to help in securing greater variety in the use of such foods as eggs, milk, canned products, common vegetables or fruits or to learn to prepare unfamiliar foods or dishes as for instance, new vegetables, cream cheese or different desserts; or to improve the quality of products as jelly, preserves, pickles, candy, etc.

Some of the nationally observed weeks and days occurring in the various months are: January—Thrift Week; April—Better Homes Week, Arbor Day, Bird Day; May—Music Week, Child Health Day, Mother's Day; June—Flag Day; September—Fire Prevention Week; October—Missouri Day; November—Book Week, Armistice Day.

3. Another suggestion for planning club programs is to think of those persons in your club, community or county who are enthusiastic, skilled or trained in some subject. In addition to using members who may know how to make better frosting, angel food cake, cheese, or some other dish better than the rest of you; who can grow roses, celery, house plants well; who can crochet, smock, make tailored pockets or some other article of dress; make better soap; can more successfully raise better chickens. There may be some person in your neighborhood or in a

nearby town who has had nurse's training, musical or art education, training for a beauty shop operator, or one who is accustomed to giving book reviews, talking on current events or who has studied an interesting subject in College, who will make a real contribution to your program. Perhaps your county agricultural agent can give you a talk on poultry, garden pests, growing vegetables or fruit, the county superintendent one on some phase of education; a doctor on some health subject; a legislator or congressman on some recent legislation.

4. Another factor you must consider in planning your program, if your club wishes to reach the Standard of Achievement, is whether there are any subjects that might be included that will help you reach the Standard.

### **Making Club Programs Interesting**

The most interesting and successful club programs are those that give the women something to see as well as to hear. We are all eye-minded and learn more readily and surely if we are shown. In planning for meetings, then, try to have as often as possible either a demonstration of how to do the things being discussed, or, when this is not possible, an exhibit. Exhibits of aprons, renovated garments, collars, underwear, cold school lunches, sandwiches, new dishes made from common foods, Christmas cookies, toys or gifts, etc. will add interest to the discussions on such subjects.

Having the women participate in some way also adds to the interest in the meeting. Having each woman arrange a bouquet following a demonstration by the leader; having them make the buttonhole, overall patch or pockets demonstrated; having them choose the article they like and cut off the patterns; having them judge texture and flavor of the bread, cake, pickles, jelly, preserves or candy brought by each member and enter into a discussion of the factors involved which make it best; having them work out canning budgets, are examples of meetings in which the women participate.

Another point that makes a program interesting is that it has provoked discussion. If the subject is one of immediate interest to women, one that concerns them deeply or one out of which something constructive will grow or be accomplished, women are more apt to enter into the discussion. Such subjects as the following are suggestive: "Can we Reduce the Number of Cases of Contagious Diseases in our Neighborhood", "Should Children Go to Movies"; "Shall We Have a Hot School Lunch"; "Does it Pay to Produce as Much as Possible of the Food We Eat, to Keep Accounts, or to Make Bread, Men's Shirts, etc." "What is the Best Way of Washing, of Taking Care of Milk Utensils, of Feeding Baby Chicks, etc."

### USE OF LOAN ENVELOPES

Loan envelopes are collections of circulars, magazine articles, booklets, or material copied from books on the subject. The material is not organized for presentation. The woman in charge of the club program should get the envelope well in advance of the meeting so that she will have time to read the material carefully and decide what parts of it to bring before her club. It may be easier for her to read all of the material at once so she will have in mind all of the ideas available on the subject, and then after deciding which ideas she thinks would interest her club because they are new, different or practical, to read the material again and make notes of what she wants to say, read or show the women.

She will use the loan envelope material most effectively if she tells her club those things which she has read which interested her or seemed worth while. If she can try out some of the practical ideas or recipes herself and take the finished product to the meeting or, better still, show the women how to do it at the meeting, the women will be more interested.

Always the woman who is to present the subject should be watching for articles in farm papers, women's magazines or newspapers, and should use the loan envelope to add information she has gained from her own experience and reading.

### SECURING LOAN ENVELOPES

Secretaries are expected to send to the Agricultural Extension Service, Columbia, Missouri, for each loan envelope two weeks before the meeting. Since loan envelopes are sent as franked second class mail, they are not handled so promptly as is first class mail, and so must be ordered well in advance of the meeting. The secretary should ask (each month) to have the envelope mailed directly to the woman in charge of the program, giving her name and address, the name of the club, and the date of the meeting at which it will be used. Only one may be ordered at a time. The secretary should give three choices so that in case envelopes are not available on the desired subject, one will be sent. Envelopes should be returned immediately after the meeting. An addressed envelope which does not require a stamp is enclosed so the material can be returned at once without inconvenience.

#### Loan Envelopes on Clothing

1. Aprons
2. Becoming colors
3. Bias tape including short cuts in sewing
4. Buying and caring for stockings
5. Care of clothing—in and out of season
6. Care of sewing machine and use of machine attachments (Can be given by representative of sewing machine company).
7. Choice and care of shoes for women and children
8. Darning and patching.

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|--|---|
| 9. Dry cleaning at home  | 15. Relining a coat   |
| 10. Dyeing, including plain and fancy dyeing as tie dyeing   | 16. Selecting lines and materials becoming to the individual      |
| 11. Fitting problems, setting in sleeves and finishing hems  | 17. Shrinking and pressing wool material and wool finishes        |
| 12. How to identify fabrics  | 18. Underwear and corsets for women and girls                     |
| 13. Making smocking, decorative stitches, tailored pockets, button-holes and cord for button loops | 19. Use of flour and sugar sacks                                  |
| 14. Quilts   | 20. What to look for in judging dresses —ready made and home made |

### Clothing Program Suggestions

Have a style show of wash dresses for house or afternoon wear the cost to be limited to \$1.00, \$1.25, \$1.50, or to a definite cost per yard.

Every member try a new color this year, either in a dress, collar or hat that the other club members have decided may be becoming to her, but which she has not worn before because she thought it was too light or too bright for her.

Have a style show of renovated garments.

Have a round table discussion of the season's styles with each woman bringing a picture of a garment showing practical attractive style features for new or renovated garments.

Have a contest to see who can identify the greatest number of different kinds of fabrics. These can be contributed by members and secured as samples from stores.

Have a buttonhole-making, darning, or patching contest.

Study the different brands of articles, such as stockings by having interested club members buy one pair each of several brands, mark them with colored thread, and wear them in turn so that each has equal wear.

Have a style show of costumes of different periods and compare the lines, healthfulness, and materials.

Have an exhibit of old fashioned fancy work, lace, quilts, etc.

Have an exhibit of articles made from flour, sugar, or feed sacks.

Have an apron style show, each woman to wear the apron she finds most satisfactory and bring the pattern, paper and scissors so she can "cut off" the pattern in which she is most interested.

Exchange patterns for fancy work, children's clothes, collars, underwear, etc. Buy cooperatively a few patterns that will be of general use.

Style show of renovated garments, each woman to tell how she made over the garment and what is cost.

Clothing clinic. Each woman to bring and put on a dress that she feels is not "right" and receive criticism and suggestions from the club members. Pin fittings can be made, collars cut, and minor alterations made at the meeting.

### Loan Envelopes on Food and Nutrition

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|---|---|
| 21. Apple dishes  | 50. Herb gardens  |
| 22. Beverages—Tea, coffee, cocoa  | 51. Honey and sorghum cookery   |
| 23. Buying canned goods   | 52. How foods are judged at fairs   |
| 24. Buying, cooking and serving cereals   | 53. Jelly and preserve-making   |
| 25. Buying the food for the family  | 54. Labor saving dishes   |
| 26. Cake making and frostings   | 55. Making bread and rolls  |
| 27. Candy making  | 56. Making butter, cottage cheese, and cheddar cheese                                 |
| 28. Canning chicken and meat, curing meat   | 57. Making pickles  |
| 29. Canning fruits and vegetables   | 58. Master or pattern recipes   |
| 30. Community dinners   | 59. Meals for busy days and emergencies   |
| 31. Company meals from home grown products  | 60. Meals of high nutritive value at low cost, with ways of serving them attractively |
| 32. Cookies   | 61. Milk—Its care and use   |
| 33. Cooking old and new vegetables  | 62. Packing the school lunch  |
| 34. Diet for good teeth and bone formation; for the pregnant mother, the nursing mother and her baby            | 63. Pie crusts and fillings   |
| 35. Digestive system  | 64. Planning for the family food supply   |
| 36. Dishes famous in different parts of the United States, in Colonial days, and some romances of common foods. | 65. Points in planning meals  |
| 37. Dishes from canned meat   | 66. Pressure cooker recipes   |
| 38. Egg and milk dishes   | 67. Quick breads with variations  |
| 39. Fancy breads and sandwiches   | 68. Relation of food to health  |
| 40. Feeding the pre-school and the school child   | 69. Salads  |
| 41. Feeding the sick  | 70. Simple desserts   |
| 42. Feeding threshers   | 71. Table manners   |
| 43. Food and its relation to under and over weight  | 72. Table setting and service   |
| 44. Food in the summer time   | 73. Variety in ways of using canned fruits and vegetables                             |
| 45. Foreign cookery   | 74. Ways of cooking beef, pork, and rabbit  |
| 46. Frozen desserts   | 75. What to do when a child won't eat   |
| 47. Fruit dishes  | 76. What to serve at club meetings and parties  |
| 48. Growing the family vegetables   | 77. What we should know about vitamins  |
| 49. Growing the family fruit supply   | 78. Winter storage of vegetables  |

### Food and Nutrition Program Suggestions

Bring bread, jellies, preserves, pickles or cakes to meetings at different times to learn to judge good texture and flavor and how these are secured.

Have an exhibit of new or unusual kinds of cakes, salads, meats, desserts, vegetable dishes, or of dishes made of food that farm people have in abundance but can't sell.

Take heights of women at meetings. Weigh them there, if possible, or have them weigh themselves previously, and figure per cent each woman is over or under weight.

Study buying of food by having each woman bring a can or package of food agreed upon as peas, salmon, extract, cereal, etc. and comparing weight of contents, price, flavor, texture, etc.

### Loan Envelopes on Home Management

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|---|---|
| 79. Avoiding home accidents                             | 95. Leisure time—How to get and use it  |
| 80. Beds and bed-making                                 | 96. Lighting the home for convenience and comfort   |
| 81. Buying blankets, sheets and towels                  | 97. Managing time instead of letting it manage you  |
| 82. Buying cooking utensils and small kitchen equipment | 98. Selection and care of floor coverings for the kitchen   |
| 83. Care of food in hot weather                         | 99. Sewage disposal including sanitary toilets  |
| 84. Care of oil stove burners and cleaning metals       | 100. Simplifying the summer house-work  |
| 85. Closets and storage arrangements                    | 101. Soap making  |
| 86. Color and finish of walls and woodwork in kitchen   | 102. Use of electricity in the home (suggested for neighborhoods in which high power lines are being run) |
| 87. Correct heights of working surfaces                 | 103. Using the body efficiently   |
| 88. Efficient methods of washing and ironing            | 104. What the homemaker can do to reduce the number of destructive fires.                                 |
| 89. Family budgets and account keeping                  |   |
| 90. Farm house plans                                    |   |
| 91. Fly control   |   |
| 92. Housecleaning methods                               |   |
| 93. Household pests                                     |   |
| 94. How to get water in the house                       |   |

### Home Management Program Suggestions

Make a comparative test of time it takes to beat eggs with different types of egg beaters.

Have an exhibit of "white elephant" kitchen equipment.

Debate on whether water or radio should be installed first in the home.

Compare weight and cost of cleaning supplies ordinarily bought.

Plan meeting in home in which woman has improved her kitchen or have demonstrations of good types of equipment to buy.

Demonstrate how to use some labor saving device such as self-wringing mop, cake mixer, pressure cooker, new type egg beater, etc.

### Loan Envelopes on More Attractive Homes

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| 105. Arrangement of furniture                          | 117. How to refinish furniture                      |
| 106. Care of house plants                              | 118. Insects injurious to flowers                   |
| 107. Care of lawns                                     | 119. Lamp shades                                    |
| 108. Children's bedrooms                               | 120. Lawns  |
| 109. Choosing a color scheme for a room                | 121. Making baskets from bought and native material |
| 110. Curtains, drapes, and window shades               | 122. Making home grounds attractive                 |
| 111. Fall work in the yard, including storage of bulbs | 123. Outdoor living rooms and porches               |
| 112. Floors and floor coverings                        | 124. Paints, shellacs and varnishes                 |
| 113. Flowers the year round with the least care        | 125. Perennial flower gardens                       |
| 114. Home-made rugs                                    | 126. Pillows for the living room                    |
| 115. How to arrange flowers                            | 127. Planting, pruning and propagating shrubs       |
| 116. How to frame, hang and enjoy pictures             | 128. Renovation of household furnishings            |
|  | 129. Rock gardens and lily pools                    |
|  | 130. Roses for the home                             |

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|--|---|
| 131. Special yard problems                   | 136. Upholstery and slip covers                                 |
| 132. Success in growing flowers              | 137. Wallpaper—How to choose and hang it                        |
| 133. Suggestions for making rooms attractive | 138. Weeds, beneficial and otherwise                            |
| 134. The joys of a flower garden             | 139. Wild flower gardens and native shrubs for the home grounds |
| 135. Trees                                   |   |



Fig. 4.—An outdoor living room with garden furniture and a hardy shrubbery border, prepared as a result of the more attractive homes project in Holt county.

### More Attractive Homes Program Suggestions

Plan flower seed, shrub, and bulb exchange.

Have a drawing of names, and each one start a house plant for the one she draws.

Pool orders for shrubbery and get reduced prices on large orders.

Have an inter-community home beautification contest, each yard to be scored before and after the contest and the winning side or neighborhood to be entertained by the losing one at a dinner.

Buy prints of masterpieces and study them.

Have an all day tour to visit gardens, nurseries, Art Gallery.

Sponsor an art exhibit or cooperate with others in the county to do so at a high school or community hall.

Have a grab-bag of the most offending piece of bric-a-brac, picture, calendar, etc., which each woman finds in her home and brings carefully

wrapped. These should all be contributed to the hostess' fire or trash heap after the meeting.

Have an exhibit of fine, old household heirlooms.

For a community entertainment, pose in a frame living pictures representing famous paintings, such as Whistler's Mother, Song of the Lark, Gleaners, The Angelus, Innocence, Simplicity, some of the old Dutch paintings, or Madonnas.

Study color cards and select color schemes for different rooms.

### Loan Envelopes for the Farm Women

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|---|--|
| 140. Appreciation of the outdoor world              | 148. Qualities of a leader                               |
| 141. Care of the hair, skin, and nails              | 149. Should a woman devote her entire time to her family |
| 142. Charm and personality                          | 150. Ways homemakers have earned money                   |
| 143. Does life begin at 40?                         | 151. What a woman needs to know about business affairs   |
| 144. Etiquette at parties and public places         | 152. What risk motherhood?                               |
| 145. Farm life versus city life                     | 153. Women and automobiles.                              |
| 146. Good club manners                              |  |
| 147. Improving our voices, diction and conversation |  |

### Loan Envelopes on Home and Family

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|--|---|
| 154. Are we promotin positive health?                                  | 179. Teaching children the value of money             |
| 155. Birds.  | 180. Understanding and helping teen age children      |
| 156. Books for children  | 181. What are the essentials of a well-mannered home? |
| 157. Books for the family  | 182. What is a home and how should it be judged?      |
| 158. Defects of children   | 183. Armistice Day—What it should mean                |
| 159. Discipline, including obedience, punishment and rewards           | 184. Care of the cemetery                             |
| 160. Enriched family living  | 185. Celebrating Christmas                            |
| 161. Family cooperation  | 186. Community houses                                 |
| 162. Family relationships  | 187. Flower shows                                     |
| 163. Family vacations and outings                                      | 188. Grandmother's way and ours                       |
| 164. Getting the child ready for school and helping him succeed        | 189. Home life in China, Norway, Denmark, and Egypt   |
| 165. Good times at home  | 190. How can we improve our schools                   |
| 166. Habit training for children                                       | 191. How to review a book                             |
| 167. Hobbies   | 192. Missouri—Its resources and famous people         |
| 168. Home environment—What it is and how it affects the family         | 193. Missouri state parks                             |
| 169. Homemade Christmas gifts and toys                                 | 194. Mother's Day                                     |
| 170. Hospitality   | 195. Motor laws and automobile accidents              |
| 171. How to handle the child who is afraid, jealous, shy or has temper | 196. Naming the farm                                  |
| 172. Movies and children   | 197. Putting on plays                                 |
| 173. Music in the home   | 198. Recreation for picnics                           |
| 174. Play activities and playthings for children                       | 199. Stories of America's songs                       |
| 175. Poetry in the home  | 200. Superstitions and their origin                   |
| 176. Prevention of spread of contagious diseases                       | 201. Things to do with corn shucks                    |
| 177. Religion and the home   |   |
| 178. Spirit of the home  |   |

## ROLL CALLS

Roll calls are valuable in getting every woman to take part in the meeting so members will have the satisfaction of contributing and will gain such confidence in expressing themselves in public that later they will be willing to handle a program talk or demonstration. Roll calls, also, may bring out practical experiences and ideas of others which are helpful.

In general, it is well to have the subject of the roll call related to the subject for discussion so there will be no break in the thought of the program. When it is felt that the subject for discussion is one in which the speaker will bring out all the points or where it is customary for the club members to discuss the talk and contribute their ideas, the roll call subject may be one that is different in order to give new information or inspiration, to introduce seasonable help, or to review a subject previously studied so more women will adopt the better methods.

### Clothing Subjects for Roll Call

- My favorite apron. Exhibit and tell its good points.
- The clothes closet convenience I appreciate.
- A hint for easier sewing.
- My experience in dyeing or dry cleaning.
- An attractive, inexpensive trimming.
- How I clean hats.
- How I store winter clothes.
- One way of making clothes last longer.
- A garment I like because it is easily ironed, or looks well without ironing.
- The sewing machine attachment I use most often.
- The color others think most becoming to me.
- A garment or article I have renovated. Wear or bring it.
- A material which I have found to give satisfactory wear for a certain purpose. Exhibit garment or material.
- A material or garment which did not give satisfactory wear and probable cause. Exhibit garment or material.
- What is new in this season's styles.
- A short cut in mending.
- A use I make of sugar and flour sacks.
- A garment which I no longer find economical to make.
- The part of sewing I find hard.
- The kind of shoes that give me the most comfort.
- How to remove a stain.
- How I am going to bring my last year's hat up to-date.

**Food and Nutrition Subjects for Roll Call**

- A cooking short cut.
- A winter salad.
- My favorite economy cake.
- A recipe for pickles, jam, preserves, fruit dish, candy, cooky, different bread or other dish. (Use only one at a meeting.)
- A pattern recipe I use (General proportions for some dish or baked product.)
- How I cook one of the newer or less familiar vegetables.
- Something I make with biscuit dough.
- A point in successful canning.
- A dish which will add more milk to the diet.
- Something new for lunch, dinner or supper.
- Menu for a one dish meal, or an oven cooked meal.
- A suggestion for cooking vegetables attractively.
- My dinner on wash day.
- A Christmas recipe.
- My favorite cold drink.
- Name a food and give the kinds of vitamins in it.
- What I do with a left over food.
- A different sandwich or salad.
- An important point in the successful making of angel food cake, frosting, bread, candy, jelly, pickles or other food.
- A use I make of my pressure cooker.
- An important point in the feeding of young children.
- Varieties of vegetables I am most successful in growing.
- Something different for the school lunch.
- A new way to use some food such as apples, cabbage, milk, pork, potatoes, or eggs.
- A food habit a child should be taught.
- Name a food which contains iron.
- The dish that my family likes best. (This may be limited to meat, vegetables, fruit, salads, desserts, etc. Have only one at a meeting.)
- Our favorite Sunday dinner menu.
- Foods I like to serve in hot weather.
- A food economy I have learned recently.
- A point in feeding threshers.
- A dish I make from canned meat. (Canned vegetables or fruit may be used.)
- How I helped a member of my family learn to eat a food he disliked.

**Home Management Subjects for Roll Call**

- An economy in buying food which I practice.

- A housecleaning hint.
- How I have made pin money.
- The work I enjoy most in my home.
- My favorite cooking utensil. Exhibit and tell why.
- My favorite egg beater, knife or other small equipment. Show and explain good points.
- My favorite economy.
- What the depression taught me.
- What I consider when I buy towels, sheets or other household linens.
- What I should like to have built into my home to make it more convenient.
- How I raised the height of a working surface.
- How I wash the cream separator.
- Something I have done to secure more leisure.
- One way I reduce fatigue.
- One thing I do to save my heels.
- A purchase I have made that wasn't worth the money. Exhibit.
- What I have learned from keeping household accounts.
- A short cut in housekeeping I have tried this year.
- The kind of soap or soap powder I find most effective and economical.
- One way of making wash day easier.
- The work that I can do sitting on a stool.
- An article I have stored in a more convenient place.
- The home improvement I would make if I had the money.
- One way of avoiding home accidents.
- A remedy for household pests.
- One way of keeping down flies.
- A suggestion for avoiding eye strain while working or reading.
- Something that keeps me fit for my job.
- What I look for on the label when I buy canned or packaged goods.
- A fire prevention help for the home.
- One way I plan work and how it helps me.

#### **More Attractive Homes Subjects for Roll-Call**

- A flower I grow for its fragrance.
- A bulb I have grown, its time of planting, cultivation and blooming season.
- A picture I like and why.
- Some fall work done in my yard.
- A point in growing roses successfully.
- A tree I like and why.
- A new flower I intend to plant this season.

My favorite plant for the house in winter.  
 How I screen the unsightly part of the yard.  
 An article which I have refinished successfully.  
 How I get rid of a garden pest.  
 Bring a weed, leaf of a tree, or a wild flower. Tell what it is and relate any interesting facts about it.  
 A poem about flowers, or a display of flowers.  
 A point in succeeding with house plants and making them bloom.  
 The color scheme I should prefer for the outside of our house, barns and outbuildings.  
 A flower or shrub that withstood the drought well.  
 A suggestion for care or renovation of floors and floor coverings.  
 An attractive inexpensive window curtain.  
 What I am going to do to my lawn this year.  
 What I do about moles or gophers.  
 An insect that troubles flowers and how I get rid of it.  
 A native shrub or wild flower I have or would like to have in my yard.  
 How I plan to make my porch attractive this year.  
 A flowering shrub or perennial I wouldn't do without.  
 What I did or hope to do to make my home more attractive outside.  
 What I did or hope to do to make my home more attractive inside.  
 My favorite shade tree, shrub, or flower.  
 What makes a living room attractive to me.  
 Flowers I am most successful or unsuccessful in growing.  
 The purchase which has added most to the attractiveness of my home.  
 A piece of furniture that it paid me to do over.  
 The color scheme I should like to work out for my living room, bedroom, or kitchen.  
 A vine which I consider worth while.

### **Subjects for Roll-Call of Interest to the Farm Woman**

My hobby.  
 An inexpensive gift which I prized.  
 The work I enjoy doing most.  
 A famous woman I admire and why.  
 The funniest story, or best joke I ever heard.  
 The bird I like best.  
 A verse of scripture, or quotation that has helped me.  
 What I think are the most beautiful things in life.  
 Where I would like to go for a vacation.  
 The quality that makes a woman charming to me.  
 Legislation I believe women should know about.  
 My favorite song.

The quality I most admire in a friend.  
 Scmething for which I admire my mother or grandmother.  
 A recent invention which has been of greatest help to women.  
 Why I feel I must vote.  
 A point in etiquette on which I am not sure. (Others try to help and if no  
     one knows, look up in an etiquette book.)  
 What can I do to make this year better than last.  
 A trait which makes it easy for one to get along well with people.  
 What I like to do when I can do as I please.  
 Something for which I am thankful.  
 One reason why homemakers should get away from home occasionally.  
 A recent magazine article that interested me.  
 How I keep my hands, skin or hair in good condition.  
 The book that has been an inspiration or of help to me.  
 Why I want to be a club member and what it means to me.  
 My favorite poem, book or magazine.  
 The best vacation I ever had.  
 Why I prefer living on a farm.

#### **Subjects for Roll-Call Pertaining to Home and Family**

The thing we most enjoy in our home.  
 A suggestion for useful or homemade Christmas gift.  
 A quotation or poem about home.  
 Some old fashioned custom that might well be used today.  
 A trait which makes the problem of being a successful example to children  
     difficult.  
 The paper or magazine our family enjoys most and why.  
 One thing that seems important to me in a home of the right kind.  
 One way I believe we can help children build good character.  
 Why I think children should belong to a 4-H club.  
 What our family enjoys doing together.  
 Good manners we emphasize for family use.  
 A home-made toy or piece of play equipment.  
 A good story or book to read aloud.  
 A suggestion to make the meal hour pleasant.  
 A good time our family had together.  
 The songs our family like to sing together.  
 Characteristics I hope my girl or boy will have.  
 A game our family enjoys playing together.  
 An important trait of a homemaker.  
 A Christmas custom in our family.  
 How I overcame an undesirable habit of my child.  
 Little things I have done to make home interesting to my boys and girls,

**Miscellaneous Subjects for Roll-Call**

- A subject for next year's program.
- One thing I would like to have our club do next year.
- A wish for my community.
- An interesting fact about an outstanding person.
- A mistake in English commonly heard.
- A word which is often mispronounced.
- A good radio program.
- A recent interesting magazine or newspaper article.
- One reason I am proud of Missouri, my county or neighborhood.
- A person who grew up in our neighborhood, left, and made good.
- One method of making invalids comfortable or happy.
- A heritage we have today which we owe to the courage, perseverance and progressive spirit of our pioneers.
- A beauty or historic spot in Missouri.
- A new years resolution.
- Why I like to live in Missouri.

**TAKING CHILDREN TO CLUB MEETINGS**

Many mothers of young children do not belong to a club because they have nobody with whom to leave their children, and hesitate to take them for fear they will not be welcome. Yet often such mothers are the ones who would profit most by belonging to a club. Of course, children should not be allowed to interfere with club programs, but this can be avoided if someone is delegated to look after them. This person may be an older woman, or young girls who are not particularly interested in the program, or if there are not such persons, club members should take turns. Another reason for taking children to club meetings is that pre-school age children, living in the country, have little opportunity for the development that comes from playing with children of their own age.

To go to these meetings, the children should not be dressed up, since they will want to play hard out of doors. They will have a much better time in their every day play clothes. Encourage the mothers to have the children bring toys and books which other children may enjoy using. If each child brought one toy to each meeting, they would have a very good time exchanging and playing with the other children's toys. The books will furnish the leader with stories to read aloud if she is not able to find any herself.

A place to dig; tubs of water; a board and a horse for a see-saw; a well-braced ladder against a low limb of a tree, shed or fence; large empty boxes in which to climb in or out and in which to play house; hoops for rolling, pipes for soap bubbles; nails, and hammer, with an old box in

which to pound them; paint brushes and cups of water for painting the side of the barn or house with water; swings; and pull or push toys or boxes with strings for pulling will furnish the kinds of activities that two to six year olds enjoy. Children of all ages can be amused in a group with balls or bean bags. Rope for skipping, to jump to see who can jump the highest and for a tug of war is useful. Older children will enjoy a baseball game, running, or tag games. Children who are in school usually have a good many ideas about entertaining themselves and each other.

If the day is stormy so they cannot go out of doors, the following activities are suggested:

String corn, buttons, spools, cranberries or popcorn.

Give them old clothes and materials to dress up in. From an inch wide piece of elastic or band of cloth fitted to his head, some feathers and safety pins he can make an Indian headdress. Animal faces can be drawn on paper bags large enough to slip over the head, eyes cut out and the corners tied up to represent ears.

Do shadow tracing—paper over picture, placed on windows.

Make picture books of pictures cut from magazines: Farm Animals, Circus Animals, Good Things to Eat, What We Do on the Farm, Families.

Picture puzzles—made from pretty postcards or colored calendar or advertising pictures pasted on suit boxes.

Make animals of vegetables and toothpicks. Make soap bubbles.

Make kindergarten chains of strips of brightly colored magazine pictures and flour paste.

Make Valentines, Christmas cards, dye Easter eggs.

Make dolls of corn husks, or of clothes pins and cloth.

Act out stories such as Three Bears or Little Red Riding Hood.

Turn a chair upside down and toss canning jar rubbers over the legs—standing about 10 feet away and each player tossing 5 rings.

Play games suitable to the age of the children.

### **WAYS IN WHICH YOUR CLUB MAY HELP COMMUNITY**

“What a man does for himself dies with him, but what he does for the community lives long after he is gone”.—Theodore Roosevelt

#### **Civic Improvement**

1. Have a community Clean-Up Day.
2. Work to have all women vote, particularly in school elections.
3. Encourage roadside planting, and improvement of grounds of all public buildings.
4. Cooperate with other clubs in securing, equipping and maintaining a community house or community playground.
5. Plant, improve and take care of cemetery.



Fig. 5.—Beautifying the community by landscaping the school grounds.

6. See that toilets and rest rooms for women and children are adequate at fair grounds, county seat, or trading center.
7. Cooperate with other clubs in putting on a community fair.
8. Buy chairs or other furnishings for community gatherings.
9. Encourage naming of farms.
10. Encourage uniform painting of mail boxes.

#### **Educational**

1. Cooperate in community and county extension program.
2. See that blind or deaf children are sent to State Institutions for their education and that crippled children are treated by the state.
3. Establish a circulating library by getting members and friends to contribute books, and earning money to buy some.
4. Have a magazine exchange.
5. Encourage older boys and girls to go to high school, college or technical school.
6. Promote 4-H club work by providing leadership and funds for prizes and trips to the 4-H Club Round-Up at the College of

Agriculture, by having 4-H club members demonstrate before your club, and exhibit products at community, county and state fairs.

Form study groups of those interested in studying the same thing.

Bring lecturers to talk on some current event, educational, homemaking or agricultural problem, or other subject of general interest.

7. Borrow loan library from Missouri Library Commission, Jefferson City, Missouri. Write there for information.
8. Start a Sunday School, Bible Class for Adults or Young People's Organization, if needed, in community.
9. Raise funds to send a delegate to Farmers' Week at Columbia.
10. Interest boys in going to the College for the Short Course in Agriculture and boys and girls to College.
11. See Suggested Work for Schools.

#### **Recreational**

1. Have community socials, picnics, parties and celebrations of Christmas, Fourth of July, Hallowe'en, and other special days.
2. Help equip playground, basketball, croquet or tennis courts.
3. Encourage community "get togethers" such as debates, singing schools, spelling matches, taffy pulls, egg hunts, treasure hunts, barn dances, coasting or skating parties, oyster or other suppers.
4. Encourage women's camps and club camps.
5. Make special plans for adequate occasions for wholesome recreation of young people of teen age and over as athletics, outdoor sports, picnics and parties for boys and girls separately and together.
6. Sponsor horseshoe, checker, croquet, tennis, kittenball and other tournaments.
7. Have "hobby" clubs and exhibits.
8. Plan fishing, camping or sight-seeing trips to Ozark caves, springs and mountains; to state parks; to Capitol; to city factories, parks or Art Museums; to University and College Farm; to state fish hatcheries, fruit or poultry plants, or other points of interest.
9. Have local talent plays, pageants, and concerts. Exchange such entertainments with other communities.
10. Invite town women's clubs to one of your meetings.
11. Organize a band, orchestra, or chorus.
12. Sponsor a home-coming.

#### **SUGGESTED WORK FOR SCHOOLS**

All women's clubs in rural communities are interested in improving schools. If there is some other organization such as a Parent-Teacher

Association or a Standard Community Association already at work, the women's club should offer them cooperation and not start on a separate program which may conflict with the one already started. In the area covered by most women's clubs, however, there are several schools, so that usually there are some if not all that are not first class and are not being improved by any other organization. The women in each school district can be appointed as a committee to see how much they can get their school district to do.

Interest community and particularly school board in bringing schools up to first class. (Find out requirements from your county superintendent and if possible have him talk at night meetings).

Do what is necessary to have school meet Sanitary Code for Schools.

Get all children of school age in school.

Cooperate in plans for consolidation.

Provide or get school board or community to provide one or more of the following as needed:

Safe drinking water	Hot school lunch equipment
Oiled floor	Playground equipment
Window deflector to provide fresh air without draft	Soap or paper towels
Thermometer	Maps or globe
Sanitary toilets	Supplementary readers
Comfortable seats	Children's magazines
Glareless blackboard	Framed reproduction of good pictures
Clean walls of attractive color	First aid kit
Adequate light from left and back of pupils	

### SUGGESTIONS FOR HEALTH WORK

In cooperation with other agencies endeavor to:

- a. Promote the eradication of common drinking cup and common towel in all homes, in schools, and other public places.
- b. Provide or have provided, individual drinking cups and individual towels in all homes, in schools and other public places.
- c. Promote more thorough and adequate handwashing, especially before eating, in schools, at picnics and other public functions.
- d. Provide paper towels and soap for washing hands at schools.
- e. Have constructed or installed approved toilets at all homes, at schools and other public places.
- f. Provide for proper cleanliness and maintenance of all toilets.
- g. Provide a supply of tissue toilet paper for all toilets.
- h. Secure whatever is needed to have schools meet "Sanitary Code".  
(Secure from State Board of Health, Jefferson City, Missouri).

- i. See that schools have comfortable seats for children, that will promote good posture. If new seats can't be bought, provide boxes on which little children who can't touch the floor can put their feet.
- j. See that water is evaporated to provide moisture for the air of homes and schools in the winter.
- k. Provide window shield or deflector to provide better ventilation in homes and schools.
- l. Provide thermometers for homes and school and keep temperature at 68°.
- m. Encourage isolation of those having communicable diseases as colds, measles, whooping coughs, diphtheria, etc.
- n. Encourage school teachers to send to their homes children with beginning symptoms of a cold to protect child and others from effect of a neglected cold or other disease for which it may be a forerunner.
- o. Cooperate in health, dental and eye clinics for examination of children and adults and work for correction of defects.
- p. Work to have children immunized against diphtheria, and children and adults vaccinated against smallpox.

### **NEIGHBORHOOD HELPS AND EXCHANGES**

1. Take papers or magazines to people who do not have them in the home.
2. Help neighbors during busy season by exchanging work.
3. Sew, can, or clean house for sick members.
4. Visit sick members, send prepared food or flowers.
5. Give supplies—canned and sewed—for families that have lost their homes through fire or misfortune.
6. Teach neighbors who are not successful with methods they use to garden, can or do other household tasks.
7. Visit, entertain, or send gifts to old people.
8. Help prospective mothers or brides with sewing.
9. Exchange collar patterns, dress patterns, patterns for children's clothes, and designs for decorative stitches.
10. Exchange of books and magazines.
11. Exchanges of bulbs, shrubs, seeds, and flower slips.
12. Mothers take turns caring for children in community at the time of special events.
13. Exchange Victrola records or invite neighbors to hear good radio programs.
14. Acquire through community effort equipment to be loaned to individuals when needed as:
  - a. Sick room equipment including ther-

mometer, bed pan, sheets, etc.; b. Large pressure cooker and can sealer; c. Cheese equipment; d. Buttonhole or other sewing machine attachment; e. Silver, dishes, trays, large coffee pot or other equipment for serving a large number.

15. Provide materials for 4-H club work for girls or boys who cannot afford it.

16. List sick room equipment owned in neighborhood that can be borrowed in case of sickness.

17. Provide clothes, books, or transportation for bright children who might otherwise not be able to go to high school and for all children going to elementary school, who need such help.

18. Provide lunch supplies for children of poor families when a hot dish is served, or milk, when it is not.

### RECREATION

Persons that play together work well together. Clubs that arrange time for the members to play and laugh will find that their club work is going more smoothly and that women are attending more regularly because of the fun they have at club meetings.



Fig. 6.—Home economics extension club of Lawrence county rehearsing a play on a stage built by themselves as an addition to their school.

Play is the modern medicine for fatigue and furnishes relief from worry and the monotony of daily tasks. Often women feel too tired to

play, but after making the effort find that they are rested and relaxed. When a woman actually enters into play wholeheartedly she forgets herself, her worries, her troubles, her disappointments and her failures.

Doctor Galpin of the United States Department of Agriculture says that "Play opens the valves of joy in the soul, and joy recreates, flushes the system of its work poisons, sets hope on a pinnacle again, revives self-respect, tolerance of other people, and puts zest into living".

The best type of recreation is that in which every one takes part. Grand march figures and musical games are usually enjoyed. Women as a rule do not like too active games. In the beginning when they are self-conscious and easily embarrassed, games such as "Do This, Do That", "I Say Stoop," "Puppies Fly," and "Shouting Proverbs" that call for mass play rather than individual play are best. After a woman has played this type of game she will enter into other types of games where she may have to dramatize something, do a stunt, pay forfeits or be "it".

Guessing games in which correct words are to be guessed and written down are usually not successful. When such games are used it is better to read the question and have the first person that thinks of the answer shout it.

The leader should choose games that are not confusing and have the directions so well in mind that she can direct the players so they will know just what to do. She should not take the games too seriously, however. It isn't necessary to stick exactly to the rules, especially after the game is going well, and everyone is excited and having a good time. What is important is that the group get laughter and relaxation from the games.

One copy of 4-H Club Circular "Recreational Activities" will be provided the Game and Song Leader of each club and some additional games and helps will be sent her. Use also games known to club members or that are found in magazines or papers.

### WAYS CLUBS HAVE MADE MONEY

1. Birthday pennies.
2. Food sales.
3. Easter egg sales.
4. Serving dinner at farm sales.
5. Box suppers.
6. Home talent plays.
7. Apron sale.
8. Bazaars.
9. Make Christmas candy or cakes and sell them.
10. Pie suppers.

11. Make and sell quilts.
12. Serve dinner in town.
13. Contract to serve the high school banquet, or dinner to Rotarians or other city business men's organizations occasionally.
14. Edit cook book of favorite recipes with enough advertisements to pay for printing.
15. Take subscriptions to magazines.
16. Each member bring one dozen eggs or one hen to meeting to be sold and money put in treasury.

### SUGGESTIONS FOR CLUB MOTTOES

"To know how to do is the beginning of doing."

"To make the better best."

"Get acquainted with your neighbor, you might like her."

"Work isn't drudgery if one has dreams."

"Make farm life more than hard work."

"Builders of better home and community life."

"Every member a booster."

"If it is good, pass it on."

"Less work and more play."

"Launched but not anchored."

"We serve."

"Working together, alive to every new opportunity."

"Nothing worth while is easily done."

"Start something, do something, end something every day."

"Aim high and strive to reach it."

"In helping others we help ourselves."

"If you can't push, pull."

"Forward not backward, outward not inward, and lend a hand."

"We belong to the construction gang, not the wrecking crew."

"Live to learn, and learn to live."

"Knowledge is power."

"Learn something new every day."

"Find some beauty every day."

"Let's live while we work."

"Let each tomorrow find us farther than today."

"Nothing great is easily won."

"Be stepping stones to better homes, not stumbling rocks to garden plots."

"All workers—no shirkers."

"Friendship and Service."

"Making a better community in which to live."

"Making the most of your best for the sake of others."

"Service is the rent we pay for the space we occupy in this world."

"Aim high in work and hope."

## CLUB CONSTITUTION

Clubs usually find that it is desirable to have a constitution as a guide in order to have certain points settled ahead of time that might become a matter for disagreement. Only fundamental points which will not need speedy alteration should be included in the constitution itself, while the By-laws contain less important features and are easier to amend. Following is an outline which may be referred to a committee to use in working out a Constitution and By-laws to fit your individual club.

### SUGGESTED CONSTITUTION AND BY-LAWS

#### Constitution

##### Article I, Name

The name of this organization shall be the -----  
Club.

##### Article II, Object

The object of the organization shall be to (study and practice approved methods of homemaking and of community betterment), (work for better homes, children and communities), (help develop a finer generation of boys and girls, make homes more efficient and satisfying and bring enrichment and joy to rural family and community life).

##### Article III, Membership

All women who are interested in studying or working on home and community problems, living (in ----- community or in ----- school districts) (within a certain number of miles from a certain center) are eligible to membership.

##### Article IV, Officers

The officers shall consist of a president, vice-president, a secretary, a reporter, a game and song leader, a child development leader, and such other officers as are needed from year to year. They shall be elected at the November meeting, to serve for one year. They shall be nominated (by ballot), (by a nominating committee) or (from the floor) and elected by ballot. Their duties shall be those designated in this manual.

##### Article V, Meetings

The club shall have regular meetings (once) (twice) a month on the day of the month voted upon at the November meeting.

##### Article VI, Quorum

A quorum to transact business at a meeting of the organization shall consist of not less than ----- persons.

##### Article VI, Amendments

This constitution may be amended by a vote of  $\frac{2}{3}$  of the *enrolled* members provided that the proposed amendment has been presented at a previous meeting.

**By-Laws****Article I, Dues**

The dues of this club shall be ----- payable -----  
 (It is recommended that there be no dues, in which case this article might read: "There shall be no regular dues. Money for club expenses will be earned or contributed if needed.")

**Article II, Committees**

Standing and special committees may be elected or appointed from time to time as needed.

**Article III, Order of Business**

(A club should decide upon the order in which it wishes to transact its business and then adhere strictly to it.) Following is a suggestion:

1. Meeting called to order
2. Song or roll call
3. Reading and approval of minutes
4. Report of committees.
5. Unfinished business
6. New business
7. Program
8. Adjournment for recreation and social hour.

**Article IV, Non-Active Members**

Members who do not attend more than ----- meetings a year or who know they will be able to attend but a few meetings in the coming year may be placed on an (inactive) (associate) membership list.

**Article V, Amendments**

The By-Laws may be amended by a vote of  $\frac{2}{3}$  of the members *present* at any regular meeting, provided that the proposed amendment has been presented at a previous meeting.

**Article VI, Rules of Order**

----- Rules of Order (work on parliamentary procedure) shall govern the conduct of the club business.

**QUESTIONS ASKED ABOUT CLUB WORK**

1. *Question*—What does the service which the Missouri College of Agriculture Extension Service gives to women cost?  
*Answer*—This is a free service supported by state and federal taxes.
2. *Question*—What service is offered to organized groups of women?  
*Answer*—This service may vary somewhat dependent upon available funds appropriated. At present, the service consists of
  - a. Furnishing a Manual, a Record Book for keeping minutes

of meetings, attendance, etc., and a Recreation Book, all of which are printed, to every club, and in addition, help for club officers sent the first of each year in mimeographed form.

- b. Sending a monthly letter, except during the summer months, to the presidents of all clubs.
- c. Furnishing material to help leaders prepare subject matter talks for club meetings on the subjects listed in this manual as "Loan envelopes".
- d. Services of state home economics specialists who will come several times to give help on one phase of homemaking at community centers if there are at least three organized groups of women that are interested.

3. *Question*—Can our county have a home demonstration agent?

*Answer*—When the Missouri College of Agriculture Extension Service has sufficient state and federal funds to pay salaries, a home demonstration agent may be placed in a county if there is a sufficient number of organized women who want the service and the county court will appropriate from county funds enough money to pay the mileage on the car which the agent herself buys to take her to all parts of the county, and for office supplies and help which are needed to carry on county work.

4. *Question*—How does a club of women secure the service offered by the Agricultural Extension Service?

*Answer*—Drop a post card to the Missouri College of Agriculture Extension Service, Columbia, Missouri, and ask for two enrollment blanks. Fill these out with the names of your officers and members, and mail one to your county home demonstration or agricultural agent, and one to the Agricultural Extension Service Columbia. Your county agent is the local representative of the Missouri College of Agriculture Extension Service and the person who distributes all bulletins, including Manuals, Record Books and Recreation Books. All arrangements for state home economics specialists are made by him so he must have the names and addresses of your members in order to notify them when meetings are planned. As soon as he receives your enrollment each year, he will send you the Record Book, and if your club is a new one or if you have lost or torn them, a new Manual and Recreation Book. If he should neglect to do so, drop him a card, and in any case notify him if you need a new Manual and Recreation Book. These are not changed

each year so clubs are expected to continue using the ones they have.

As soon as the Agricultural Extension Service receives your enrollment, they will send helps for club officers and any other information which they feel will be helpful to you in conducting your work, and will put the name of your president on the list to receive the monthly letter.

5. *Question*—Is it necessary to change the name of a club that does not call itself a home economics extension club in order to receive this service?

*Answer*—No, the service is open to any group of women that is organized primarily for the purpose of working to improve homes, children, and communities that sends in their enrollment blank.

6. *Question*—How is membership in a club determined?

*Answer*—It is recommended that the membership be open to all in the neighborhood who wish to join, and that the membership should not be scattered over such a large territory that it is difficult for members to attend regularly. If members must often walk to meetings, probably an area that is 2 or 3 miles each way might be large enough while if women drive cars and the roads are good, the territory may be larger.

7. *Question*—How large should a club be?

*Answer*—At the end of 1934 the average club in this state had between 20 and 21 members. Successful clubs have started with as few as 6 to 10 members. It is desirable to have clubs large enough to enlarge one's circle of friends and to have programs interesting because of the various viewpoints that may be contributed to the club discussion. If a club grows so the homes are too small to accommodate those who want to come, if newcomers who settle in the neighborhood cannot join the club because it is already too large, and entertaining the club becomes a burden, the club should be divided. If this is done strictly on a territorial basis and several reunions are planned during the year so that friends who were formerly members of the same club can visit together again, there should be no hard feelings and in a year or so, everyone will be more satisfied.

8. *Question*—Can a woman belong to more than one club?

*Answer*—It is recommended that a club not accept for membership a woman belonging to another club if the club is so large that permitting her to join would keep a non-member from belonging. It is also recommended that a woman belonging to two clubs hold office in only one.

9. *Question*—If a woman attends only a few meetings during the year, is she considered a member?

*Answer*—It is suggested that women who because of lack of interest never attend more than a few meetings during the year, or women who because of illness or other valid reasons cannot attend regularly that particular year, be placed on an inactive list. Such women need not be counted, in reporting per cent of women adopting a practice.

10. *Question*—Should a club have dues?

*Answer*—This is a matter for each group of women to decide. Dues if collected are used only for local club expenses. It is recommended that the expense of club work be kept to the minimum. A little money may be needed by your club secretary and reporter for stamps, post cards or for paper and for such items as covers for club programs, or possibly a paper-backed song book or inexpensive booklet. This expense can be covered by having each member contribute a few cents at the beginning of the year. Other money can be collected as needed if the club votes for the expenditure. It is suggested that clubs do not start the habit of giving showers to babies, brides, and buying flowers for the sick or for funerals. Since this is publicly supported work, it is the desire of those in charge of it that it be kept so inexpensive that no one will say that they cannot afford to belong.

11. *Question*—Should refreshments be served at club meetings?

*Answer*—This must be settled by club members. They are enjoyed and do add to the sociability, but if serving them keeps some women from belonging, omit them. If served, it is recommended that they consist of only a drink and one other food as sandwiches, cookies or cakes, or perhaps a salad with wafers or bread and butter sandwiches, a dessert with cake or cookies, or just fresh fruit or homemade candy.

12. *Question*—Do these clubs belong to any kind of a county or state organization?

*Answer*—In most counties there is a county home economics extension council composed of the presidents of all clubs in the counties, and representatives of other county farm women's organizations, and women members of executive committees of farm organization. This council meets on call two or three times a year to help determine the county home economics project, to plan for a county achievement day, for a county women's club picnic or play day when these are desired, and to work out any plans involving the clubs of the county. The

council elects a president, vice-president, and secretary, and may also have a county reporter, child development chairman and game and song leader if desired. If you feel your county needs a Council, talk to your county agent.

b. A State Council composed of the presidents of the county home economics extension councils meets once a year during Farmer's Week to discuss state plans and set up a tentative Standard of Achievement to be voted on by all club delegates attending Farmer's Week.

12. *Question*—Is there a pin for home economics extension club members as there is for 4-H club members?

*Answer*—Yes, there is a national pin which any club member in Missouri may buy and wear. This pin is also worn by women in all states in the Union who are cooperating in the programs of the Cooperative Extension Services of the state and federal governments. Information on where this pin may be bought can be secured by dropping a post card to the Agricultural Extension Service, Columbia, Missouri.

13. *Question*—When does the club year start?

*Answer*—Women's clubs are asked to make reports of their club activities in October and to elect new officers in November who will begin to serve at once. The old secretary should help the newly elected one with the reporting of the November meeting which should be placed, however, in the new year's record book. The county agent will send this book as soon as he receives the enrollment. Because of the length of time it takes to get the list completed, the new president will not receive the December letter herself, but must get it from the old president.

### SOURCES OF INFORMATION AND HELP

Addresses of Public and Semi-Public Departments, Organizations, etc., working on Problems of Interest to Homemakers.

(Those marked \* distribute free bulletins and circulars. Most of those marked † distribute publications for which usually only the cost of printing and postage is charged. Lists of publications with prices if there is a charge, can be obtained by writing for them.)

#### Boys' and Girls' Club Work

Agricultural Extension Service, University of Missouri, College of Agriculture, Columbia, Missouri.\*

#### Child Training

Child Study Association of America, 54 W. 74th St., New York City. †  
National Committee for Mental Hygiene, 370-7th Ave., New York City. †  
Children's Bureau, U. S. Department of Labor, Washington, D. C.\*

**Child Welfare**

Child Hygiene Division, State Board of Health, Jefferson City, Missouri.\*

Children's Bureau, Department of Labor, Washington, D. C.\*

American Child Health Organization, 370 Seventh Street, New York City.†

Bureau of Education, Department of Interior, Washington, D. C.\*

**Education**

Department of Education, Jefferson City, Missouri.\*

Bureau of Education, Department of Interior, Washington, D. C.\*

Missouri Parent-Teachers' Association. State office changes with officers. Get address from local chapter.

Missouri State Teachers' Association, Columbia, Missouri.

**Health**

State Board of Health, Jefferson City, Missouri.\*

Public Health Service, Treasury Department, Washington, D. C.\*

American Medical Association, 535 North Dearborn Street, Chicago, Ill.†

National Committee for Prevention of Blindness, 130 E. 22nd St., New York City.†

American Posture League, 1 Madison Ave., New York City.†

**Homemaking**

University of Missouri, College of Agriculture, Columbia, Missouri.

Bureau of Home Economics, Department of Agriculture, Washington, D. C.\*

Department of Agriculture, Washington, D. C., Farmers' Bulletin.\*

**Legislation**

League of Women Voters. State office from which information can be obtained changes with offices. Get address from your local chapter.†

**Loan Library**

Missouri Library Commission, Jefferson City, Missouri.

**Music**

National Bureau for the Advancement of Music, 45 W. 45th St., New York City.†

List of inexpensive song pamphlets can be obtained from the Agricultural Extension Service, Columbia, Missouri.

**Poultry, Gardening, and Other Agricultural Work**

Your county or district agricultural agent.

University of Missouri College of Agriculture, Columbia, Missouri.

U. S. Department of Agriculture, Washington, D. C.

Missouri Board of Agriculture, Jefferson City, Missouri.

University Libraries  
University of Missouri

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