

UNIVERSITY OF MISSOURI COLLEGE OF AGRICULTURE
AGRICULTURAL EXTENSION SERVICE
PROJECT ANNOUNCEMENT 27

Plans for Conducting Boys' and Girls' 4-H Club Work in Missouri



**“I Pledge
my HEAD to clearer thinking.
my HEART to greater loyalty,
my HANDS to larger service, and
my HEALTH to better living,
For my club, my community, and my country.”**

COLUMBIA, MISSOURI

**COOPERATIVE EXTENSION WORK IN
AGRICULTURE AND HOME ECONOMICS**

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

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Plans for Conducting Boys' and Girls' 4-H Club Work in Missouri

I. HOW TO ORGANIZE AND CONDUCT 4-H CLUBS IN MISSOURI*

What 4-H Club Work Is

Boys' and Girls' 4-H Club work in Missouri is conducted by the Extension Service of the University of Missouri College of Agriculture and the U. S. Department of Agriculture in cooperation with counties, local communities and schools of the State.

Through 4-H Club work, rural boys and girls, 10 to 21 years of age, in school and out of school, are taught better agricultural and home economics practices and the finer and more significant things of rural life.

What 4-H Club Work Does

Dr. C. B. Smith, Chief, Cooperative Extension Service, U. S. Department of Agriculture, states what club work does as follows:

"4-H Club boys and girls are demonstrators—they learn and teach better ways on the farm, in the home, and in the community.

"4-H Club boys and girls work, earn money, and acquire property.

"4-H Club boys and girls do the needful, the wholesome, the helpful thing. They become leaders.

"4-H Club boys and girls play the game fairly.

"4-H Club boys and girls meet together, work together, play together, cooperate, achieve.

"4-H Club boys and girls build up their bodies and their health through right living; they train their hands to be useful, their minds to think clearly; their hearts are kind.

"4-H Club boys and girls have high ideals and standards. They serve.

"4-H Club boys and girls are doers."

The 4-H Club Problem

There are about 11,000,000 rural boys and girls 10 to 18 years of age in the United States. There are now enrolled in 4-H Club work 619,000 rural boys and girls, or about one out of eighteen. Many of the

*Prepared by T. T. Martin, state club agent, in collaboration with the club staff and the extension specialists of the Missouri College of Agriculture.

best boys and girls are deserting the rural sections of the country because they have never had an opportunity to experience farm, home, and community life under the most favorable conditions.

Statistics show that about two-thirds of the rural boys and girls quit school before they are 16 years of age, and fully one-half of them quit school as soon as they complete the eighth grade.

There are still more than 600 farm boys and girls of club age in each county of Missouri who are not in school. A large percentage of these boys and girls who are out of school, as well as those in school, will never be reached by the College of Agriculture, or any other constructive agricultural agency, unless better farm and home practices are presented to them through 4-H Club work on their home farms and in their homes. The aim is to develop the work so that every boy and girl who reaches maturity and takes up farm life shall have had the opportunity in youth to take part in 4-H Club work.

STATE ORGANIZATION

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

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

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

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

COUNTY ORGANIZATION

Each county extension agent or district agent represents the Extension Service of the Missouri College of Agriculture and is in charge of club work and all extension work for adults in agriculture and home economics in his respective county or district. The county extension agent is assisted in club work by the county home economics agent, who also does the extension work in home economics for women.

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

COUNTY CLUB PROGRAM OF WORK

Each county extension and home economics agent in Missouri is employed to carry out a definite county program of work. The supervisor of agents submits the recommendations of the extension specialists of the Missouri College of Agriculture for the county for the consideration of the agent, or agents, and a county advisory committee of representative men and women from the farms and homes of the county.

The county program of work is then made up in the agent's office by the agent, or agents, and the county advisory committee, in cooperation with the supervisor of agents. The farm and home problems agreed upon in this conference become the county program of work during the year for the agent, or agents, and for the Missouri College of Agriculture.

4-H club work usually is selected by the agent, or agents, in cooperation with the state club office and the supervisor of agents, as an effective method of demonstrating some useful phase of one or more of the better farm and home practices, as outlined in the county program of work, which are adapted to the interests, capabilities and needs of farm boys and girls.

In counties not having an agent, only club projects are recommended which represent a community interest or need. As a general practice, only club projects are approved and conducted by school clubs which can be successfully carried out by teacher-leaders and assistant leaders of the community, such as garment making, grain judging, stock judging, hot lunch, health, and cow-testing club projects. Summer club project work can be continued by school clubs on a community basis, provided that the teacher-leader lives in the community or that a resident leader of the community is secured to carry on the club work after the school closes.

LITERATURE AND SUPPLIES FOR CLUB ORGANIZATION AND PROJECT WORK

Suggestive club literature, arranged for six or more club meetings, in so far as is practicable in the order of the seasons and adapted to the needs of farm and home project work, has been prepared for each club project by the extension specialists in collaboration with the state club office, and is sent free of cost for the use of the members and local club leaders of all 4-H clubs in Missouri, as follows:

TO THE LOCAL CLUB LEADER FOR THE USE OF THE CLUB.—

- One copy of the club project announcement.
- One copy of the club enrollment blank.
- One copy of the club secretary's record book.
- Two copies of the club circular on songs and yells.

One copy of the club circular on subject-matter.

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

Suggestions on recreation and social activities for 4-H clubs.

TO THE LOCAL CLUB LEADER FOR EACH MEMBER OF THE CLUB.—

One copy of the club circular on subject-matter.

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

The Local Club Leader's Signed Agreement.—"I agree to receive and distribute all club literature, records and blanks to the above named club members; to check the membership and forward it upon request; to be responsible for carrying out club programs; to see that members are provided with topics of instruction, that they understand the standard club requirements, the work of the project, how to keep records and make reports and that the officers understand their duties; to arrange for local exhibits, judging and demonstrations; to encourage members to take part in the local achievement program and in all county club events; and to see that all reports are completed and forwarded."

How the Club Literature is Secured.—In agent counties, all club organization supplies, as named above, are secured by the local club leaders from the county or district extension agent's office. The state club office will provide the agent with the available club literature for all the clubs as soon as the county program of work is adopted in the fall and the estimated number of members and clubs which are to be organized during the year are reported by the agent, or agents, to the state club office for the club work in the county.

All club enrollment blanks are filled out and sent by the local club leader to the agent for the county and state records as soon as the club is regularly organized. No club enrollment is accepted at the state club office without the approval of the agent.

In counties not having an agent, all club literature and organization supplies are sent out from the State Club Office, Columbia, Missouri, direct to the local club leader, upon receipt of the club enrollment.

Enrollment Dates for 4-H Club Work in Missouri.—July 1 is the closing date for enrolling members in club projects that are organized during the spring and summer months. January 1 is the closing date for enrolling members in club projects that are organized during the fall and winter months. All clubs that continue for more than one year must be reorganized annually and a new enrollment made.

The Follow-up Enrollment Letter is Sent to Local Club Leaders.—The following month after the original club enrollment is received and filed at the state club office, a follow-up letter is sent out from the state club office to the local club leader. With this letter is sent the original record of enrollment from which the local club leader is requested to

strike off the names of the boys and girls in the club who have dropped their work or who have not actually started their project work, and on which also the local club leader is requested to add the names of any new members secured since the original enrollment was sent in. Only boys and girls who actually start the project work are permanently enrolled as club members in the agent's office and in the state club office. A self-addressed envelope, which requires no postage, is enclosed for the leader's reply, which becomes the permanent enrollment for the club.

If no response is received to this first follow-up enrollment letter by the end of the second month, a second letter is sent out from the state club office. If necessary, after three months have elapsed since the original enrollment was received at the state club office, the local leader is notified in a third and final letter that the club will be dropped entirely from the county and state records, unless a reply is received at once at the state club office, indicating that the club is carrying out its program of work according to the plans originally adopted.

In agent counties, this follow-up enrollment letter is sent out by the state club office to the agent to be transmitted to the local club leader. The local club leader sends the reply back in the franked envelope direct to the state club office for record. The state club office then sends the original reply of the local club leader to the agent in the county for record and permanent filing.

In counties not having an agent, this follow-up correspondence is carried on direct between the state club office and the local club leader.

A Leader's Pin is Presented to Each Leader of a Standard 4-H Club.—A leader's 4-H club pin is sent by the Extension Service of the Missouri College of Agriculture to each local club leader who reports the organization of a standard 4-H club in response to the follow-up enrollment letter from the state club office.

A Charter is Presented to Each Standard 4-H Club.—Also, upon receipt of the local club leader's response to the follow-up enrollment letter, indicating that the club is regularly organized as a standard 4-H club, that it is holding regular club meetings with its own club officers in charge and that it is carrying out the home project work under the direction of the local club leader, a standard club charter is issued to the club by the Missouri College of Agriculture and the U. S. Department of Agriculture, certifying that the club is a standard 4-H club and that the members are entitled to all the privileges and opportunities of club work.

A Follow-up Letter on Completions is Sent to Local Club Leaders.—Likewise, an additional follow-up letter is sent out to the local club leaders by the state club office or the agent regarding the completions of 4-H club work in each project.

DIVISION OF RESPONSIBILITY IN CONDUCTING 4-H CLUB WORK

All 4-H club work in Missouri is conducted by the Extension Service of the College of Agriculture and the U. S. Department of Agriculture in cooperation with counties, local communities and schools of the state.

The Agricultural Extension Service consists of the administrative staff, specialists in organization and methods, and subject-matter extension specialists with headquarters at Columbia; and district and county extension and home economics agents with headquarters in their respective districts and counties—but all representing the Missouri College of Agriculture and the U. S. Department of Agriculture.

Within the state, responsibility for conducting 4-H club work is divided into cooperating units, as follows:

The State.—The state workers of the Extension Service of the Missouri College of Agriculture.

The County.—The county extension agents, home economics agents and district agents of the Extension Service of the Missouri College of Agriculture; or, in counties not having an agent, the county superintendents of schools or a county club committee.

The Community.—A community organization or advisory committee, sponsoring 4-H club work, and the local club leader and assistant.

SUGGESTED PLANS FOR ORGANIZING AND CONDUCTING 4-H CLUB WORK

How a Community May Have 4-H Club Work.—(1) *Select a Community Advisory Committee.*—A community advisory committee, or community extension committee, of an established and active community organization should be made responsible for club work locally; or, in the absence of an organized community, an advisory committee of three to five members, including an experienced club member, if one is available, should be selected by the community or appointed to sponsor club work locally and to secure the local club leaders and advise with them. As a general rule, club work is spread successfully from year to year only as fast as new communities can be organized.

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

(3) *Plan Work With the Community Advisory Committee.*—It is suggested that the agent, county superintendent of schools, or other county leader, meet in conference with the community advisory committee and make out a plan of work for the year for the local club. It will, of course, be necessary to add one or more other club events to the plan, as suggested below, such as club tours, for certain projects, county subject-matter conferences for club leaders, a special conference of club leaders on demonstration, judging and exhibit work, the county achievement program, county fair, state fair, club camp, club picnics, State 4-H Club Round-up at the College of Agriculture, etc.

The following division of responsibility is suggested.

Plan of 4-H Club Work for..... Community; 1928.

<i>Club Events— Work to be Done</i>	<i>Time and Place</i>	<i>Work the Com- mittee Will Do</i>	<i>Work the Agent or Other County Leader Will Do</i>
Secure leaders.	Date..... In local community.	Secure capable leader for each club.	Advise and assist committee.
County conference of club leaders.*	Before the club is organized or soon after the work is started. At the county seat.	Arrange for all club leaders and prospective leaders of community to attend.	Arrange for and conduct county conference. Secure assistance from College, if needed. Notify committee and leaders.
Enroll club members.	Date..... At community center.	Help to arrange for community meeting. Assist leader in seeing boys and girls and their parents. Help to secure livestock, seed or other supplies, if necessary.	Help to arrange for community meeting. Present objectives, requirements and plans. Provide enrollment blanks. Assist as needed.
Organize the club.	Date..... At community center.	(Leader in charge.)	Provide club organization supplies, record books, etc. Attend, if needed.
Conduct 6 or more club meetings, club tour, etc.	Date..... At community center.	(Leader in charge.)	Attend at least one club meeting.
Community 4-H club achievement program, or round-up.	Date..... At community center.	Assist leader in making arrangements. Raise funds for achievement pins, if not provided by county, and awards. (Leader collects record books.)	Attends. Assists leader in reviewing record books. Provides achievement pins and awards if county funds are available.

*(See Suggested Programs for Conducting County Conferences of Club Leaders, page 85.)

Select a Local Club Leader.—The community advisory committee should select a local club leader, and, if possible, an assistant for every club. This selection usually is made in cooperation with the agent, or other county leader in counties not having an agent.

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

The largest number of successful leaders are adult citizens of the communities in which they live and work. Usually, they have made a success of farming or homemaking and as a result of their experience have local prestige and are favorably known and have a rich source of valuable information to share with the club members. Teachers, short course students and college graduates who are residents of the communities in which they work make very successful leaders. In addition to their being interested in farm and home problems, the most successful leaders are especially interested in boys and girls and are persons whom boys and girls like. It is recommended that no person under 18 years of age be chosen as a local club leader, however, experienced club members may be assistant leaders.

Summary of the Values of Local Leadership.*—“The value of local leadership in boys’ and girls’ club work cannot be over-estimated. A brief summary of the benefits to be derived from the use of local leaders follows.

(1) “The effect of the efforts of extension agents is multiplied. At the present time, extension agents are reaching a half million farm boys and girls. Through the expansion of local leadership work many more young people can be reached.

(2) “Strong support and enthusiasm for extension work by the parents of the community can be gained. Local leaders understand the objectives of the work and as residents of the community exert considerable influence.

(3) “Community problems are more easily solved. Local leaders are usually intimately acquainted with the conditions of the community and, therefore, are a splendid aid to the county extension agent.

(4) “A large percentage of the club members enrolled are enabled to finish. Local leaders make it possible to give continuous assistance and encouragement to the farm boys and girls of a community.

(5) “Communities are enabled to assume responsibility, to develop and to direct successfully their own affairs.

*Taken from “Development of Local Voluntary Leadership”, by Miss Gertrude L. Warren, U. S. D. A.

(6) "The worth-while leadership of the community is given expression and constructive recognition.

(7) "Followership is developed, recognized, and valued. For every leader, there must be several followers. Good local leadership and followership are essential, one to the other.

(8) "Marginal time, which costs nothing, is utilized advantageously by the local people.

(9) "Initiative, team work and social activities of the community are developed.

(10) "The attainment of many things in the minds of local people is made possible through local leadership work. They realize what can be accomplished by working together as a united harmonious group."

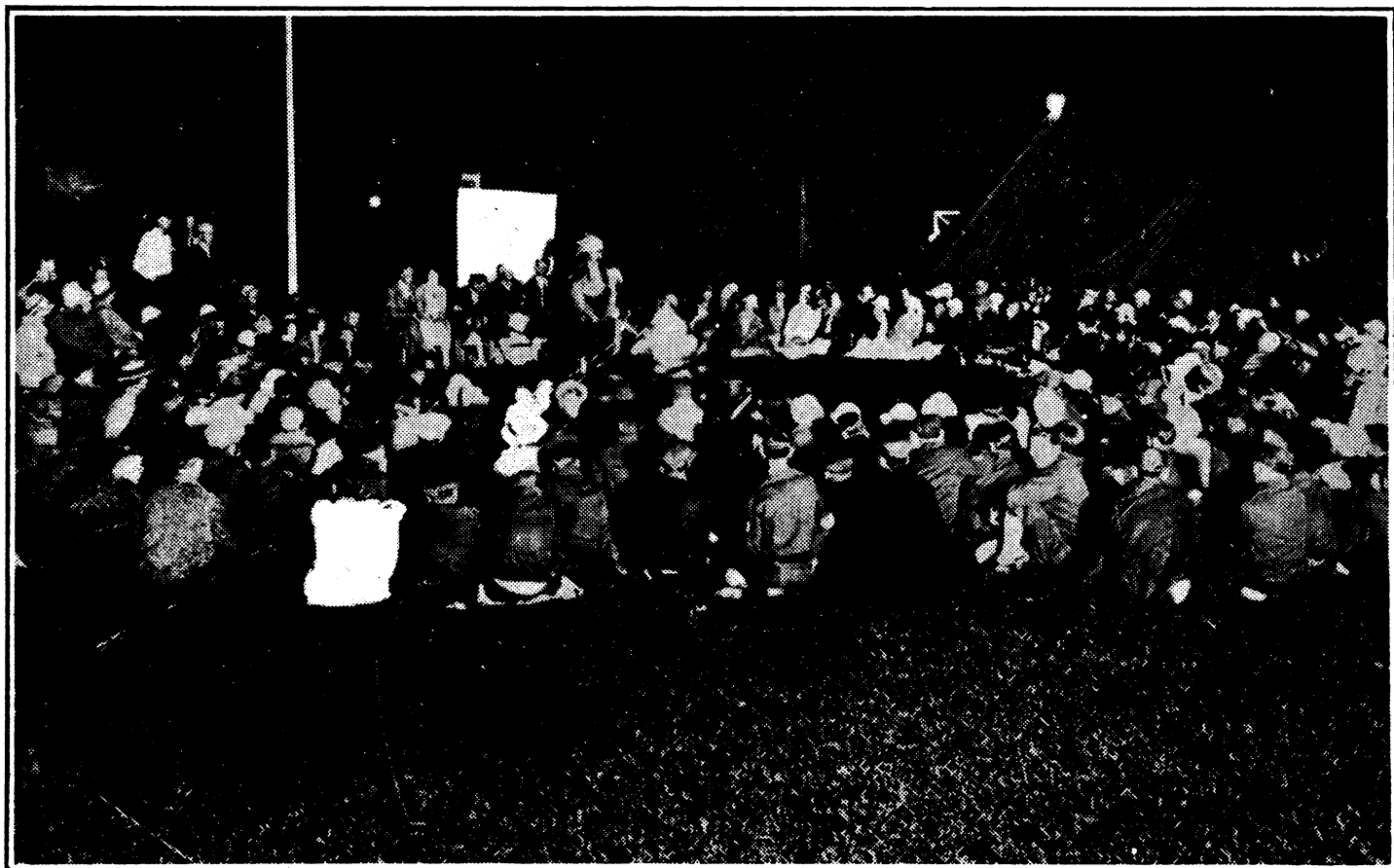


Fig. 1.—Campfire Scene at the Second National 4-H Club Camp, Washington, D. C., 1928.

Have Conference With the Local Club Leader.—It has been found advisable for the agent, county superintendent of schools, or other county leader, to hold a personal conference with each individual club leader before the members are enrolled or the club is organized. General objectives, county plans, and extension methods of conducting 4-H club work should be given proper consideration in the county conference of club leaders, but special problems and plans peculiar to the local community can be cared for most effectively in personal conferences.

(See Suggested Procedure for Conducting County Conferences of Club Leaders, page 85)

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

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

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

The officers may be trained very effectively in a special county training conference which is attended by all club officers and leaders. Officers' training work has often been added to the program of the county 4-H club camp. Usually, specialized work is taken up on these programs, such as, general parliamentary procedure and songs and yells for all club officers, the purpose and form of writing the minutes of club meetings, club reporting and group games and other recreational activities. (See Suggested Program on Training for Service in 4-H Club Work, page 81.)

Constitution and By-Laws for 4-H Clubs.—(To be read to the club by the leader, to be approved by the club, and to be signed by the members in the club secretary's record book.)

I. CONSTITUTION

Article 1. This club shall be known as ----- club of ----- community, ----- County, Missouri.

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

Article 3. Five or more members shall constitute this club, each of whom shall be between the ages of 10 and 20 years, inclusive.

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

Article 5. This club shall be organized and managed under the direction of the local club leader in cooperation with the extension agent, or other county leader, and the Agricultural Extension Service of the Missouri College of Agriculture.

II. BY-LAWS

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

2. *The Secretary* (1) Shall keep record of the names, addresses and ages of all club members, (2) Shall keep a record of attendance at club meetings, (3) Shall keep the minutes of each meeting and shall read the same at the next business meeting of the club, (4) Shall issue the call for special meetings by order of the officers and the local club leader, (5) Shall assist the local club leader in making the final report of the club for the year.

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

4. *The Club Reporter* shall prepare news items from time to time regarding the activities of the club, which, upon approval of the local club leader, shall be offered to the newspapers for publication or mailed to the extension agent, or other county leader.

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

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

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

Suggested Procedure Under Parliamentary Rules for Conducting a 4-H Club Meeting

1. *Calling the Meeting to Order*.—Meeting called to order by the president, who rises from the chair and says, "The meeting will please come to order," and then leads the members in repeating the 4-H club pledge, by saying, "Please stand and repeat the 4-H club pledge." (In unison) "I pledge my *head* to clearer thinking, my *heart* to greater loyalty, my *hands* to larger service, and my *health* to better living, for my club, my community, and my country."

2. *Roll Call*.—The president says, "We shall now have the roll call by the secretary." Each member will respond by standing and giving a

report. (A progress report on work accomplished or a report on a previously assigned topic, as announced by the chairman.)

3. *Reading of Minutes of the Last Meeting.*—The president says, “The Secretary will read the minutes of the last meeting.” (See club secretary’s book for form of minutes.) After the reading the president asks, “Are there any additions or corrections to these minutes? If not, they stand approved as read,” or “If there are no corrections, the minutes stand approved.” If there are corrections, the president informally directs them to be made, unless there is an objection, in which case a formal vote as to the wording is necessary. If the minutes are approved and an error is noted later, a vote is required for amendment. (See section on motions.)

4. *Old Business.*—Unfinished business from previous meeting and report of committees, etc.

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

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

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

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

Some discussion may follow.

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

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

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

5. *New Business.*—President: “We are now ready for new business. What new business have you to bring before the club?”

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

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

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

Second member: “I second the motion.”

President: “It has been moved and seconded that the club dues be

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

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

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

7. *Motion to Adjourn.*—This motion must be seconded or it will be lost for want of a second. It is not debatable. It must be voted upon.

MOTIONS

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

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

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

In case of tie votes, the presiding officer votes and decides the motion.

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" and "nays."

Acclamation is used for ordinary motion.

Do not permit absent members to have some one else vote for them.

EXPLANATION OF TERMS USED

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

To make a motion means to propose that a certain thing be done by the club and it must be "seconded", e. g. approved by a second person in the following words, "I second the motion."

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

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

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

The *minutes* record what was done. Every motion should be recorded, whether lost or carried. Details are not necessary. Resolutions, if adopted, should be copied in full.

A vote by ballot should be recorded, showing the number of votes on each side.

The minutes should be a statement of fact and should not contain favorable or unfavorable comments. Minutes may be amended.

Unless there is a treasurer, the secretary's report should contain a full record of all money received and all money expended since the previous meeting and a statement of the balance on hand.

REFERENCES

Robert's Rules of Order.

A Primer of Parliamentary Law—National Board of Y. W. C. A.

Meet the Standard 4-H Club Requirements.—These requirements apply to all clubs.

(1) A standard 4-H club shall have a membership of at least 5 (10 to 21 years of age) who are working on the same club project.

(2) There shall be a local club leader or an assistant leader in charge during the club year from the time the club is organized until the final reports are made.

(3) The club shall have a regular set of officers elected from its own membership. (Usually these officers are: President, Vice-President, Secretary, Song and Yell Leader, and Club Reporter.)

(4) There shall be a definite program of work for the club year. (The club project plans provided by the Extension Service of the Missouri College of Agriculture, with changes to meet local conditions, usually are adapted.)



Fig. 2.—Field Selection of Seed Corn on 4-H Corn Club Tour.

(5) There shall be at least six regular club meetings held during the year with the club officers in charge. (A local achievement program, club tour or round-up, may be included as a club meeting.)

(6) An exhibit of club products shall be held at some time during the club year. (The exhibit may or may not be competitive. This requirement applies to all club projects, unless otherwise specified in the project. See The Exhibit in 4-H Club Work, page 71.)

(7) There shall be judging work done in which the members will learn to judge their club products. (The judging may or may not be

competitive. This requirement applies to all club projects, unless otherwise specified in the project. See Judging in 4-H Club Work, page 62.)

(8) There shall be at least one public demonstration given. (This may be given by a team of two or three members. See Demonstration in 4-H Club Work, page 55.)

(9) An achievement program or club round-up shall be held during the club year. (The club exhibit, judging and demonstration work may be given as part of the achievement club program, if desired.)

(10) At least 60% of the members shall complete the club project work and file a report with the local club leader.

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

An Explanation of Standard Club Requirements in Missouri.—In so far as possible, all members of a club should be selected from the same community so that they can attend regular club meetings.

If fewer than five members are enrolled in the same club project, they will be classified in the records as “junior cooperators”, who will be eligible to exhibit their club products competitively on the same basis as regular club members, but will be ineligible to compete in club judging and demonstration contests, because all the members of a team must belong to one club group, or be awarded county or state championship honors. (See Score Card for Ranking the Members of a Club, page 22.)

All boys and girls of Missouri who are 10 years of age when enrolling and who will be under 21 years of age when reporting, are eligible to become members of a standard club. Members who become 21 years of age during the club year are eligible to complete their work and make reports and receive achievement pins, but are ineligible to compete for awards. A regularly enrolled club member is one who belongs to a standard club with its own officers in charge, and who is working under the direction of a local club leader on a farm or home club project in cooperation with the Extension Service of the Missouri College of Agriculture.

Mature club members who also act as leaders of the same club of which they are members will be classified as leaders and will be considered ineligible to enter club contests for awards in exhibiting, judging, or demonstrating the same club project work in competition with the regular members of the club.

All members of a judging or a demonstration team shall be selected from one organized club. Club members are expected to exhibit, to

judge and to demonstrate only in club projects in which they have had farm or home project experience.

Teach the "Ear-Marks" of 4-H Club Work.—It is suggested that leaders and club members use the "ear-marks" of 4-H club work on all proper occasions, as, the club songs and yells, the national 4-H club emblem, the national 4-H club pledge, the national 4-H club motto, and the national 4-H club colors.

THE NATIONAL CLUB EMBLEM: The four-leaf clover.

THE NATIONAL CLUB PLEDGE:

"I pledge
 my *head* to clearer thinking,
 my *heart* to greater loyalty,
 my *hands* to larger service, and
 my *health* to better living,
 For my club, my community, and my country."

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

THE NATIONAL CLUB COLORS: Green and white.

Use 4-H Club Posters.—4-H club work in Missouri has reached a stage in its development when it should be identified very definitely as an activity of the Missouri College of Agriculture and the U. S. Department of Agriculture in demonstrating approved practices in farming and home making.

It is apparent that what we need to do is fully to identify our club work in each community and county with the 4-H club work of the state and nation. The 4-H club emblem has been selected as the most effective means to this end.

It is suggested that all extension workers and club leaders use the 4-H club posters at fairs and camps, at achievement programs and roundups, and in club meetings and on other proper occasions, to teach the public that the four H's refer to the educational program of the Missouri College of Agriculture and the U. S. Department of Agriculture.

The Extension Service of the Missouri College of Agriculture now has available for distribution a quantity of 4-H club posters which agents and club leaders may secure at actual cost. These posters are printed on stiff cardboard in two sizes, as follows:

Large 4-H Club Poster with the Club Pledge.—On cardboard 22 by 28 inches, 10c each.

Small 4-H Club Poster.—On cardboard 6 by 6 inches square, 2½c each.

All orders for 4-H club posters should be sent to the Agricultural Extension Service, Missouri College of Agriculture, Columbia, Missouri.

Complete 4-H Club Work, Approve Records, Award Achievement Pins, Select Champions.—4-H club achievement pins may be awarded to individual club members in Missouri in recognition of achievement when a club project is completed, but are not given out as club membership pins upon enrollment. An Achievement I pin may be awarded to a member upon completion of one project in club work; an Achievement II pin, upon completion of a second project in club work; an Achieve-

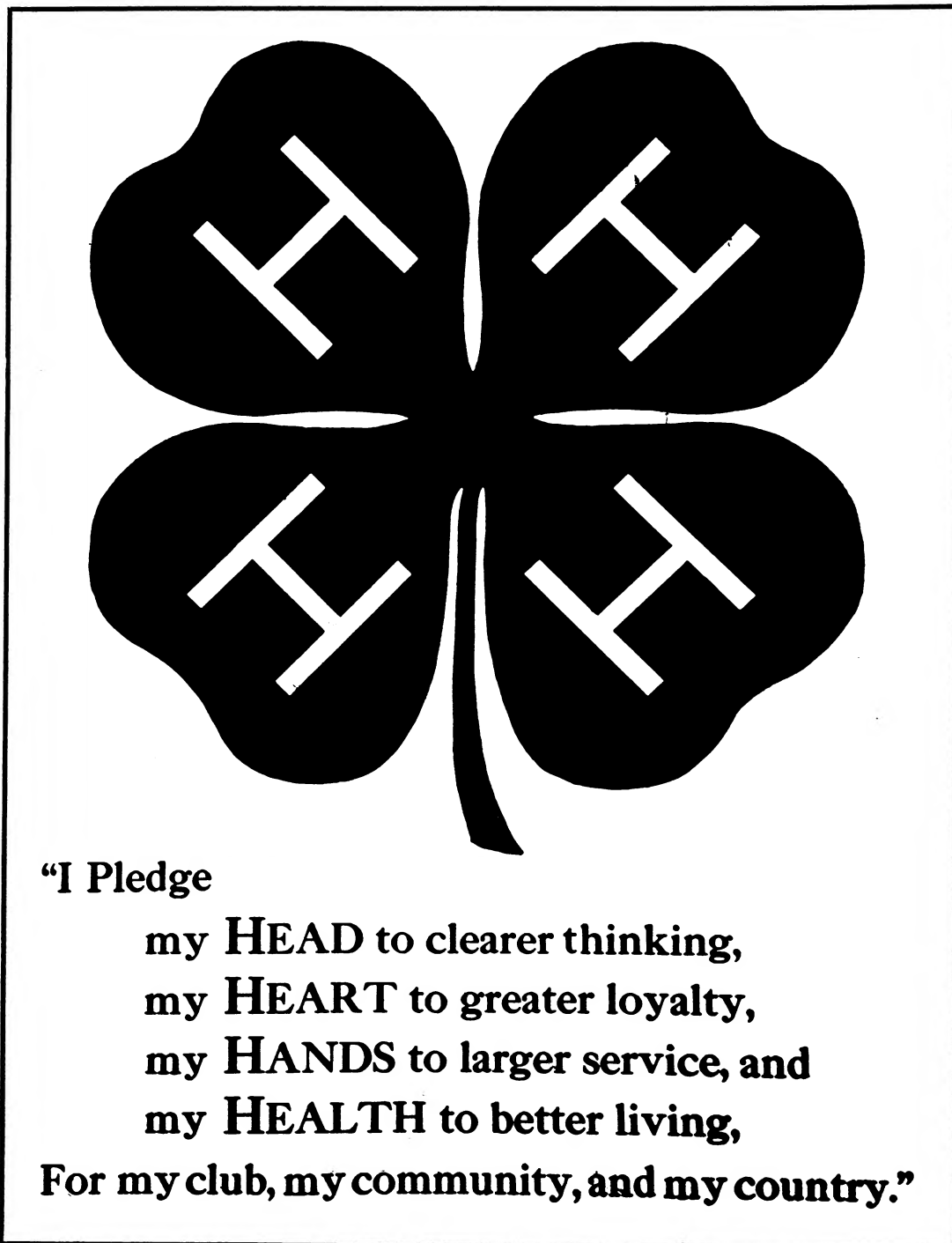


Fig. 3.—National 4-H Club Emblem and Pledge.

ment III pin, upon completion of a third project in club work; an Achievement IV pin, upon completion of a fourth project in club work; and on up to the completion of 10 club projects.

In agent counties, a member is considered as having completed a 4-H club project when the record book has been approved by the local club leader and by the county extension agent, by the district extension agent, or by the county home demonstration agent.

In counties not having an agent, a member is considered as having completed a 4-H club project when the record book has been approved by the local club leader and by a representative of the state club office.

After the 4-H club work is completed, the local club leader sends all the record books of the club members and the club secretary's record book to the agent for approval, including a supplementary statement regarding the most outstanding member in the club. (See score card for selecting 4-H club champions, Page 22). Then the agent sends all secretaries' record books and the record book of the most outstanding club member of the county in each club project, with supplementary statements to the state club office. In counties not having an agent, these record books and supplementary statements are sent direct to the state club office for approval. Local club leaders are provided with self-addressed envelopes in which they are authorized to mail the club records without paying postage.

These record books are reviewed, and if complete, a summary is made of the results and a list of the members completing and eligible to receive achievement pins is sent to the leader from the state club office.

After the summaries are made and the county and state champions are selected, all record books are returned to the local club leader for the club.

The county or local organization sponsoring 4-H club work will provide the achievement pins that are used, if awarded. Club members may purchase their own pins after their work is completed and approved. All orders for Missouri 4-H club achievement pins will be made by the agent direct to the St. Louis Button Company, St. Louis, the official Missouri 4-H club pin jeweler. All orders from leaders and others in counties not having an agent, should be sent to the State Club office for approval. When approved, these orders will be forwarded to the official jeweler who will fill the same promptly and mail direct to the purchaser.

The Missouri 4-H club achievement pins will be sold by the official jeweler at the following prices, including postage:

- 5 to 11 pins—13 cents each
- 12 to 24 pins—12 cents each
- 25 to 49 pins—11 cents each
- 50 to 99 pins—10½ cents each
- 100 or more pins—10¼ cents each.

(See Securing Record Books Upon Completion of 4-H Club Work, page 79.)

Conduct a Local 4-H Club Achievement Program.—The following program is suggestive:

- (1) An exhibit by the club.
- (2) Typical club meeting by the club.

- (3) A brief history of the club work for the year by a member of the club.
- (4) A team demonstration by two or three members of the club.
- (5) A judging contest to select a team to represent the club on the county achievement program or round-up.
- (6) Talk on club work.
- (7) A summary of the club results for the year by the local club leader.
- (8) Presentation of achievement pins and other awards, if given.
- (9) Announcement of club plans for the next year.
- (10) Songs and yells.

USE THE FOLLOWING SCORE CARD FOR RANKING THE MEMBERS OF THE CLUB

1. Part taken by the club member in club activities.....	50%
(1) Attendance and part taken in club meetings.....	10%
(2) Attendance and part taken in the achievement program or round-up, club tour, club camp, club picnic, State 4-H Club Round-up, etc.....	10%
(3) Part taken and standards attained in exhibiting, judging, and demonstrating club work.....	10%
(4) Club service, as shown by securing new club members, by explaining club work to others, by assisting the local leaders, by influence upon the community, and individual progress made by the club member.....	20%
2. The record book and club story.....	15%
3. The products produced and owned by the club member and the quality of results secured.....	35%
(Exhibits in contests and other products produced and owned, as animals, grain, vegetables, garments, and improved products.)	
Total.....	100%

Have a 4-H Club Delegation Attend the State 4-H Club Round-up at the Missouri College of Agriculture.—The State 4-H Club Round-up is a definite activity of the Agricultural Extension Service of the Missouri College of Agriculture and the U. S. Department of Agriculture which meets annually at the University of Missouri.

The program is planned to meet the needs of outstanding 4-H club members and leaders of Missouri: The educational trips to the College of Agriculture usually are made to the club members as awards for worthy achievements in their home communities; the opportunity to live and work for one week under actual University conditions is an inspiration to every boy and girl who attends; the participation in spirited contests

develops a higher type of sportsmanship and better methods of carrying out approved farm and home practices; the group discussions develop leadership and give all club members an opportunity to have a part in thinking out club problems and of learning new ways of doing things for use in their home communities; and the social, musical, and recreational activities give balance to the program and a delightful thrill to the interesting experiences of the week.



Fig. 4.—First State Conference of Club Leaders at the Annual State 4-H Club Round-Up, Missouri College of Agriculture.

Agents and other county leaders, bankers, fair associations, county courts, railroads, breed associations, Home Makers' Clubs, farmers' associations, schools, and all other organizations and agencies that cooperate with the Missouri College of Agriculture—are urged to provide annual awards for superior leadership work and for outstanding club achievements in the form of educational trips to the State 4-H Club Round-up at the Missouri College of Agriculture. (See Score Card for Ranking the Members of the Club, page 22.)

II. 4-H Club Projects

The following announcement contains a brief explanation of the revised plan of each 4-H club project which is being conducted by the Extension Service of the Missouri College of Agriculture and the U. S. Department of Agriculture in cooperation with counties, local communities and schools of the State.

ANIMAL HUSBANDRY

Market Pig Club Project

Object.—The object of the market pig club work is to organize boys and girls into groups to demonstrate feeding for economy and rapidity of gain, approved practices in swine management, swine judging and marketing; and to train the members in leadership.

Work Required.—Each club member is required to feed and care for one or more pigs (three barrows preferred) for four months or more, according to instructions of the Extension Service of the Missouri College of Agriculture, and to exhibit the pigs at a round-up at the close of the club work for the year.

Records Required.—Each club member is required to keep a record of the weights of the pig, or pigs, at the beginning and at the close of the club project work, the cost and amount of feeds used, a financial statement of the operation, and to write a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own one or more weanling pigs farrowed after March 1 (three barrows preferred) that weigh from 40 to 70 pounds each, sired by a purebred boar, and to provide the necessary feed, which will approximate 800 pounds of grain.

Time Required.—Time required to feed and care for the pigs.

Time for attendance at six or more club meetings.

Time for one all-day club tour

Time for one day for a club round-up or achievement program at close of the year's work.

Organization.—The market pig club should be organized in April. The club project work should be started in May and should continue for four or more months until the last of September or early October.

Purebred Gilt Club Project

Object.—The object of the purebred gilt club work is to organize boys and girls into club groups to demonstrate the method of properly developing breeding stock, approved methods of swine feeding and

management, swine judging and marketing, and to train members in leadership.

Work Required.—Each club member is required to feed and care for a purebred weanling sow pig from the time she weighs about 40 pounds, and to grow her for a breeding gilt, according to instructions of the Extension Service of the Missouri College of Agriculture, and to exhibit her at a round-up at the close of the year's work.

Records Required.—Each club member is required to keep a record of the weights of the pig at the beginning and at the close of the club project work, the cost and amounts of feeds used, a financial statement of the operation, and to write a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a purebred weanling sow pig and to provide the necessary feed to grow it to a weight of about 200 pounds by October.

Time Required.—Time to feed and care for the pig.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for one day for a club round-up, or achievement program at the close of the year's work.

Organization.—The purebred gilt club should be organized in March or April. The club project work should be started in May and should continue until the last of September or early October. (This club should be continued for one year more as a sow and litter club.)

Sow and Litter Club Project

Object.—The object of the sow and litter club work is to organize boys and girls into groups to demonstrate methods of caring and feeding of sow before farrowing and at farrowing time, caring for the young pigs and feeding out of the litter, methods used in recording the gilt, judging, fitting and showing; and to train the members in leadership.

Work Required.—Each club member is required to feed and care for a purebred gilt from at least two weeks before farrowing time, and to feed and care for her during the remaining period of pregnancy, at farrowing time and during the growth of her litter of pigs until a show or round-up is held in the fall, when the pigs should be of breeding size or ready for market. The majority of litters should be fed with the view of sending all to market for pork when from six to seven months of age, at which time the pigs should weigh 200 to 225 pounds each. The pigs should be farrowed, preferably in March, and all boar pigs, other than exceptionally good pigs, should be castrated and fattened for pork.

Records Required.—Each club member is required to keep a record starting when the sow farrows, the expenses and amount of feed used, the number and sex of pigs farrowed, the weight of the litter produced, and a financial report of the operations, and to write a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a purebred gilt, and to provide feed enough to carry the sow and to grow or fatten the litter to about 200 pounds each by October. This will require about 800 to 850 pounds of grain for each pig brought to this weight. In addition, the member will pay the cost of immunizing the litter against cholera.

Time Required.—Time required to feed and care for the sow and litter.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for one day at a club round-up, or achievement program at the close of the year's work.

Organization.—The sow and litter club should start any time from December 15 to not later than about two weeks before the pigs are to be farrowed, (preferably in March) and it should continue until the litter is shipped to market, or until the gilts in the litter are of breeding age in the fall, generally in October.

Baby Beef Club Project

Object.—The object of the baby beef club work is to organize boys and girls into groups to demonstrate baby beef feeding and management, economy of production, use of balanced rations, cattle judging and exhibiting, and to train the members in leadership.

Work Required.—Each club member is required to feed, care for and exhibit a purebred or grade steer, spayed or martin heifer, born between January 1 and September 1 of the year previous to the one in which the calf is shown, with preference for April, May and June calves, according to instructions of the Extension Service of the Missouri College of Agriculture.

The calf must be started on feed on or before April 1, and fed for at least six months, separate from other farm animals, without the use of a nurse cow.

A club member may feed more than one calf but will be permitted to show only one. In case a member feeds more than one calf, he or she must on April 1 designate to the club leader the calf that will be entered in the baby beef show.

Records Required.—Each club member is required to keep a record of the weight of the calf at the beginning and at the close of the feeding

period, (from April 1 for a period of at least six months,) and to keep a complete record of weights, feeds used, their cost and other expenses, and to write a story of the club activities for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a purebred or grade steer, spayed or martin heifer, of one of the beef breeds, and to provide the necessary feed.

Time Required.—Time necessary to feed and care for the calf.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for one day at a club round-up or achievement program at the close of the year's work.

Organization.—The baby beef club may be organized any time from November to March. Record keeping starts on April 1, and may be completed any time after October 1.

Beef Calf Club Project—For Calves Born After September First

(This project is tentatively offered and its continuance in the future will depend upon results secured.)

Object.—The object of the beef club work is to organize boys and girls into groups to demonstrate beef feeding and management, economy of production, use of balanced rations, cattle judging, and exhibiting; and to train the members in leadership.

Work Required.—Each club member is required to feed, care for and exhibit, according to instructions of the Extension Service of the Missouri College of Agriculture, a purebred or grade steer, or a spayed or martin heifer calf born after September 1.

The calf shall be started on feed by the time it is three months old, and fed until the time of the round-up, separate from other farm animals, without the use of a nurse cow, except that a calf may nurse its own mother.

A club member may feed more than one calf but will be permitted to show only one in the county show, and not more than two calves in the American Royal Show. In case a member feeds more than one calf, he or she must on April 1 designate to the club leader the calf that will be entered in the local show.

Records Required.—Each club member is required to keep a record of the weight of the calf at the beginning and at the close of the feeding period, (from April 1 until the round-up) and keep a complete record of weights, feeds used, their costs, and expenses, and to write a story of club activities for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a purebred or grade steer, spayed or martin heifer calf of one of the beef

breeds, and to provide the necessary feed. The member, or his or her father, must own the mother of the calf. The member must charge on the feed record \$3.00 per month for the use of the cow from April 1 until the calf is weaned.

Time Required.—Time necessary to feed and care for the calf.

Time for attendance at six or more club meetings.

Time for one all-day tour.

Time for one day for a club round-up or achievement program at the close of the year's work.

Organization.—Clubs for beef calves born after September 1 may be organized any time from November to March. Record keeping starts on April 1 and may be completed any time after October 1.

(Calves developed in this club will be approved for showing in the local county show and at the American Royal Livestock Show at Kansas City, Missouri. Separate classes should be provided at local and county shows for calves and junior yearlings.)

Beef Cow and Calf Club Project

(Especially applicable to counties normally short of corn.)

Object.—The object of the beef cow and calf club work is to organize boys and girls into groups to introduce a type of beef production which makes it possible to utilize a maximum amount of roughage and a minimum amount of corn and still market a fat animal, and to train the members in leadership.

Work Required.—Each club member is required to feed, care for and exhibit the calf of a purebred or grade beef cow which is secured before the calf is dropped. Cows which will drop calves in February or March should be given preference, however, cows which will drop calves between October 1 and April 1 may be used.

The calf should be fed grain while nursing the cow. The calf should be sold the following November or December, and the cow may be used for another year's work.

This project should be carried out according to instructions given in Circular 186, Producing and Feeding Beef Calves, and in Club Circular 21, The Baby Beef Club, of the Extension Service of the Missouri College of Agriculture.

Records Required.—Each club member is required to keep a record of club activities from the time the cow is obtained until the project is completed, but in no case should the record be started later than April 1. This record shall include the cost of the cow and the cost of keeping the cow for the year and her value at the close of the year's work, the cost of the feed of the calf and the weight and value of the calf at the close of the year's work. The record book will be provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to purchase or manage on a partnership basis with his father, a purebred or grade beef cow and to provide the necessary feed for the cow and the calf which is produced.

Time Required.—Time necessary to feed and care for the cow and calf.

Time for attending six or more club meetings

Time for one all-day club tour.

Time for one day at a club round-up at the close of the year's work.

Organization.—The cow and calf club should be organized in October, November, December, or January, and the work should be completed in November or December. (If the calf is not sold before December 1, the value of the cow and calf should be determined so that the results can be used in the annual report.)

Ewe and Lamb Club Project: Flock Project

Object.—The object of the ewe and lamb club work is to organize boys and girls into groups to demonstrate approved practices of sheep husbandry in the production of early lambs for market; and to train the members in leadership.

Work Required.—*Ewe and Lamb Club.*—Each club member is required to feed and care for 3 to 5 ewes and their lambs from at least two weeks prior to lambing until the lambs have reached market weight, (March lambs should reach a market weight of about 65 pounds by June), to dock and trim the lambs when they are from ten days to two weeks old, to creep feed grain to the lambs while suckling, and to shear the ewes or have them shorn, (usually during the latter part of April or the first part of May), according to the instructions of the Extension Service of the Missouri College of Agriculture.

Flock Project.—Each club member is required to feed and care for 6 or more ewes and their lambs. Requirements otherwise are the same as for the Ewe and Lamb club. Boys or girls with the ewe and lamb project usually work into the flock project in from two to three years.

Records Required.—Each club member is required to keep a record of the cost and amount of feed used both for the ewes and lambs, beginning at lambing time (usually in February), a statement of the cost and sale of ewes, lambs and wool, the amount of wool shorn from the ewes and a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own 3 to 5 ewes, and to provide the necessary feed for the ewes and their lambs,

which will approximate 200 pounds of hay and 50 to 60 pounds of grain per ewe, the amount depending mainly upon climatic conditions.

Time Required.—Time necessary to feed and care for the ewes and lambs.

Time for attendance at six or more club meetings.

Time for one all-day tour.

Time for one day at a club round-up or achievement program at the close of the year's work.

Organization.—The ewe and lamb club should be organized in August. The ewes should be secured not later than September or if purchased after breeding not later than December in any case, and the work should be completed in June. (Extra good lambs may be retained for showing).

Fat Lamb Club Project

Object.—The object of the fat lamb club work is to organize boys and girls into groups to demonstrate how to fatten spring lambs for the fall market, and how to grow out ewe lambs to be retained for breeding purposes; and to train the members in leadership.

Work Required.—Each club member is required to feed and care for one or more ewe or wether lambs for a period of three or more months from weaning until marketing date (some lambs may be kept until October or November for the fall shows), according to the instructions of the Extension Service of the Missouri College of Agriculture.

Records Required.—Each club member is required to keep a record of the weights of the lamb or lambs at the beginning and at the close of the club project work, the cost and amounts of feed used, the cost and selling price, and to write a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own one or more ewe or wether lambs, (5 to 10 preferred) and to provide the necessary feed for them.

Time Required.—Time necessary to feed and care for the lambs.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for one day at a club round-up or achievement program at the close of the year's work.

Organization.—The fat lamb club should be organized in February, March or April. The club project work should start in May or by the first of June after the lambs have been weaned. The work should be completed before December. (In August western feeder lambs may be secured for not less than 90-day feeding period.)

Stock Judging Club Project

(Prepared only for school clubs.)

Object.—The object of the stock judging work is to organize boys and girls into club groups for the purpose of teaching the members how to distinguish the different types and breeds of livestock, and how to judge the various types of farm animals by comparison; and to train the members in leadership.

Work Required.—Each club member is required to learn the breed characteristics of all farm animals, to become familiar with the use of the score card, and to learn what constitutes proper conformation, according to the instructions of the Extension Service of the Missouri College of Agriculture.

In the beginning of the study of livestock judging, members will be required to score 4 draft horses or mules, 4 beef cattle, 4 dairy cattle, 4 lard hogs, 4 bacon hogs and 4 sheep, if available. Members are required to take part in local judging contests and clubs are required to send a judging team of three members to a county contest, if one is held.

Records Required.—Each member of a stock judging club is required to keep records of the work accomplished at each club meeting, such as the number of animals of each class scored, the name of the instructor and the subject presented, and other facts relative to the work, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Expense.—None.

Time Required.—Time for attendance at six or more club meetings, with weekly or bi-weekly meetings preferred, for a period of at least two months.

Time to make club judging tours to visit farms having good livestock.

Time to take part in a local judging contest.

Time for attendance at a public achievement program at close of the year's work.

Organization.—Stock judging clubs may be conducted during the school year.

AGRICULTURAL ENGINEERING

Terracing Club Project

Object.—The object of the terracing club work is to organize boys into groups to become acquainted with proper methods of constructing terraces, to become acquainted with equipment used in laying out terraces, and to secure training in leadership, to the end that a greater community interest in terracing may be developed.

Work Required.—Each club member will be required:

1. To build a home-made terracing frame according to drawings furnished by the Extension Service of the Missouri College of Agriculture.
2. To lay out and construct at least three terraces in a field which will assist in the practical prevention of soil erosion.
3. To follow proper cropping practices in the field following the building of the terraces.
4. To read references supplied by the Extension Service of the Missouri College of Agriculture.

Records Required.—Each club member is required to keep an accurate record of time spent on the project, cost of materials used, cost of labor, (horse, man, and tractor) a plat of the field showing the locations of terraces and locations of gullies, and such other written material as the local leader may direct, and shall write a story of the club activities and experiences in a record book provided by the Agricultural Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member shall own the terracing frame and carpenter's level and be responsible for graders, horses, and tractors used in construction of the terraces.

Expense.—It is estimated that the total expense for materials need not be more than three (\$3.00) dollars.

Time Required.—Time to complete terracing requirements.

Time for six or more regular club meetings.

Time for club observation tour (one day).

Time for club round-up tour (one day).

Organization.—The club should be organized in June or July and the work should be completed by October 15.

DAIRY HUSBANDRY

Dairy Calf Clubs

Object.—The object of the dairy calf club work is to organize boys and girls into club groups for the purpose of demonstrating approved methods of dairy cattle feeding and management, of record keeping, something as to the meaning of pedigrees and their values, dairy cattle judging, fitting and exhibiting, buying and selling prices, and to train the members in leadership.

First Year Dairy Club Project

Work Required.—Each club member is required to feed and care for a dairy calf up to the breeding age.

Records Required.—Each club member is required to keep an account of all operations involved in the feeding, care and management

of the calf and to write a story of the year's work in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a heifer calf and to furnish all feed necessary for the project.

Time Required.—Time to care for the dairy calf.

Time to attend six or more club meetings.

Time for one all-day club tour.

Time for a round-up or a public achievement program at the close of the year.

Organization.—The first year dairy club may be organized at any time, but preferably so that the animals can be bred sometime between November 1 and February 1, at which time the second year's work should be started.

Second Year Dairy Club Project

Work Required.—Each club member is required to feed and care for a dairy heifer from the time of breeding through the first calving period.

Records Required.—Each club member is required to keep an accurate account of all operations involved in the feeding, care and management and breeding of the yearling heifer, and to write a story of the year's work, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a yearling dairy heifer and to furnish all feed necessary for the project. A member may start with the second year's work or may continue the second year's work with the calf used during the first year's work.

Time Required.—Time to care for the dairy heifer.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for a round-up or public achievement program at close of the year.

Organization.—Old clubs will start the second year's work at the close of the first year's work. It is preferable to start new clubs on the second year's work in January.

Third Year Dairy Club Project

Work Required.—Each club member is required to feed and care for a producing dairy cow for a period of one year, preferably beginning about the freshening time.

Records Required.—Each club member is required to keep an accurate account of feeds, rations, calving, breeding, milk and butter fat production, value of same, and profit or loss, (milk and butter fat production will be determined by weighing the milk daily and by making

monthly tests) and to write a story of the year's work, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own a producing dairy cow and to furnish all the feed necessary for the project, and to own jointly with other members of the club a small enclosed Babcock tester with the necessary supplies, unless such an outfit is available in the community.

Expense.—Estimated cost of tester—\$18.00 to \$20.00.

Time Required.—Time to care for the dairy cow.

Time for attendance at six or more club meetings.

Time for one all-day club tour.

Time for one all-day round-up or achievement program at the close of the year's work.

Organization.—Old clubs will start at the close of the second year's work. New clubs may start the third year's work at any time, with preference for freshening cows in the fall.

Cow Testing Club Project (Without ownership)

(Prepared only for school clubs)

Work Required.—Each club member is required to keep a record on one or more producing dairy cows of the home farm (preferably on all cows if there are five or fewer) for a period of two months (60 days), to make daily weights of the milk from each cow by milkings, to make butter fat tests of the milk of each cow once each month and preferably once each week, to measure and weigh one day's feed each month and to use these weights as an average for the number of days in the month, and to make a progress report of the results secured at each club meeting.

Records Required.—Each club member is required to keep an accurate account of the daily weights of milk, the record of the tests for butter fat, the kinds and amounts of feed used, and a brief narrative report of each club meeting, on record blanks provided by the Extension Service of the Missouri College of Agriculture.

Expense.—Each member should own jointly with the other members of the club a small, enclosed Babcock tester with the necessary supplies, unless such an outfit is available in the community.

Time Required.—Time for attending to the cows of mornings and evenings.

Time for attendance at six or more club meetings, weekly meetings preferred.

Time for attendance at a public achievement program at the close of the year's work.

Organization.—The cow testing club should be organized between September 1 and November 1 and should continue for sixty days.

ENTOMOLOGY

Bee Club Project

Object.—The object of the bee club is to organize boys and girls into groups for the purpose of demonstrating to the members profitable methods of honey production, and the value of bees to horticulture, also to demonstrate to the community the value of modern methods of bee culture; and to train the members in leadership.

Work Required.—Each club member is required to own and care for one or more colonies of bees and to produce economically as great a quantity as possible of comb, extracted, or chunk honey.

The essentials to be observed are:

- a. Selection of a well-bred Italian Queen,
- b. A standard hive with movable frames,
- c. Frames equipped with full sheets of foundation, wired,
- d. Shallow or deep supers,
- e. Provision for adequate bee pasture,
- f. Harvesting of crop at the proper time,
- g. Proper wintering and feeding,
- h. Exhibiting and judging honey for quality.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, and activities at club meetings, and to write a story of the club experiences for the year, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own and to be responsible for one or more colonies of bees, and to secure the necessary equipment and supplies to properly conduct the project.

Time Required.—Time to care for the project.

Time for attendance at six or more club meetings.

Time for a one day club tour.

Time for a county show, if held.

Time for attendance at a community round-up or achievement program at the close of the year's work.

Organizations.—The club should be organized during March or April so as to be ready to start the home project work before May 1. Reports for the project work should be made by November 15. The bee club work should then be continued as a project on wintering.

FIELD CROPS

Object.—The object of the club work in field crops is to organize boys and girls into groups for the purpose of demonstrating to the members and to the community approved methods of production and crop

management to the end that better practices may be adopted; and to train the members in leadership.

Corn Club Projects I and II

Work Required.—Corn Club I.—Each club member who is doing the work for the first time is required to raise at least one acre of corn, demonstrating the use of pure seed of an adapted variety, proper methods of seed bed preparation and corn culture, and field selection of seed corn.

Work Required.—Corn Club II.—Each club member who is doing the work for the second time, or for successive times, is required to raise at least five acres of corn, demonstrating the use of pure seed of an adapted variety, proper methods of seed bed preparation and corn culture, and field selection of seed corn.

Records Required.—Each club member is required to keep an account of all operations, hours and cost of labor necessary to produce the crop, cost of seed and fertilizer, and any other necessary expense. Also an account of receipts, a record of each meeting, and a story of the club work for the year, should be given in the record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, and to buy his own seed and fertilizer, and to secure any tools necessary for cultivating the crop.

Time Required.—Time for necessary work to produce the crop.
 Time for attendance at six or more club meetings.
 Time necessary for one local exhibit.
 Time for a county or state exhibit is optional.
 Time for attendance at an achievement program at the close of the year's work.

Organization.—Corn clubs should be organized in February or March. The crop season is from April to October, varying with local conditions.

Grain Judging Club Project.

(Prepared only for school clubs.)

Object.—The object of the grain judging work is to organize boys and girls into club groups for the purpose of teaching the members how to identify the different varieties of grains by comparison, and how to test, judge and store seed corn; and to train the members in leadership.

Work Required.—Each club member is required to learn how to identify the different types of corn and the different varieties of Dent corn, how to select, test and store seed corn, and how to judge single-ear

and ten-ear samples. Each member is required to test a ten-ear sample of corn and to make a written report of the same.

Members are required to judge wheat, oats, soybeans, cowpeas, and clover seed if available and to make germination tests of some of them.

Members are expected to make an exhibit of a ten-ear sample of corn, also to place a pint each of wheat, oats, soybeans, and cowpeas in a local exhibit, and to take part in a local judging contest. The club should be represented by a team of three members in a county judging contest, in case one is held.

Records Required.—Each member of a grain judging club is required to keep records of the different varieties of grains studied, tested, scored and judged, and to give a written report of results secured in each case and also a summary of the year's work, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Expense.—Some communities may not grow all the classes of grains included in this project, in which case it is recommended that they secure samples of a pint or a quart of each for study. Otherwise there would be no expense.

Time Required.—Time for attendance at six or more club meetings, preferably held once each week.

Time to make collection of grains, and to do other work required in the project.

Time for taking part in a local judging contest.

Time for attendance at a local achievement program at the close of the year's work.

Organization.—Grain judging clubs may be organized any time before January, and should be completed by April.

Cotton Club Project

(Offered especially for Southeast Missouri)

Work Required.—Each club member is required to raise and to market at least one acre of cotton, using the best cultural methods, which include proper preparation of seed bed and approved cultural practices together with the proper spacing, the growing of adapted varieties, and the use of phosphate fertilizer; also weighing up the crop, keeping records, and attending and taking part in all club activities are required.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, hours of labor, and record of work done at club meetings, and to write a story of the year's work, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, and to secure pure

seed of adapted varieties, fertilizer, materials recommended for insect control as needed, and any tools necessary for cultivating the crop.

Time Required.—Time for attendance at six or more club meetings.

Time necessary for work on the crop.

Time for one day for a club tour.

Time for one day for a county show or achievement program at the close of the year's work.

Organization.—All clubs should be organized in March or April so that the cotton can be planted about the first week in May. No clubs should be organized after May 1. All work should be completed and reports made before December 1.

Soybean Club Project

Work Required.—Each club member is required to raise at least one acre of soybeans, (a five-acre demonstration field is to be preferred) using approved cultural practices, which include proper preparation of seed bed, the growing of one of the five following standard varieties, Morse, Midwest, Haberlandt, Virginian, or Wilson, and harvesting the crop.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, hours of labor, etc., as called for in the record book furnished by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, and to secure his own seed, fertilizer and any tools necessary for cultivating the crop.

Time Required.—Time for necessary work to produce the crop.

Time for attendance at six or more club meetings.

Time necessary for making a local exhibit.

Time for attendance at an achievement program at the close of the work for the year.

Organization.—The club should be organized in March or April, and all reports should be completed by November.

Grain Sorghum-Growing Club Project

(Offered especially for Ozark section)

Work Required.—Each club member is required to raise not less than one acre of grain sorghum, (a five-acre demonstration field is recommended), using approved cultural practices and keeping complete records.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, hours of labor, etc., as called for in the record book furnished by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, and to secure his own seed, fertilizer, and any tools necessary for cultivating the crop.

Time Required.—Time for necessary work to produce the crop.
Time for attendance at six or more club meetings.
Time necessary for making a local exhibit.
Time for attendance at an achievement program at the close of the work for the year.

Organization.—The club should be organized in March or April and all reports should be completed by November.

HOME ECONOMICS GARMENT MAKING CLUBS

Garment Making Project I—Household Articles

Object.—To teach some of the fundamentals of sewing by making household articles.

To interest the girls in sewing and improving the appearance of the home.

To teach the selection of suitable designs, colors, and materials for household articles.

To teach how to repair garments.

To develop community spirit and to train the members in leadership.

Work Required.—This work deals with the making of household articles. It takes up the making of simple articles and all the stitches used on them. There are four groups and each member is required to select and make one article from each group.

Group I	Group II	Group III	Group IV
Tea towel	Laundry bag	Dresser scarf	Kitchen apron
Hand towel	Sewing or other	Table runner	Bungalow apron
Napkin	bag	Lunch, vanity or	
	Apron bag	buffet set	
	Pillow case		

In addition each member shall: (1) Remove two stains; (2) Darn two pairs of stockings; (3) Patch two garments.

Records Required.—A record book is furnished by the Extension Service of the Missouri College of Agriculture in which each member is required to record cost of materials, and story of club work for the year.

Expense.—Each member is required to furnish all materials used in making articles and any sewing equipment necessary.

Time Required.—For work on some of the articles at home for a period of three to six months.

For attendance at six or more club meetings.

For help with a local exhibit.

For attending a local achievement program at the close of the year's work.

Organization.—As to the time of year, there is a preference for March, April and May for summer clubs and September, October and November for winter clubs.

Garment Making Project II—Summer Clothes for Girls

Object.—To teach the selection of suitable materials and trimmings for under and outer garments.

To teach the making of under and outer garments.

To teach the selection of artistic, healthful, and suitable summer clothes for girls.

To teach the selection of artistic and appropriate accessories.

To develop community spirit and to train members in leadership.

Work Required.—This work deals with summer clothes for girls. Each member shall:

1. Learn the characteristics of a well dressed girl.
2. Make a tentative clothing budget for her summer wardrobe.
3. Make a study of materials, trimmings, and finishes for undergarments according to suitability, laundering, and wearing qualities.
4. Make a summer outfit consisting of bloomers, brassiere, princess slip and wash dress that are appropriate to wear together, or in case a girl wears a combination suit with the drawers gathered at the knee, this may be substituted for the bloomers, or a girl who does not need a princess slip may make a night gown instead; but it is strongly recommended that an outfit consisting of bloomers, brassiere, slip, and dress that can be worn together be made.
5. Make a study of the principles of good design and color for dress and apply these in choosing material and pattern for the dress she makes for herself.
6. Learn to identify common materials for wash dresses, and enough of their characteristics to assist in buying such materials economically.

Records Required.—A record book is furnished by the Extension Service of the Missouri College of Agriculture, and in this each member is required to record the cost of materials, and the story of the club work for the year.

Expense.—Each member is required to furnish all materials used for garments and any sewing equipment necessary.

Time Required.—For work on some of the articles at home for a period of three to six months.

For attendance at six or more club meetings.

For help with a local exhibit.

For attendance at a local achievement program at the close of the year's work.

Organization.—Any time during the year, with preference for March, April and May for summer clubs, and September, October, and November for winter clubs.

It is recommended that the Garment Making II club project be composed as nearly as possible of members who have had Garment Making I club work.

Garment Making Project III—Winter Clothes for Girls

Object.—To teach the selection of suitable materials and trimmings for under and outer garments.

To teach the making of under and outer garments.

To teach the selection of artistic, healthful, and suitable winter clothes for girls.

To teach the selection of artistic and appropriate accessories.

To develop community spirit and to train members in leadership.

Work Required.—This work deals with winter clothes for girls. Each member shall:

1. Study the principles of selecting healthful, becoming clothes for the wardrobe.
2. List articles needed in winter wardrobe, estimate cost of new articles to be made or purchased.
3. Select all articles of wardrobe, which are to be purchased, including shoes, stockings, underwear, wrap, hat, and materials for garments and articles to be made.
4. Make:
 - (a) Two articles for a winter wardrobe, such as princess slip, brassiere, bloomers, hat or cap.
 - (b) A wool dress or a wool skirt with a smock, middie or other blouse.
 - (c) One accessory as handkerchief, separate washable collar or collar and cuffs, tie, shoulder ornament, hat, scarf or bag suitable for use with the dress made.
5. Apply principles of harmonizing colors to the choice of colors for decorative stitches and accessories.
6. Learn and use methods of caring for and repairing garments.

Records Required.—A record book is furnished by the Extension Service of the Missouri College of Agriculture, in which each member is

required to record the cost of materials, description and value of product, and the story of the club work for the year.

Expense.—Each member is required to furnish all materials used for garments and any sewing equipment necessary.

Time Required.—For work on some of the articles at home for a period of three to six months.

For attendance at six or more club meetings.

For help with a local exhibit.

For attendance at a local achievement program at the close of the year's work.

Organization.—Any time during the year, with preference for March, April, and May for summer clubs, and September, October, and November for winter clubs.

It is recommended that the Garment Making III club project be composed as nearly as possible of members who have had Garment Making II work.

Baking Club Project I

Object.—To teach principles underlying bread making and to develop technique so that girls may be able to make good, wholesome, easily digested bread.

To teach girls the importance of baking good bread.

To develop an appreciation of what good bread is and to interest the members in making bread of good quality in their homes.

To develop community spirit and to train the members in leadership.

Work Required.—The first year baking work provides for the making of good, wholesome, easily digested breads. Each club member is required to do at least 16 bakings; yeast bread (7 bakings), quick breads (9 bakings).

Records Required.—Each member is furnished a record book by the Extension Service of the Missouri College of Agriculture in which she is required to keep the number of bakings, record and amount of baking, and story of the club work for the year.

Expense.—Each member is required to supply all ingredients necessary for making breads and any tools or equipment needed in baking.

Time Required.—For work in some of the required duties at home.

For attendance at six or more club meetings.

For attendance at the local achievement program at the close of the year.

Organization.—Any time during the year, with preference for March April, or May for summer clubs and September, October or November for winter clubs.

CANNING CLUBS

Canning Club Project I.

Object.—To teach the relation of an adequate supply of fruits and vegetables to health.

To increase the use of vegetables in the winter diet.

To demonstrate the best methods of canning fruit and vegetables.

To save the surplus food in the gardens.

To develop community spirit and to train the members in leadership.

Work Required.—

1. To can by the cold-pack method 12 jars of fruit (at least three varieties).
2. To can by the hot-pack method 12 jars of vegetables (at least three varieties).
3. To keep a record of the fruits and vegetables canned with the expense of each.

Records Required.—A Record Book is furnished by the Extension Service of the Missouri College of Agriculture in which each member is required to report the variety, amount, cost and spoilage of product, and the story of club work for the year.

Expense.—Each member must supply the products to be canned and any equipment necessary for canning.

Time Required.—For doing some of the required work at home.

For attendance at six or more club meetings.

For help with a local exhibit.

For attendance at a local achievement program at the close of the year's work.

Organization.—The usual canning season is from April to September but the clubs should be organized in April or May so that the work can be started in May or June.

Canning Club Project II

Object.—To give additional practice in canning fruits and vegetables and to teach methods of canning meat.

To teach principles of preserving such as the making of jelly, preserves and fruit butters.

To develop community spirit and to train members in leadership.

Work Required.—The second year canning work continues canning by the cold and hot pack methods, adding meats, preserves and jellying. Each club member is required:

To can 12 jars of fruit,

To can 12 jars of vegetables,

To can 6 jars of meats (at least two varieties),

To make 12 glasses of jelly (two varieties),

To make 2 jars of preserves (two varieties),
 To make 2 jars of fruit butter (two varieties).

Records Required.—A record Book is furnished by the Extension Service of the Missouri College of Agriculture in which each member is required to record variety, amount, cost and spoilage of product, and the story of the club work for the year.

Expense.—Each club member is required to furnish products to be canned, or preserved, and any equipment necessary for the canning.

Time Required.—For doing some of the required work at home.
 For attendance at six or more club meetings.
 For help with a local exhibit.
 For attendance at a local achievement program
 at the close of the year's work.

Organization.—The usual canning season for the fruits and vegetables, and the meats canned in the winter season, makes the club year from April until December. These clubs should be organized in April or May so that the work can be started in May or June.

THE HOT LUNCH CLUB

(Prepared for School Clubs)

Object.—To promote better health among the boys and girls of the rural schools by making the school lunch more appetizing, more easily digested, and better balanced.

To develop in the boys and girls a liking for good, wholesome food.

To give the club members experience in the correct methods of food preparation.

To teach courtesies connected with the serving and the eating of the school lunch.

To train the club members in leadership.

Work Required.—This work is concerned with the preparation and serving of one hot dish to be eaten with the cold school lunch. Each member is required to serve for two weeks as cook and for two weeks as assistant cook, the weeks not to be consecutive. As cook each member shall:

1. Keep account of supplies on hand and to be bought.
2. Plan menu for a week at a time with the assistance of the other club members.
3. Keep record of the kind and amount of food donated.
4. Prepare and serve food with the help of the assistant cook.
5. Practice cooking at home the dish to be cooked at school, if the member has not made it before.

As assistant each member shall:

1. Help the cook in every way possible but take no time from school hours.

2. Be responsible for washing and wiping the dishes.
3. Be responsible for cleaning cupboards, utensils, stove, etc.

Records Required.—A record book is furnished by the Extension Service of the Missouri College of Agriculture in which to report date, cook, assistant, number served, dish served, and a contribution record sheet with the name of the member, date, and product contributed.

Expense.—Equipment and supplies should be furnished by school boards or community, by entertainments, or by contributions from the home.

Time Required.—Each member is expected to go to school a little earlier for the weeks he or she is cook in order to prepare a dish for the lunch, and each cook should practice making the dish at home before serving it at school.

Organization.—These clubs should be organized in October, November, or December. All requirements should be completed and the reports made before the close of school.

The Supper Club Project

Object.—To teach the club girls to improve their own health and that of their families through better food habits.

To teach the club girls what a balanced meal is and its value.

To train the club girls to prepare foods in the best way to promote health.

To teach the club girls the simple, fundamental rules of table service and manners.

Work Required.—Each club member is required:

1. To learn what a balanced meal is and in so far as possible to see that the home meals are balanced.
2. To prepare at least two fruit desserts, cereals for supper twice, potatoes once, tomatoes once, and egg dessert or egg and milk dessert twice.
3. To learn and practice the best way to set the table.
4. To learn and use correct table manners.
5. To learn to prepare and serve a simple, wholesome supper.

Records Required.—A record book is furnished by the Extension Service of the Missouri College of Agriculture in which to report the date, number and kinds of fruit desserts, cereals, potatoes, tomato, egg, and milk dishes prepared, simple rules for setting the table, serving at the table, table manners, and improvement of health.

Expense.—Each member is required to furnish individual equipment, such as paring knife, teaspoon, tablespoon, measuring cup, and the necessary food for the project.

Time Required.—Time to attend six or more club meetings including the achievement program.

Time to do the home work requested.

Organization.—These clubs may be organized anytime of the year, but preferably in March, April, or May.

Health and First Aid Club Project

Object.—The object of the health and first aid clubs is to promote health by emphasizing the daily practice of health habits by each member, by teaching the necessary precautions for avoiding accidents and injuries, and emergency care of these when they occur; and through the club group to develop an interest in community health problems.

Work Required.—Each club member is required to learn the health rules, to practice the health habits, and to understand why they are essential to life, to train in the necessary precautions to avoid accidents and injuries, and care for the still common emergencies as follows:

- (1) Learn how to make and use bandages: a. When the skin is not broken, as in bruises, sprains, dislocations, fractures, etc., b. When the skin is pierced or broken, how to care for wounds, how to stop bleeding, etc.,
- (2) Learn how to care for common emergencies: a. Fainting; b. nose bleed; c. nausea; d. vomiting; e. burns; f. chills; g. sunstroke; h. drowning,
- (3) Provide a few bandages and a properly equipped medicine chest to have on hand in the home.

Records Required.—Members will be required to keep records of their practice of health habits; the emergencies in which they have assisted; the construction, contents, and use of their medicine cabinets; and a record of demonstrations and exhibits held, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Expense.—The expense of a club member is small, as each is required to furnish only those supplies which are not already in the home, such as gauze, bandage, cotton, adhesive plaster, etc.

Time Required.—Time necessary for practice of health habits and bandaging and for preparation of a medicine chest.

Time for attendance at six or more club meetings.

Time for attendance at an achievement program at the close of the year's work.

Organization.—These clubs should be organized in March, April, or May for summer club work and in September, October, or November for winter club work.

Health and Sanitation Club Project

Object.—The object of the Health and Sanitation Club Project is to promote health by sustaining interest in the daily practice of health habits by each member, by teaching the relation of sanitary surroundings to health, and through the club activities to develop an interest in, and a sense of responsibility for, community health conditions.

Work Required.—Each club member is required:

1. To know the health rules.
2. To practice the health habits.
3. To learn the fundamentals of sanitation relating to water supply, disposal of wastes, fly control, ventilation, the home production of clean milk, and vermin control.
4. To make and to install in the home a window ventilator or wind deflector and to take deep breathing exercises out-of-doors.
5. To make and to install a fly trap.
6. To score the home water supply and to have an analysis of the water made.
7. To score the home toilet.

If the club is organized in a school, the school water supply should be scored and analyzed and the school toilets scored.

Records Required.—Members will be required to keep records of their practice of health habits one week each month; of sanitary equipment made or provided; of sanitary improvements made in home, school, or community; and a record of demonstrations, and exhibits held, in a record book provided by the Extension Service of the Missouri College of Agriculture.

Expense.—The expense to each member will be small as most of the materials needed usually will be found in the home.

Time Required.—Time necessary:

To practice the health habits daily.

To take deep breathing exercises out-of-doors.

To score the home water supply and toilet and to have the home water supply analyzed.

To make a fly trap and a window ventilator.

To attend six or more club meetings.

To attend an achievement exercise at close of the year's work.

Organization.—These clubs should be organized in March, April, or May for summer club work, and in September, October, or November for winter club work.

HOUSEHOLD MANAGEMENT CLUBS

Young Housekeeper's Club Project

(Recommended for girls 14-21 years of age.)

Object.—To develop health and happiness through wholesome mental attitude toward housework and homemaking by applying efficiency methods in doing household tasks.

Work Required.—Each club member shall:

Report on a definite study of one household task, comparing time and energy used before and after adopting the standardized method of doing work and her satisfaction with improved method,

Put into practice for one week each of the improved methods of doing work that has been studied by club members,

Test one piece of household equipment and report as per demonstration outline,

Assume the doing of one or more daily tasks for one week or longer.

Records Required.—Each club member shall:

1. Make a report of demonstrations, discussions, and work done by the club leaders, club members and others,

2. Make a complete record of the standardized task carried on and of the testing of household equipment,

3. Write a story of club experiences for the year,

4. Keep all records of the club work in a record book provided by the Extension Service of the Missouri College of Agriculture.

Time Required.—For attendance at six or more club meetings.

For making a standardized practice of some household duty.

For testing one piece of household equipment, and for trying out for one week each of the improved methods of doing the work studied.

Organization.—The club should be organized in March or April. The work should start the latter part of April or in May and should be completed by October.

More Attractive Home Club Project

(Recommended for girls 14-21 years of age.)

Object.—The object of the more attractive home club is:

To foster an appreciation of and pride in service in the home,
To emphasize simplicity and good taste in house furnishings rather than cost,

To teach the care and repair of house furnishings,

To show how a harmonious and restful interior may be achieved,

To improve the home grounds by foundation, border and corner planting.

Work Required.—Each club member is required:

To plan a color scheme for a bedroom and adhere to it as closely as possible in making changes,

To improve window furnishings for one room,

To rearrange furniture in one room,

To make at least one article such as a dresser scarf, table runner, curtain, etc.,

To make a plan of grounds before and after planting,

To submit kodak pictures of house before and after planting, if possible,

To plant at least four shrubs and to grow six varieties of flowers,

To exhibit her room and take part in the club tour,

To write a complete story of the work of the club and her own individual work.

Records Required.—Each club member is required to keep a record of work done and to write a complete story of the clubwork for the year in a record book provided by the Extension Service of the Missouri College of Agriculture.

Time Required.—Time for attendance at six or more club meetings.

Time for a demonstration tour.

Time spent in actual work in making changes in room, planting, grounds, etc.

Organization.—The club should be organized in January or February. The More Attractive Home Club Work extends from March 15 to November 15.

HORTICULTURE

Grape Club Project

Object.—The object of the grape club is to organize boys and girls into groups for the purpose of instructing the members in the most profitable methods of growing grapes under local conditions, and to demonstrate to the community the value of certain improved practices and methods; and to train the members in leadership.

Work Required.—Each club member is required to produce economically as great a yield as possible from 12 or more vines using the best cultural methods, which include the use of good plants, proper pruning, the use of proper fertilizer, thorough cultivation, thorough spraying, careful harvesting and handling, and judging the varieties best adapted to Missouri.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, and to write a story in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own and be responsible for the grape vines, and to buy plants (or to grow plants from cuttings) and to provide fertilizer, spray materials and any tools necessary for cultivating the crop.

Time Required.—Time to care for the project.

Time for attendance at six or more club meetings.

Time for a club tour.

Time for a county show.

Time for attendance at a public achievement program at the close of the year's work.

Organization.—The grape club should be organized early enough so that the plants can be set in early spring. The club should be organized in December, January or February. The club work for the year should close on or before October 1.

Potato Club Project

Object.—The object of the potato club is to organize boys and girls into groups for the purpose of instructing the members in profitable methods of potato production, and for demonstrating to the community the value of these improved practices; and to train the members in leadership.

Work Required.—The potato project provides for the raising of early or late potatoes. Each member is required to produce economically as large a yield as possible on plots varying from one-tenth to one acre in size, using the best cultural practices, which include the use of certified seed, seed treatment, use of fertilizer, methods of thorough cultivation, insect and disease control, grading, judging and identification of the varieties best adapted to Missouri.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, and to write a story in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, and to furnish seed potatoes, fertilizer, spraying materials, materials for seed treatment, and any tools necessary for cultivating the crop.

Time Required.—Time for necessary labor on the crop.

Time for attendance at six or more club meetings.

Time for one-half day for a club tour.

Time for one day for a county show, if one is held.

Time for attendance at a public achievement program at the close of the year's work.

Organization.—Clubs that plant early varieties should be organized in February, so that the planting can be done by the middle of March. Reports are to be made not later than September. Clubs that plant late varieties should be organized in June, so that the planting can be done by July 1. This work should be completed by November.

Sweet Potato Club Project

Object.—The object of the sweet potato club is to organize boys and girls into groups for the purpose of teaching the members the best methods of sweet potato growing, to demonstrate to the community the value of proper methods and varieties and the effectiveness of disease control measures, and to train the members in leadership.

Work Required.—Each club member is required to produce economically as large a yield as possible of sweet potatoes on plots one-tenth to one acre in size, using the best cultural practices, which include seed treatment, proper methods of plant growing, thorough cultivation, careful harvesting and handling, field selection of seed, and judging and identification of the varieties best adapted to Missouri.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, and to write a story in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop, to be responsible for the demonstration field, to buy plants (or to furnish a hot bed and to grow slips), and to provide materials for seed treatment and any tools necessary for cultivating the crop.

Time Required.—Time for attendance at six or more club meetings.

Time for a one-half day club tour.

Time for one day for a county show, if one is held.

Time for attendance at a public achievement program at the close of the year's work.

Organization.—The club should be organized not later than in March, so that the members can bed their potatoes about the first week in April. All work should end by November.

Tomato Club Project

Object.—The object of the tomato club is to organize boys and girls into groups for the purpose of instructing the members in the most profitable methods of tomato growing under local conditions, to demonstrate to the community the value of certain improved practices and methods, and to train the members in leadership.

Work Required.—Each club member is required to produce economically as great a yield as possible from 100 or more plants, using the best cultural methods, which include the use of good seed, growing strong

healthy plants by transplanting, spraying the plant bed, use of fertilizer, early planting, thorough cultivation, field selection of seed, careful harvesting and handling, and judging and identification of the varieties best adapted to Missouri.

Records Required.—Each club member is required to keep an accurate account of all operations, expenses and receipts, and to write a story in a record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the crop and to be responsible for the demonstration field, to buy plants (or to grow plants from seed), and to provide fertilizer, spray materials, and any tools necessary for cultivating the crop.

Time Required.—Time for attendance at six or more club meetings.
 Time for a one-half day club tour.
 Time for one day for a county show, if one is held.
 Time for attendance at a public achievement program at the close of the year's work.

Organization.—The tomato club should be organized in February so that a hot bed can be made in March. The work should close by October.

POULTRY HUSBANDRY

First Year Poultry Club Project—Baby Chick Club

Object.—The object of the first year poultry club work is to organize boys and girls into groups for the purpose of introducing purebred poultry from high producing strains, to demonstrate proper methods of hatching and rearing chicks, and to train the members in leadership.

Work Required.—*The Hundred Egg Club*—Each club member is required to set at least 100 purebred eggs or to buy 75 baby chicks between February 1 and May 1. The goal shall be to raise at least twenty purebred pullets to maturity.

The Thirty Egg Club—Each club member of the beginner's club is required to set at least 30 purebred eggs or buy at least 25 baby chicks between February 1 and May 1. The goal shall be to raise at least six purebred pullets to maturity.

Records Required.—Each club member is required to keep an accurate account of all costs, hatching date, feeds and profits of the club work, and story of the club work for the year, in a record book provided by the Extension Service of Missouri College of Agriculture.

Ownership Required.—Each club member is required to own the chicks and to provide the feed used.

The Hundred Egg Club—Each club member shall have access to a brooder house and brooder stove. The sale of the cockerels should come within \$3.00 or \$4.00 of financing the total food cost until November 1. If 100 eggs are purchased they will cost approximately \$10.00. If 75 baby chicks are purchased, they will cost approximately \$15.00. By using baby chicks, the uncertainties and delay of incubation are overcome.

The Thirty Egg Club—The eggs for the beginners' club will cost approximately \$2.50. If brood coops are not available and must be built, they will cost about \$2.50 for each unit of thirty eggs.

Time Required.—Time to feed and care for the chicks.

Time for attendance at six or more club meetings.

Time to take part in a tryout for the club demonstration team.

Time for attendance at the club round-up, or achievement program at the close of the year's work.

Organization.—The first year's poultry club work may begin between January 1 and May 1, and end about the time the pullets are six months old. It is recommended that the first year poultry club members continue in second year work.

Second Year Poultry Club Project.—Flock Management Club

Object.—The object of the second year poultry club work is to organize boys and girls into groups for the purpose of stimulating interest in the proper management of laying stock, to demonstrate the profit in purebred stock for egg production, and to train the members in leadership.

Work Required.—Each member of the second year poultry club is required to feed and care for 20 or more laying pullets, and to keep a full year's record of the work.

Records Required.—Each club member is required to keep farm flock records, which will be furnished by the Extension Service of the Missouri College of Agriculture. This includes a report on the number of eggs gathered, the amount of feed used, the value of the stock on hand, the value of the products sold or eaten, and a story of club work for the year.

Ownership Required.—Each club member is required to own a club demonstration flock and to provide the feed used. The pullets for the second year club should cost approximately \$1.50 each, if purchased, and will require approximately \$1.50 per bird to keep the pullets during the year. If the pullets are mature by November 1, with reasonable care and proper balancing of the feed they should return an income above

feed costs of \$2.50 or more per bird. These birds must be housed separately from the farm flock.

Time Required.—Time to feed and care for a club demonstration flock.

Time for attendance at six or more club meetings.

Time to take part in a try-out for the club demonstration team.

Time for attendance at the club round-up or achievement program at close of year's work.

Organization.—The second year's club work will extend throughout the entire year, beginning at the close of the first year's work on November 1 and ending October 31. It is recommended that the second year club be composed as nearly as possible of the members who have completed the first year poultry club work.

Third Year Poultry Club Project.—Poultry Breeding Club

Object.—The object of the third year poultry club work is to organize boys and girls into groups for the purpose of demonstrating the methods of breeding high producing fowls; and to train the members in leadership.

Work Required.—Each member of the third year poultry club is required to raise as many chicks as possible from 10 selected breeding hens that are mated to a certified or pedigreed cockerel.

Records Required.—Each club member is required to keep an accurate record of feed costs, and egg production throughout the year, and also a record of the cost of rearing the chicks, in record book provided by the Extension Service of the Missouri College of Agriculture.

Ownership Required.—Each club member shall own, feed and care for a demonstration flock of 10 breeding hens and shall purchase a certified or pedigreed rooster, which should cost from \$5.00 to \$10.00, to mate with the hens. If brood coops are not available and must be built, they will cost about \$2.50 each. Whenever practical, the use of a coal stove brooder and a colony house is recommended. Additional profits should be received from the sale of hatching eggs from this breeding pen. As many chicks as possible should be raised by this method as foundation stock for the member's certified flock the following year.

Time Required.—Time to feed and care for a club demonstration flock.

Time for attendance to six or more club meetings.

Time to take part in a tryout for the club demonstration team.

Time for attendance at the club round-up or achievement program at the close of the year's work.

Organization.—The third year poultry club work will extend throughout the year, beginning at the close of the second year's work on November 1, and ending October 31.

It is recommended that the third year club be composed as nearly as possible of members who have had the first and second years' work. In securing new members for the third year club, those having had actual experience in rearing chicks and feeding hens should be shown a preference.

III. Methods of Teaching in 4-H Club Work

THE DEMONSTRATION IN 4-H CLUB WORK

The word demonstration is an educational term* used as a name for a method of teaching which includes the performance of movements necessary to the completion of a job of work, accompanied with an explanation to make it comprehensible to others. Also, it is a natural method of learning in that it uses practical conditions and actual situations, under which conditions learning takes place most rapidly and effectively.



Fig. 5.—A 4-H Club Demonstration, Preparing a Baby Beef Animal for the Show Ring.

The demonstration is an essential part of the activities of every standard 4-H club. It teaches boys and girls to think clearly; it gives them poise before the general public; it unifies their project experiences around practical problems of the farm and home; and it gives them an

*Industrial Arts Magazine, December, 1919.—S. J. Vaughn.

opportunity to express themselves intelligently in terms of their own work in an interesting and instructive way.

Some Demonstration Problems

When club leaders plan to use demonstrations in teaching, they are confronted with several practical problems of method.

Selection of Proper Demonstration Material*.—Fortunately, a majority of the problems in agriculture and home economics lend themselves well to the demonstration method of teaching.

All problems, however, cannot be presented best by means of demonstrations. Some problems can be taken up to the best advantage in round-table discussions, or by committees that report to the club group as a whole, or in special talks; and others, by the use of lantern slides, charts, bulletins, observation tours, etc.

The first problem, of the club leader, then, is to select a type of farm or home practice that lends itself well to demonstration purposes. Experience would seem to indicate that the problem selected should have at least the following characteristics.

1. It should have action, and should make the same use of equipment and materials that is made in actual farm or home operations, showing the essentials of causes and results effectively.
2. It should be sufficiently small for the effective demonstration of essential operations, but large enough to deal with a fundamental problem. To this end, the demonstration usually is limited to the essential processes of one phase of the club project work of the current year.
3. A subject should be selected that is within the bounds of the club members' ability.
4. It should deal with approved practices that meet a real need of the farm or home.

When Club or Members Should Demonstrate.— Demonstrations should be given when they will be of most value to the learner. Club members will learn best when the immediate needs of the club require the use of demonstrations as a method of instruction. It is assumed, then, that the club leader will instruct the members by the demonstration method at regular club meetings whenever possible. By this method, the leader saves time by teaching all of the club members at one time, and then supervises the work of the individual club members as needed.

As a usual thing, one or more individual members of each club can begin redemonstrating useful phases of the club project work before the club group soon after the processes have been demonstrated to the club by the leader or by some other successful person of the community or county.

*Psychology of High School Subjects.—Dr. Judd, University of Chicago.

After a background of two or three months of practical experience has been secured, club leaders will find that a majority of the mature club members will desire to give individual and team demonstrations before the club.

A team of the best demonstrators (two members to be preferred) should then be selected from the membership of the club, either by giving individual demonstrations in a contest for a place on the team, by vote of the club, by mutual consent of the members, or by designation of the leader.

All teams should have the opportunity of demonstrating before their home community, and championship teams may very appropriately demonstrate approved practices to other community groups and to county groups, and in addition take part in state club events.

Number of Demonstrators Needed.—The number of club members who should be used in giving a demonstration will depend upon the number required to present the problem at hand most effectively.

A number of small problems lend themselves well to individual demonstrations.

In order that more fundamental problems may be presented effectively, leaders have found it necessary to organize and develop the subject-matter for two or three demonstrators. It has been found best for demonstrators to lead and to assist in the demonstration by turns, breaking the subject-matter at the natural divisions of the processes that are being presented. (See suggested demonstration outlines in the club circulars on subject-matter.)

Three or more members occasionally may be used effectively in presenting problems that require a large amount of preparatory and detail work while the demonstration is being given, however, it is very difficult to develop good cooperation with a team of more than three members.

In most states, it has been arbitrarily decided that a demonstration team shall consist of two or three members, with preference given for a team of two members. This standard was set up in order that club teams might compete in demonstration contests on a comparable basis.

Length of the Demonstration.—The length of the demonstration should be determined by the amount of time required to present the approved farm or home practice most effectively. The main limiting factors are (1) the length of time the demonstrators can hold the attention and interest of the listeners, and (2) the time allotment on the program. The average length of demonstrations in an inter-state contest at Sioux City, Iowa, was about twenty minutes each. Most states have set a maximum time limit ranging from twenty-five to thirty-five minutes.

Developing Demonstration Work With Club Members

When to Start the Demonstration.*—The experience of a number of successful club leaders would seem to indicate that before starting the demonstration, the club members should know at least the following:

1. They should know the aim or object of the demonstration and the essential ideas that are to be impressed upon the people in the audience, who presumably are learners.
2. They should know the devices, materials, and equipment that are to be used.
3. They should know the movements that are to be performed.
4. They should know the sequence of operations or processes that are required.
5. They should be aware of how to start the demonstration.

Planning the Demonstration.—To know is a native desire of all active boys and girls. If club members are to take real interest in the demonstration, they should have an opportunity to think through and to help plan the demonstration with the club leader, and, in so far as possible, to make it out of their own experiences.

The club project circulars on subject-matter contain typical outlines of a few suggestive demonstrations which will serve as guides to leaders in organizing material for demonstration purposes.

Every step in the demonstration should be planned carefully so that the demonstrators will be doing something effective for as much of the time as possible.

Steps in Learning to Demonstrate.*—It is a law of the mind that one sees the unit first as a whole and does not see the details or parts. According to this principle, the club leader should provide the learners with a general idea of the demonstration by presenting it to them as regular instruction work. Also, this practice gives a good model for imitation.

2. The desire to do real things is a fundamental urge of all normal boys and girls. To satisfy this desire, leaders should give the club members a chance to try out their own hands in demonstrating as early as possible in their club experiences.

3. Learning takes place easiest when a need for it is felt in dealing with real situations. It would follow that leaders should offer assistance only when the demonstrator feels the need of it, and should not volunteer suggestions too rapidly or freely.

4. Often, at first, the attention of the demonstrator can be given best to only one thing at a time. To this end, under such conditions, the

*Standards of Judging a Demonstration.—J. D. McDonald, Ohio State University.

leader may have each member of the team to work through his, or her, part of the demonstration individually, separately, and silently in order to master technique and to secure continuity in procedure.

5. Next, using the same principle if necessary, the leader should have each demonstrator, individually and separately, explain orally in his, or her, own language the steps or processes as he, or she, (the club member) demonstrates them.

6. The demonstrators should now be able to see the problem as a whole unit again, but this time as an understood unit made up of known parts. This stage of thinking may be brought about by putting the members together in a team and by training them as a unit so as to present a continuous demonstration, with each member of the team assisting in turn the member who is leading in the demonstration. Obviously, the demonstration should be so planned that no team member is idle during the demonstration.

In as far as possible, the explanation and the operation should be kept together so that the work will be clearly understood. If team members will explain each step in simple, clear, language, they will likely give a good demonstration.

7. It is human nature to desire to repeat pleasant experiences and to avoid unpleasant ones. So finally, to secure pride and pleasure in achievement, through suggestions the leader should polish up the language, balance up the activity, speed up the work, and get up plenty of enthusiasm so that the demonstrators will speak with assurance and conviction.

Dead spots with little action should be located and filled with purposeful activity or related subject-matter, or both.

By the time this stage of learning is reached, team-mates should know all of the demonstration so thoroughly that they can exchange parts, if necessary, and still present their work as a united problem in an effective manner.

In the end, the results will depend upon the preparation made.

Suggestions on Staging Public Team Demonstrations

1. It is a generally accepted practice for demonstration team members to dress in keeping with the nature of the work which they have to do in the demonstration. The appearance of the members as a team usually is very much improved by the addition of 4-H club caps, arm bands, or shields, etc.

2. According to the demonstration score card, the team members are responsible for setting up the equipment needed in the demonstration and also for cleaning up the platform promptly after the demonstration has been given.

3. It has become a favored practice in Missouri for the team members to introduce themselves to the audience, and in a sentence to tell something of the club they represent, the purpose of the demonstration, and the problem that will be presented.

The members often start the demonstration by solemnly repeating the 4-H club pledge or by giving an original and appropriate club song. This innovation has the element of surprise in it and tends to secure the attention and interest of the audience. At this point, the interest may be carried over to the demonstration proper, if the captain of the team formally announces the problem that is to be taken up in the demonstration, and then the team launches at once into the demonstration.

4. To be most effective, demonstrators should stand and work with their faces toward the audience so as to utilize the full force of their personalities. In so far as possible, supply tables, stoves, etc., should be placed at the right or left of the demonstrators but not in the rear.

If working on a table, the demonstrators should not allow the table to become cluttered up, and they should never place materials between their work and the audience and thus cut off the view, attention and interest. Only materials and equipment that are needed should be kept on the table, and these should be in order on the ends or back corners of the table or on a supply table, so that they can be easily and quickly located and used.

If animals are used in a demonstration, they should be turned around as needed so as to keep the operations in view of the audience all of the time.

The demonstrators should speak clearly and definitely to the point and they should look at the audience and talk about and show the things that they are doing. The speaker can control the work by suggestion, as, "We shall now show you how we did-----etc." or, "John will continue the demonstration by-----etc." If possible, team-mates should follow in their work the lead of the speaker, or prepare for the next point. The assistant should re-enforce the work of the member who is speaking, should complete operations which could not be completed by the speaker, because of a lack of time, but should not divide the attention of the audience with a second center of interest.

5. One of the chief purposes of 4-H club team demonstrations is to teach approved farm and home practices. This purpose can be accomplished best when the problem is presented in the demonstration in the form in which it is met in actual farm and home operations. For this reason, dramatized club activities, such as plays, and games, which are very entertaining and valuable as social activities, should not be used by club members in educational demonstrations, especially if they are competitive.

6. The close of the demonstration is the psychological time for the captain of the team to summarize the main points which were presented in the demonstration, and thereby unify and clinch the solution of the problem in the minds of the listeners in such an effective way that they may desire to put the information gained into practice in their own homes or on their own farms.

7. Since one of the chief purposes of the demonstration is to give information, questions from the audience should be in order. Demonstrators must have a background of successful experience in order to answer questions satisfactorily.

The demonstrator may find it necessary to repeat questions before answering them, so as to avoid confusion, to hold the attention, and to prepare everyone to understand the answers. After a few questions are asked, this repetition usually becomes too formal, unless the language is varied. In repeating a question, the demonstrator may say, "I am asked the question-----etc.," or "The question----- has been asked". or "The gentleman wants to know-----etc."

The demonstrators should avoid answering questions that do not pertain to the problem under consideration, but they should always be courteous.

Leaders should encourage demonstrators to be frank in answering questions. If the demonstrators cannot answer a question, they should say so. If, though, it should seem to be a proper question pertaining to the demonstration, and the demonstrators cannot answer it, the response may be, "We shall look the matter up", or, "I do not know", or, "I refer you to U. S. D. A. Bulletin No.-----", or, "to the county agent", or, "to the College of Agriculture, etc."

8. To be most effective, the demonstration should be formally closed by the captain's announcement of the fact in some definite form. The following language is only suggestive: "If there are no more questions, this closes our demonstration," or, "This closes our demonstration. We thank you for your attention."

All the way through the demonstration, the problem for the team is to hold the attention of the audience. The demonstration must be effectively presented to accomplish this purpose.

Judging Public Team Demonstrations

Adaptation of General Standards for Evaluating a Demonstration.*

1. What is the aim of the demonstration?
2. Was the instruction closely related to the previous experience of the club members?

*Adapted from standards developed by Dr. Frank McMurray, Columbia University, New York City, New York.

3. Was there a motive on the part of the club members?
4. Was there initiative on the part of the club members?
5. Were provisions made for caring for individual differences?
6. What was the character of the leader's questions and the club members' answers.
7. Did the club members recognize relative values?
8. Was the opportunity provided for the application of the demonstration to real problems of the farm or home?
9. Was there a general summary?

Some Preliminary Considerations for Judging Demonstrations.—Thorndike says, "If a thing exists, it exists in some amount; if in some amount, it can be measured".

A score card for judging public team demonstrations has been developed out of the experiences of the twelve North Central and Western states. This score card, which, no doubt, will be modified and clarified as leaders become more familiar with the demonstration method of teaching, is shown on the opposite page.



Fig. 6.—Teaching 4-H Dairy Club Members How to Judge Dairy Cattle.

JUDGING IN 4-H CLUB WORK

Judging work is an essential activity of every standard 4-H club in Missouri. In the early development of club work, judging was carried on as a club activity mainly for the purpose of training club members for taking part in judging contests. In recent years, however, judging has

become an effective method of teaching standards of type and perfection to club members for direct application to their own farm and home club activities as well as for use in judging contests.

Score Card for Judging Public Team Demonstrations

Names of Team Members.....

Name of County..... Name of Club.....

Title of Demonstration.....

	Perfect Score	Actual Score
1. Subject Matter	30	
(1) Importance of the subject matter presented and relation to fundamental problems of home or farm.		
(2) Accuracy of statements made in oral presentation and proper methods in doing the work.		
(3) Completeness with reference to the giving of all steps necessary to clear understanding of process.		
(4) Clearness and definiteness of statements made in simple language easily understood.		
(5) Replies to practical questions. Judge's questions only should be considered in team scores. Team should give authority for subject matter presented.		
2. Team Work	20	
(1) Preparation, arrangement and use of materials. The team will be responsible for the arrangement and preparation of equipment and its use.		
(2) Organization of work, each member in so far as practical to be kept busy with a definite part so that the work and instructions given proceed without delay, but each member of the team should be able to demonstrate the whole process.		
(3) Appearance and conduct of the team. Appearance and conduct include the personal appearance of the members, and of the team as a whole. They should be business like, pleasant and so far as possible, a unit in action and appearance.		
(4) The team member not actually directing the demonstration should re-enforce the point at hand or at least should not detract from the theme of the demonstration.		
3. Skill	20	
(1) Ease in procedure.		
(2) Workmanship and efficiency of manipulation.		
(3) Neatness and cleanliness in doing work.		
(4) Speed, system or dispatch.		
4. Results	15	
(1) Effect upon the audience, and also upon materials used in the demonstration, as may be shown in the finished product.		
(2) All processes made clear.		
5. Practicability	15	
(1) Value of principles given for the home, community.		
(2) Actual club practices shown.		
Total Score	100	

Date..... Place.....

(Signed.....) Judge.
(See Premiums, p. 73.)

Every club leader who attempts to use judging as a method of teaching and testing is confronted with several problems of organization and methods. A few of the most important of these problems are presented in this discussion.

Training Club Members in Judging Work and Selecting the Members of the Judging Team.—One of the most fundamental ideas underlying the Federal Smith-Lever Act, which established the Agricultural Extension Service, is the thought that in as far as possible, the Extension Service should be made available for the mass of rural people, and should not be limited to a few.

In keeping with this principle, all club members will secure training in judging work, if the members of each judging team are selected from among the members of one club group who have made a study of judging problems together for a given period of time while working on the same farm or home project in which they are entered in the judging contest. By this plan, the work of each club member is motivated during the year with the thought that he, or she, is a potential member of the future judging team.

The following general procedure is suggested:

1. During the club year, train all the members of the club in regular club meetings, or while on club tours, to use the score card in learning to judge. (See Teaching Club Members How to Judge, p. 69).

2. Train all the members of the club to judge individually by comparison, using written reasons at first to explain placings, and oral reasons later. (See typical cards for placing with oral or written reasons given, page 68).

3. Select the team members and an alternate from one club by individual try-outs in a free-for-all judging contest.

4. Give the new team members and the alternate an opportunity to practice judging together and to discuss their own placings and reasons with each other and with the leader and judging specialists, which experience should develop team work.

5. Enter the club team in a county contest, if one is to be held, in competition with all the club teams of the county that are working on the same club project, for the purpose of winning the county championship and the opportunity and honor of representing the county in district or state judging contests.

6. After the judging contest has been completed but before the results of the contest have been announced, have the judge exhibit the classes as placed in the contest in the presence of the contestants and explain the reasons for the placings made. The previous judging experience, interest, anticipation and suspense of the contestants make this situation very favorable for learning.

The experience of a number of successful club leaders in Missouri would seem to indicate that the purposes of 4-H club work cannot be carried out whenever or wherever club leaders select and train an "all-star" judging team on a county-wide or state-wide basis primarily in order to win a contest and to secure additional recognition to the county or state.

Number of Members on a Judging Team.—In the beginning of the teaching of judging work, each contestant judged individually, and the contests conducted were of the free-for-all type. It soon became almost a universal rule, adopted arbitrarily, however, for all judging in county, district, state, inter-state, and national contests to be done by teams of three members each.

It has recently become an established practice for judging teams in home economics club projects to consist of two members each. This plan was arbitrarily adopted to reduce the traveling expenses of the team to district, state, inter-state, and national club activities.

Number of Samples, Articles or Animals in a Judging Class.—It has become arbitrarily established in practically all judging contests that four individual animals shall constitute a ring or class; that four samples of grain shall constitute a class; that four samples or articles of clothing shall constitute a class; and, in fact, that four units of almost any product shall constitute a class in judging.

Number of Classes or Rings in a Judging Contest.—The number of classes or rings to be judged in any contest usually will depend upon one or more of the following named conditions.

1. The number of classes or rings will depend upon the background of experience and training of the club members.

It is assumed that club members should enter only in those judging contests in which they have had experience and training so that the judging work will give them an opportunity to test out the accuracy of their information.

2. Also, the number of classes will depend upon the availability of good products to be used in the judging work.

It is an axiomatic fact that the most successful judging work is conducted when products which approach the ideal type are available for judging purposes.

3. In addition, the number of classes will depend upon the purpose and scope of the judging work.

By way of illustration, the club members of one community may be producing fat hogs of a certain breed, while the club members of another community may be growing breeding hogs of a different breed. In so far as is practicable, the judging work in each community would necessarily be used to establish better standards of work in the type of swine pro-

duction that each club is carrying out or in which the members have had farm experience.

In a similar way, the number of classes or rings will vary for judging work in other club projects of both agriculture and home economics.

A general stock judging contest is being conducted in a number of states in which a different number of rings of hogs, beef cattle, sheep, and horses are judged in one combined contest.

All clothing club projects are being unified in certain states into one clothing judging contest; all grain club projects, into one grain judging contest; all food club projects, into one food judging contest; etc. In Missouri, however, club members are not encouraged to enter judging contests in which they have not had project experience.

All club projects, however, do not lend themselves equally well to judging purposes. In Missouri, it is recommended that poultry club members learn to judge eggs rather than to attempt to judge the poultry. This recommendation is made because the poultry classifications of breeds and varieties have been found to be too complicated for the average club member to understand, and also because poultry judging in many communities tends to lead the club members away from utility standards. (See club project circulars for explanations of exceptions in judging work.)

Judging

Contestants usually are judged on the combined results of both placings and reasons on basis of 50 points for correct placings and 50 points for correct reasons.

Reasons.—Reasons may be written or given orally to the judge. As a general practice, reasons on half of the classes are written in dairy judging contests but are given orally in other judging contests.

In the original stock judging contests, all reasons were submitted by the contestants to the judge in writing. This was a good method to use in learning to give reasons, but the plan was abandoned mainly because of the delay in grading the written reasons and also because it became too much of an essay contest. This situation, however, was largely due to the fact that the judges of the exhibits conducted the judging contests and were overworked.

The following suggestions for giving reasons are made.*

1. In giving reasons, the contestant should state why the relative placings were made.
2. Contestants should compare animals of a ring or samples or articles of a class by taking up the essential points in a logical order as

*Adapted from suggestions on judging made by Prof. J. S. Coffey, Ohio State University.

they appear on the score card. There is a tendency for beginners in judging to describe animals, articles or samples rather than to give comparisons.

3. In giving reasons, contestants should compare the first with the second, the second with the third, and the third with the fourth. A typical set of reasons for the placing of two animals is given by way of suggestion, as follows:

“No. 1 is placed over No. 2 because in form he is broader, deeper, more strongly arched in his top, and shows a more nearly straight underline.

“In quality, No. 1 excels No. 2 by having a finer coat of hair, firmer bone, stronger pastern, and a smoother body in general.

“In condition, No. 1 is superior to No. 2 as indicated by fuller sides and hams, and by a smoother, firmer fleshing throughout.”

Placings.*—If the individual animal of one ring, or the articles or samples of one class, are so selected that there is approximately an equal spread between the first and second, the second and the third, and the third and fourth, a mathematical table can be used and much time can be saved in judging the placings.

By this plan, it is assumed that the correct order of placing the animals of any given ring, or the articles or samples of any given class is A-B-C-D or 1-2-3-4, which is graded 100 points. The following variations are possible and are assigned arbitrary values as listed in the table below.† The same number of combinations is possible, of course, with any other arrangement of letters or numbers designating perfect placing for four animals, articles, or samples to a class.

A B C D - 100	B A C D - 85	C A B D - 60	D A B C - 30
A B D C - 95	B A D C - 80	C A D B - 5	D A C B - 25
A D B C - 75	B C A D - 65	C B A D - 40	D B A C - 20
A D C B - 50	B C D A - 35	C B D A - 12	D B C A - 5
A C B D - 90	B D A C - 45	C D A B - 10	D C A B - 3
A C D B - 70	B D C A - 15	C D B A - 7	D C B A - 0

The above arbitrary values may be modified to suit conditions. Two individuals or samples of a class may be so close together that the values given in the chart do not represent the true grade of a contestant who may have reversed the individuals in question. In such instances, the relative values of the chart should be changed by the judge to fit the class.

Breaking a Tie.—The following ways are suggested, in the order of relative importance, for breaking a tie between the highest ranking teams or individuals in a judging contest.

*Adapted from suggestions on judging made by J. D. McVean and F. G. Ashbrook, Animal Husbandry Division, U. S. D. A.

†Mathematical table for grading placings, University of Wisconsin.

1. Have the judge question the members of the highest ranking teams or individuals further regarding their reasons for making the placings submitted.

2. Award one additional point to the team or individual scoring the higher in the classes for which both placings and reasons were given.

3. Let the tie stand and divide the prizes and trophies, or enter all records and make all awards in duplicate.

4. Let the tie stand, but flip a coin for the prizes and trophies.

Record Sheet of the Judging Contest.*—“The scores should be recorded on a sheet with six columns arranged as follows: The numbers of the contestants, the placings in each class, the score in each class, the score for reasons, total score, and lastly, space for the names of contestants. In recording the contest the scores are all made according to the chart and are listed according to the numbers of the contestants. Then after the final scores have all been determined (in the presence of witnesses, if desired) and the winners by numbers determined, the envelope containing the names of the contestants is opened and the names inserted on the sheet after the corresponding numbers. Then and then only are the names of the winners known to the persons in charge of the contest. This plan renders it impossible for any unfairness or partiality to creep into the awarding of the prizes for the contest.”

Typical Card for Placings With Reasons Given Orally.—

P.....	R.....
<p>MISSOURI BOYS' AND GIRLS' 4-H CLUB JUDGING CONTEST</p>	
Contestant's No.....Date.....	
Class.....	
Placings: 1st.....2nd.....3rd.....4th.....	

*Circular No. 83, U. S. D. A.

Typical Card for Placings with Written Reasons Given.—

<p>MISSOURI BOYS' AND GIRLS' 4-H CLUB JUDGING CONTEST</p>			
Contestant's No.	Date		
Class			
.....			
Placings: 1st 2nd 3rd 4th			
Reasons for placing over			
.....			
.....			
Reasons for placing over			
.....			
.....			
Reasons for placing over			
.....			
.....			
Reasons for placing last			
.....			
.....			

SUGGESTIONS ON TEACHING CLUB MEMBERS HOW TO JUDGE*

1. The score card of the sample, article, or animal being judged should be placed in the hands of the club members and their attention directed to the different parts with relative values given for each

*Adapted from suggestions made on judging by Prof. J. S. Coffey, Ohio State University.

part. In addition, the attention of club members should be called to any disqualifications which may apply.

2. No hard and fast rule has been laid down by judges for making cuts on the score card in judging. For a serious deficiency, however, contestants usually are justified in cutting as much as 40 per cent of the points given for that particular part. If the part is very deficient, but not seriously so, about 30 per cent of the amount given may be deducted. For very slight deficiencies, probably 10 per cent of the amount given should be deducted.

3. At first, the club members should be taught to apply the score card to several individual samples, articles, or animals, and then to two samples, articles or animals of one class in a comparative way.

4. Finally, the score card should be cast aside, and the club members should be taught to make written or mental comparisons of the samples, articles, or animals being judged, giving essential points the most consideration, and the sample article or animal showing the greatest number of essential points should be ranked first. The second, third, and fourth places should be worked out relatively in a similar way.

Suggestions on Conducting Judging Contests

1. All contestants should be designated by number. No contestant should wear any club uniform, etc., which would make known his or her identity to the judge.

2. The rules of the contest should be explained to the contestants before the judging work is started.

3. Placeable classes should be selected by a disinterested committee or by the judge before the contest starts. Each sample, article, or animal of a class should be plainly designated by letters as, A, B, C, D, or by figures, as 1, 2, 3, 4.

4. No contestant should be permitted to inspect the classes to be judged before the contest starts.

5. All club leaders, coaches, and others, who are not assisting officially, should be barred from associating or talking with the contestants after the judging starts.

6. Where large numbers are entered, the contestants usually are divided into groups with no two team members in the same group. A group leader or proctor should be placed in charge of each group and made responsible to the superintendent in charge of the judging contest.

7. A schedule for judging all classes should be made out in advance of the contest so as to keep all groups busily engaged in judging work or in giving reasons. Contests usually are so conducted that contestants will not have to carry in mind more than one set of reasons at one time; however, it is sometimes necessary for them to give reasons on two classes consecutively.

8. Before judging each class, the group leader or proctor should give each contestant a record card or sheet, if written reasons are required, and announce to the group whether or not reasons will be required on that class. In some contests, reasons are required only on half the classes judged.

9. Usually, 15 minutes are allowed for judging each class, with three minutes of this time taken in the beginning for making general observations of the class as a whole from a distance. Usually, a three-minute warning is given before the time for judging the class is up. When the time is up, the placing cards or sheets are handed to the group leader or proctor. Contestants are permitted to make any memoranda desired for their own information on the back of their placing cards, which they are usually permitted to review immediately before giving oral reasons to the judge or judging committee, but contestants are not permitted to use any memoranda when giving reasons before the judge or judges. Two minutes usually are allowed to each contestant for giving oral reasons.

10. Contestants are not permitted to converse or to discuss the classes during the contest.

11. Necessary visits to drinking fountains, etc., are made under an escort who is provided upon request of the contestant to the group leader or proctor.

12. It is sometimes necessary to adapt rules to local conditions for conducting judging contests. In as far as practicable, leaders should make the plans of local club judging contests to fit into the plans of the county club judging contests; and plans for the county club judging contests should be made to fit into the plans of the state club judging contests; and plans of the state club judging contests should be made to fit into the plans for inter-state and national club judging contests.

(See Premiums, p. 73)

THE EXHIBIT IN 4-H CLUB WORK

The exhibit is an essential part of the activities of every standard 4-H club. It is one of the most effective means known of supplementing other methods of teaching approved farm and home practices.

In the early development of club work, the exhibit was the most important part of club activities. As club work progressed, a number of other interesting activities were added. Finally, the state club leaders and assistants of a majority of the states, in cooperation with the United States Department of Agriculture, made a careful study of their most successful experiences, and then incorporated the essential principles underlying these experiences into the standard club requirements.

According to this standard, exhibits are ranked on at least an equal basis with judging and demonstration work.

The chief purpose of the 4-H club exhibit is to present, first to the club members themselves and then to the people of the community, the concrete results secured by carrying out approved farm and home practices.

In making the exhibit, the club members cooperate for a common purpose, develop resourcefulness through meeting problems, and take just pride in their own achievements. Also, as a result, the people of the community learn at first hand more about what 4-H club work is and understand better how it is related to the farm and home.



Fig. 7.—4-H Garment Making Club Exhibit at Missouri State Fair, 1928.

Scope and Relative Importance of 4-H Club Exhibits

The local club exhibit should be made an important part of the club achievement program or round-up. Every member of the club should make an entry. Also, if possible, every member should be given recognition in some way for making an exhibit of quality.

Only products should be exhibited by the club members which they have produced and become owners of through 4-H club work.

The best of the products exhibited locally should be selected at the close of the exhibit, if desired, for entry at the county or State Fair, ac-

ording to the exhibit requirements set up for these larger activities, which may be on an individual, club group, community, county, or on a farm and home problem basis.

In view of the fact that the local exhibit is made by all the club members and usually is seen by practically all the people of the community, it is undoubtedly the most important of the series of club exhibits in which the members may take part during the year.

Premiums

Premiums are used as an inducement to bring out good entries. Unless the investment in the exhibit is large or the risk of loss or damage is great, it should not be necessary to offer large premiums, because club exhibitors usually appreciate the recognition given them for achievement more highly than they do the intrinsic value of the awards.

Spreading the Influence of a Premium List.—The success or failure of the club premium list will depend largely upon whether or not the awards are offered so that the appeal is made to the whole club membership enrolled in the project, or only to the few. The following plans for spreading the influence of the club premium list are suggested:

1. The influence of the premium list can be spread by making an announcement of the awards and other incentives as early in the year as possible, so that all club members may still, have an opportunity to merit them. An early announcement of awards offered stimulates club members to work enthusiastically on their farm and home problems throughout the year as potential champions.

It is obvious that awards offered after the greater part of the club work has been completed will not stimulate club activities in a large way. It would follow, then, that it is better for club work to encourage a large number of exhibitors rather than a few to exhibit many things.

2. Also, the influence of the premium list can be spread by offering capital prizes (first prize money) in the form of free educational achievement trips to the State 4-H Club Round-Up or the state-wide club leader's conference at the Missouri College of Agriculture, or to other important club events. Each club of a certain county in another state accomplishes this purpose by setting as a club goal the raising of enough money to send the club champion to the State 4-H Club Round-up and then every member of each club tries throughout the year to win the coveted achievement trips.

It is common knowledge among club leaders that cash prizes often are soon spent and forgotten, but that an interesting and instructive educational trip has a lasting influence on the lives of boys and girls.

3. Furthermore, experience has shown that the influence of premium lists can be spread more by offering a large number of relatively

small cash prizes, than by offering a small number of large cash prizes.

Of course, whenever valuable club livestock or a large exhibit is being moved, it is necessary to offer substantial cash prizes in order to cover some of the expense of transportation and also to reduce to the minimum the fear of loss. This effect, however, may be secured indirectly. In some counties and states, part of the transportation costs of exhibits are refunded on basis of a radiating zone system, so as to equalize the cost of exhibiting regardless of the distance the exhibitors may live from the place of exhibition. Railroads usually offer reduced rates on exhibits under certain conditions.

4. In addition, the influence of the premium list can be spread, whenever conditions are favorable, by making the exhibits in a progressive series of events, beginning with the local achievement program or round-up, and continuing with the championship exhibits at county, district, state, inter-state and national club events. This progressive and selective process brings out the best club exhibits at each event as the members climb up the pyramid of club achievement. This procedure is encouraged in a nearby state by requiring the county baby beef club champions to exhibit their prize calves at the State Fair before receiving their county prize money.

5. Finally, the influence of the premium list can be spread by having the exhibits judged as early as possible so that the club members and the people of the community may observe and identify the championship exhibits.

Premium Ribbons.—Premium ribbons are used to designate the different awards. Neat, attractive ribbons can be secured at small cost. They should be printed, giving the name of the contest, the place, the date, the rank, and, if desired, the 4-H club emblem.

All color schemes are identical as far as the third place, but often vary from the third to the tenth place, if used.

The following colors were used by the Missouri State Fair in 1928 to designate awards:

Grand Champion.....	Royal Purple
Champion.....	Royal Purple
First.....	Blue
Second.....	Red
Third.....	White
Fourth.....	Pink
Fifth.....	Yellow
Sixth.....	Green
Seventh.....	Nile Green
Eighth.....	Tan
Ninth.....	Gray
Tenth.....	Light Blue

Some Judging Practices

A competent judge is required to make an educational exhibit a success. The awards made by the judge will be valuable to the club members only in so far as they have a background of experience for understanding the placings. To this end, the following procedure is suggested:

1. Club leaders should use the same standards in studying and producing the club products in the regular project work and in selecting the exhibit material that the judge uses in ranking the exhibits. This training probably can be given to the club members most effectively by using the score card of the project in training the members to judge the club products.

2. After judging the exhibits and placing the awards*, the judge should give complete reasons in the presence of the exhibitors to interpret the placings made, discuss the good and bad points of the exhibit, and then suggest methods of improvement. At this stage of events, the exhibitors should be given the opportunity to ask questions or to furnish additional information regarding their own entries. The attitude of mind of the club members under this situation usually is ideal for learning. Most of the criticism of the placings in exhibit contests can be traced to a failure to explain the placings. Good sportsmanship will be developed by providing the club members with accurate information as a basis for their own reactions, rather than by precept and advice. The educational value of discussing the placings and reasons cannot be easily over emphasized.

Suggestions for Making Exhibits More Effective

1. The club exhibit may be designated by a 4-H club sign, by 4-H club placards, by 4-H club mottoes, and by the 4-H club pledge.

2. Club members may be assigned by relays to remain in the club booths to answer the questions of interested visitors; to give continuous, individual, and informal demonstrations; and to hand out recipes, feeding rations, suggestions on construction work, etc., as shown in the exhibits.

3. A very brief statistical summary of the activities and achievements of the club, community, county, or state represented in the exhibit, may be used very effectively to give back-ground to the exhibit.

4. A large placard, giving the score card that was used as a basis for judging the exhibit, adds to the educational value of the exhibit.

Record Books and Entry Tags

If exhibits are made annually, it is desirable and necessary to keep a simple, accurate, and permanent record system. In order to avoid re-

*Extension Bulletin No. 103, Iowa State College of Agriculture and Mechanic Arts.


copying entries, it is advisable to use a separate page of the entry book for each class. The following sample entry page is suggested.

Department—4-*H Clubs*. Section—*B*.
 Class—25, *Collar and Cuff Set*. Awards: 1st, \$2.00; 2nd, \$1.50;
 3rd, \$1.00; 4th, .50; 5th-----

Entry No.	Name	Address	Premium Won	Rank
1.	Susie Macy	Avon, R. 2 Brown Co.	\$1.50	2
2.	Myrtle Jones	Avon, R. 2. Brown Co.	.50	4
3.	Annie Smith	Avon, R. 3. Brown Co.	2.00	1
4.	Wilma Arnold	Avon, R. 1. Brown Co.	1.00	3
5.	Thelma Hicks	Avon, R. 1 Brown Co.		

(Signed) ----- Judge.

Entry tags should be large enough to be read easily, but not so large as to detract from the exhibit. The following sample entry tag is suggested.



Entry Tag
Boys' and Girls' 4-H
Clubs

Entry No. -----
 Class -----
 Section -----

Name -----
 Class -----
 Rank -----

Suggestions for Placing Exhibits

1. A well lighted, well ventilated, and comfortably heated room of sufficient size to allow for arrangement of the entries to the best advantage, is usually a suitable place in which to exhibit.

2. Exhibits appear best when there is some uniformity among the charts and placards used to explain them.

3. Interest in exhibits depends largely upon how well people can see them. The range of the eye while standing is limited largely to exhibits which are not placed lower than twenty inches from the floor or above seven feet high.

4. Exhibits should be placed so that they will appear best. Dresses usually appear best on hangers; underwear and clothing, on a wall, but with preferences for glass cases; canned fruits and vegetables, on shelves or pyramids; prepared foods, in glass containers; and apples, grapes, tomatoes, sweet potatoes and potatoes, on plates. A peck of potatoes can be shown to a good advantage in the form of a pyramid, consisting of 32 potatoes, placed with 6 x 3 at the base, a second layer of 5 x 2, and a top row of 1 x 4 potatoes.

THE ORGANIZATION OF SUBJECT-MATTER FOR USE IN 4-H CLUB MEETINGS

Before attempting to present the farm or home problems under consideration at club meetings, it is suggested that club leaders think over the available teaching material in relation to the problems, and then work out a plan of procedure for each club meeting as needed to supplement the plans of the club project circular.

Some problems lend themselves to club group work more readily than others, but since the club program for the year is made up largely of useful farm and home practices, rather than of systematic instruction in subject-matter, it is possible and desirable to present most of the problems suggested in each of the 4-H club projects as approved farm and home practices. (See *The Demonstration in 4-H Club Work*, page 55.)

The following procedure is suggested:

1. **Supplies, Equipment, and Illustrative Materials Needed.**—In anticipating the supplies, equipment, and illustrative materials needed for each club meeting, the club leader may find it necessary to conduct some of the club meetings at a special place or at a certain time in order to have the use of teaching materials and the assistance of local people in presenting the problem under consideration most effectively.

Reference: Leaders can secure from the U. S. Department of Agriculture upon request U. S. D. A. Circular 385, entitled, "How to Prepare and Display Extension Exhibits," by H. W. Gilbertson.

The devices and helps, if needed, usually can be classified as follows:

- (1). *Individual*.—Things that each club member should have or bring for use in the club meeting.
- (2). *General*.—Things that all the club members will use in common in the club meeting, such as animals, exhibits, charts, raw and manufactured materials.

2. **Steps or Processes to be Presented.**—It is a fundamental principle in education that people learn by proceeding from the known to the unknown. Accordingly, leaders should start with the problem or practice



Fig. 8.—Local Club Leader Teaching 4-H Garment Making Club Members Approved Practices by the Demonstration Method.

as it is known to the club members through experience, observation, or training, and then develop the improved practice from that point of view. Club leaders may accomplish this purpose by determining what to do and how to do it. To this end, a suggested procedure may be worked out, step by step, in the order of presentation.

3. **Points to be Brought Out.**—The leader should have clearly in mind the main points that should be brought out in the club meeting and then anticipate what to say, or have said, to accomplish this purpose.

4. **Individual Demonstrations.**—Most persons are prone to accept facts and principles as a matter of course, but fail to adopt them as their

own by making applications to concrete problems of the farm and home. To obviate this tendency, it is suggested that leaders list a few of the most useful practices that may be developed as related to the problem presented in the club meeting, and have the club members to present them informally as individual demonstrations to the club group at subsequent club meetings.

5. **Summary.**—According to a well known principle of learning, people understand problems at first as a whole but indefinitely; they learn the problem by making a study of the individual parts; and in the end, see the problem as an understood whole. In compliance with this principle, club leaders have found it advisable to summarize, or have club members to summarize, the points developed in the club meeting.

6. **References.**—Subject-matter specialists will give club leaders additional supplementary references, if desired.

SECURING RECORD BOOKS UPON COMPLETION OF 4-H CLUB WORK

Facts Regarding the Making of Club Reports

A well-known Missourian who pioneered in the improved dirt roads movement of the middle-west, used to say that if we desired to have good, hard, smooth roads, we should keep good, hard, smooth roads. Likewise, it may be said that if we wish to have accurate 4-H club records when the club work is completed, we should see that accurate 4-H club records are kept from the very beginning of the club work.

Experience has established the following facts in respect to the making of club reports:

1. "Nothing succeeds like success". Club members usually will repeat pleasant experiences but will avoid unpleasant ones. It is always relatively easy to secure good records of successful club work. As a usual thing, however, members will not voluntarily make club reports if their project work has been a failure. Apparently, it is embarrassing enough to them to have failed, without "telling the world" about it in addition. Briefly stated, good club work tends to produce good records; poor club work, poor records.

2. A number of leaders are in the habit of reporting each year completions in club work on the basis of the home project work carried out, even though no records of completions have been secured from the members. This practice overlooks the fact that record keeping is an essential and important part of the business training in club work.

3. Records that are not secured as the club work is being carried out, usually cannot be secured at a later date when the facts are not available.

4. Club members who are caused to feel the need and to understand the purpose of club records, usually keep the records desired.

5. Often club members accept a hard job as a challenge but neglect an easy task.

6. Club members usually will keep records as a point of honor, if they agreed to do so in the beginning.

7. The practical value of keeping a current account of club work as it is being done to use as a guide for carrying on the club work, the ability to pass on to others the results of successfully demonstrated farm or home practices, and the pride of achievement which every member has or should have—all largely depend in one way or another upon the keeping of accurate club records.

Suggested Methods for Securing Record Books

1. At the time of the organization of each club, the standard club requirements, the project requirements, and the purpose and use of the club circular and record book, should be explained to the club members in a group with the literature and record books in hand.

2. Also, a complete explanation of the club events for the year should be made to the members by the local club leader or agent, and then worthy individual and club group goals, related to the project, should be set up for the purpose of motivating the keeping of club records, with the literature and club record books in the hands of the members. Such goals as follow are suggested:

- (1) Our club will be a 100 per cent club in completions.
- (2) Every member will be present at every meeting.
- (3) Our club will (a) can 500 jars, (b) raise a ton of pork, (c) make 20 dresses, (d) produce 10 bales of cotton, (e) sell \$1,000 worth of poultry products, etc.
- (4) We will beat our own record of last year.
- (5) Our club will send a demonstration and a judging team to the county fair.
- (6) Our club will raise enough money to pay the expenses of sending champions of our club to the State 4-H Club Round-Up at the Missouri College of Agriculture.

Usually, the club record should be started by each member at the organization meeting.

3. As a general practice, members should be required to bring their record books to each club meeting in order to share more fully their practical home project experiences with each other and to have the suggestions of the leader for recording additional facts, if necessary.

4. Record keeping may be motivated further by requiring that members have up-to-date records before they can take part in exhibit-

ing, judging, and demonstrating club work at fairs, be awarded achievement trips, or attend camps, etc.

5. Agents who personally visit clubs or write letters to leaders and members in the interest of finishing the job, usually secure a high percentage of club reports.

6. Finally, the record books of the individual club members should be summarized in the back of the club secretary's record book so as to show the work of the whole club group for the year at the achievement program or round-up.

7. Public recognition may be given to the group and to outstanding individual members and the leader, by reporting the club achievements in community meetings and by publishing the results in the local newspapers.

GROUP DISCUSSION CONFERENCES OF 4-H CLUB MEMBERS TRAINING FOR SERVICE IN 4-H CLUB WORK

Methods of Conducting the Group Discussion Conferences.

The club members who attend the State 4-H Club Round-up, 4-H Club camps, and other county, state, or district club activities, should be divided into small groups for one period each day to discuss the subjects listed, under the guidance of a state or county leader acting as an adviser for each group.

At the close of the first discussion period, each group should select a chairman and secretary from its own membership who will serve throughout the series of meetings. A temporary secretary should be appointed from each group to serve for the first discussion period.

A report of the group conferences should be made to the combined groups on the day following the discussions by a club member selected from the committee of group officers.

It is hoped that by the use of this discussion method of work, all club members in attendance at any series of club activities will be given an opportunity to lead in group discussions and thereby return to their respective communities better equipped to assist and to take part in the conduct of 4-H club activities.

Suggestions to Group Advisers.

1. Encourage the members of your group to exchange ideas.
2. Keep the discussion moving forward. Do not let the discussion get personal or too long.
3. As adviser, open up situations and let the members think for themselves.
4. As adviser, stay out of discussions as much as possible, except to summarize.

5. Be prepared. List your own thoughts and conclusions in advance for the day's topic.

6. Use the guide questions so that a general summary can be made daily of the work of all groups.

7. Watch bulletin board for committee assignments.

Suggestions to Group Chairmen.

1. Introduce yourself to your group adviser and secure such information as name, title of position, location of work, etc.

2. Call the group to order and introduce the adviser who will direct the discussion.

3. Adjourn the meeting.

4. Meet each day with the person in charge of group discussion work to assist in making the general summary.

5. Watch the bulletinboard for committee assignments.

Suggestions to Group Secretaries

1. Summarize the points brought out in the discussions giving agreements, differences, and conclusions.

2. Meet each day with the person in charge of group discussion work to assist in making a general summary.

3. Watch the bulletin board for committee assignments.

THE STANDARD 4-H CLUB REQUIREMENTS

**(Subject for the Discussions at a Series
of meetings)**

The Organization of a Standard 4-H Club

Guide Questions:

1. What are the age requirements for 4-H club members? What reasons are there for setting these age limits?

2. How many members must there be in a standard 4-H club? What are the advantages and disadvantages, if any, in having a large club? A small club?

3. What officers are required in a standard 4-H club?

How are club officers selected?

What are the duties of each officer?

What benefits are to be gained from the business meeting?

4. Why is every standard 4-H club required to have a local club leader?

What kind of a leader would you select for your club?

How is the local club leader chosen?

What are the duties of the local club leader?

How do local club leaders prepare and train themselves for their work?

How can club members assist the local club leader for the benefit of the club and community?

What are the qualifications of a good leader?

5. How are 4-H clubs organized?

How may a community have a 4-H club?

What is the relation of the 4-H club to the County Extension Agent, District Extension Agent and Home Demonstration Agent?

What is the relation of the 4-H club to the Missouri College of Agriculture and the U. S. Department of Agriculture?

How can the club cooperate with community and county organizations?

How are the Constitution and By-Laws used?

How does a club secure a standard 4-H club charter?

The 4-H Club Meetings.

Guide Questions:

1. How many club meetings are required of a standard 4-H club?

Why is this number of meetings required?

Who has charge of club meetings?

How are club committees used in club meetings?

Why are all the members of a club required to work upon the same club project?

Upon what conditions is the club project work selected?

How can club records be used to an advantage in the regular club meetings?

What is the chief value of having individual demonstrations, local exhibits, and judging work at regular club meetings?

How can 100 per cent attendance be secured?

How can club meetings be made more interesting?

2. Why is a standard 4-H club required to close the work for the club year by conducting an achievement program or round-up?

What club activities are featured on a local achievement program?

What is the chief value of the local achievement program?

How may every member who has completed the club work be given proper recognition at the local achievement program?

What percentage of members must complete for the club to finish as a standard club?

What recognition is given a club that completed as a standard club?

What benefits are to be gained from working together?

4-H Club Methods of Work.

Guide Questions:

1. Why is every standard 4-H club required to make a public exhibit of club products?
 What should club members exhibit?
 On what basis does the judge place the exhibits?
 What colors of premium ribbons are used to indicate the placings of the judge?
 Where may club members exhibit?
 What is to be learned from a good club exhibit?
2. Why is every standard 4-H club required to judge club products? (See project requirements in the club circulars).
 Where and when should members learn to judge?
 How are the members of a judging team chosen?
 Why are all the members of a Missouri judging team chosen from one club?
 How do club members learn to judge?
 How many members are there on a judging team? Why?
 On what basis are judging teams ranked?
 What is the chief value of learning to judge club products?
3. Why is every standard 4-H club required to give a public demonstration?
 How can club members learn to demonstrate in regular club meetings?
 What are the chief purposes of a demonstration?
 How many members should there be on a demonstration team? Why?
 How are the members of a demonstration team chosen?
 How may demonstrations be used to promote 4-H club work?
 Why are the members of a demonstration team chosen from one club?
 On what basis are club team demonstrations judged?
 Of what value is experience in giving demonstrations to club members?

Summarize the work of the group discussions by naming all the standard club requirements.

SUGGESTED PROCEDURE FOR CONDUCTING COUNTY CONFERENCES OF 4-H CLUB LEADERS

Purpose of this Plan

These suggestions on conducting county conferences of club leaders in Missouri are submitted to secure the following named results:

1. To unify the efforts of all local 4-H club leaders of a county to the end that they may have an opportunity to help plan the club program for the year, to share their own successful ex-



Fig 9.—County Conference of 4-H Club Leaders. County extension agent, local banker, and representative club leaders planning the year's work.

periences with each other, and to secure a better understanding of their work.

2. To unify the efforts of all extension workers who organize 4-H clubs or assist local leaders in club organization and methods and in related subject-matter.

Preliminary Arrangements

The first step would be a conference of the agent, or agents, or other county leader and state club specialist in August, September, October or November, after the county program of work has been adopted, for the purpose of setting up club plans in the county for the next year, which would include plans for conducting one or more conferences of

club leaders. Experienced agents may not need the assistance of a state club specialist in making preliminary arrangements for conducting the county conference of club leaders.

The second step usually would be the organization of communities and the securing of local club leaders and prospective club leaders by the agent, or agents, or other county leader, in cooperation with the various communities of the county usually on basis of the projects adopted in the county program of work, as previously set up as club plans. In this second step, the agent, or other county leader, may desire to use one or more of the methods suggested, as follow:

1. To explain the objectives, results and plans for conducting 4-H club work in the county and state to any community gathering, such as a Home Makers' Club, a farmers' organization, Grange, breed association, parent-teachers' association or school, a standard community organization, or a special meeting called to consider the organization of 4-H club work. This presentation may be supplemented to an advantage by use of moving pictures or lantern slides on 4-H club work, by talks by local leaders, or by talks and demonstrations by successful club members.
2. To offer assistance in organizing and conducting standard 4-H club work in the community, provided that the community will assume responsibility for the local organization work, such as the selection of a small advisory committee of 3 to 5 members including an experienced club member, if one is available, who will help to secure one or more local club leaders and also sponsor club work in the community during the year. This local responsibility would be assumed by the education or agriculture committee in standard community organizations of Missouri.
3. To announce that a county conference of club leaders will be held to which the club leaders of the community will be invited.

The third step would be a preliminary conference of the agent, or other county leader, and the club specialist, if needed, at least one month prior to the time the first county conference of club leaders for the year is to be held in the county. At this preliminary conference, such topics should be considered, as follow:

1. The time, place, number and kind of conferences planned for the year in the county, as previously set up in the club plans.
2. Whom to invite to the conference.
3. Committees.
4. Publicity.

5. Suggestions for the club luncheon (if one is to be held).
6. Suggestions for the main program of the conference.
7. Other problems of a local nature.

Time, Place, Number, and Kinds of County Conferences of Club Leaders

It is suggested that the county conference be held soon after the local club leaders have been secured in the various communities and before the clubs have been organized, or soon after the work has been started, or as soon after as weather and road conditions and other plans will permit.

The conference should be held at a centrally located place that is accessible to all who may be expected to attend, on a day that will be convenient for the majority of the leaders in the county.

An all-day conference is to be preferred, especially in a county where only one county conference of club leaders is to be held during the year, with problems of club organizations and methods placed on the forenoon program, songs and short inspirational talks on the program at the luncheon period, club organization and methods and discussion or subject-matter instruction in the afternoon, and closing the day with a short, enthusiastic, inspirational talk on 4-H club work.

It may be found desirable in a number of counties to begin the conference with the luncheon program and to devote the afternoon period to problems of club organization and methods, and then to hold a second conference on subject-matter for certain projects at a later date when more time can be had.

Some agents, or other county leaders, may find it necessary to conduct the first county conference on an afternoon and to deal only with problems of club organization and methods, leaving the subject-matter work for one or more subsequent leaders' conferences, as needed.

In addition to a conference on club organization and methods and one or more conferences on subject-matter, a few counties are developing a third type, which is a combined conference for leaders and club officers in which club officers are trained for their responsibilities, being taught club objectives and organization, parliamentary procedure, group games, club songs and yells, using the conference method.

(See Group Discussion Conferences of 4-H Club Members, p. 81)

Whom to Invite to the Conference

It is suggested that the organization that sponsors 4-H club work in the county invite all the local club leaders and prospective club leaders of the various communities in the county to attend the full session of the conference. Local conditions will largely determine who else should be invited. The following persons are suggested as guests or

assistants for the consideration of the agent, or agents, or the committee in charge:

The county superintendent of schools, the teachers of agriculture, the county nurse or Red Cross nurse, and other persons of the county who are actively sponsoring or assisting in 4-H club work.

Also, one or two club specialists or subject-matter specialists from the Extension Service of the College of Agriculture, if they are needed on the program.

A successful club demonstration team and a club that can successfully present a typical club meeting, achievement program, or other typical club activity may also be invited to attend all or part of the conference, as needed.

In addition to the persons indicated above, one or more of the following named persons usually should be invited as guests to attend the club luncheon, if one is to be held, and to remain for as much of the conference as their time will permit, provided that the program of the leaders is not curtailed for propaganda work for the guests:

The president of the farm organization sponsoring 4-H club work in the county and members of the executive committee or board of directors.

A member of the County Court.

Mayor of the city.

President of the Home Makers' Clubs of the county.

An editor or reporter.

A minister.

A livestock breeder.

President of the Commercial Club, Rotary Club, Lion's Club, Kiwanis Club, Bankers' Association, etc.

Secretary or president of the county fair.

Successful men and women who were former club members or club leaders, etc.

Committees

The majority of agents, or other county leaders, probably will desire to conduct the county conference of club leaders with the assistance, if necessary, of committees for the luncheon and program, respectively, representing the organization that is sponsoring 4-H club work in the county.

Publicity

Original news items regarding the county conference of club leaders should be sent to all newspapers that serve the county, beginning

with weekly articles at least 30 days before the first conference is to be held. The five following news articles are suggested in outline form.

The first news article should contain an account of what was accomplished in 4-H club work in the county during the past year. A second paragraph should give a brief report of the results achieved in the state and nation at large. The fact that club work has been continued as an important part of the county program for another year probably should be given as a concluding paragraph.

The second news article should announce the club projects that will be undertaken in the county during the coming year. Attention should be called to the fact that the boys and girls of any community may have the opportunity to belong to a standard 4-H club, provided that the local community sponsors the work and selects a reliable voluntary club leader for each club. In this connection, a statement of standard club requirements as applied to the club projects adopted in the county should be given. The last paragraph should contain an announcement of the county conference of club leaders, stressing the high points in the program and giving the time and place of the conference.

The third news article should give the names of the communities that are already organized and the names of the leaders and assistant leaders who have planned to attend the conference. Also, it would be well to urge that prospective leaders from unorganized communities attend. The place and date of the conference should be repeated in this article, with some additional items of interest not given in the previous news items.

The fourth news article should contain an announcement of the complete program of the county conference of club leaders, playing up any special features of the program that may seem attractive.

A follow-up news article should summarize the work of the conference and announce any subsequent subject-matter or methods conferences that are to be held.

Suggestion for the Club Luncheon

One of the features of the conference should be an inspirational club luncheon program. The luncheon provides an opportunity to acquaint the leading men and women of the community with the county club program and to enlist their cooperation, but this part of the program should be made secondary to the actual conference program of the leaders

The following suggestions are offered:

1. *Time:* At noon (not to exceed one hour).
2. *Place:* In a hotel, church basement, lodge hall, high school, or other suitable public place.
3. *Whom to Invite:* (See previous discussion).

4. *Financing the Luncheon:* If possible, this should be done without cost to the club leaders and guests. Club luncheons usually are financed by the farm organizations sponsoring 4-H club work in the county, the local commercial club, Rotary Club, Lion's Club, Kiwanis Club, Parent-Teachers' Association, county bankers' association, or other public spirited organizations. The luncheon is generally served by a girls' 4-H club, a church organization, or a home economics class in high school.
5. *Toastmaster:* Select a toastmaster who knows how to preside.
6. *Program:* It is not intended that all or more than three or four of the following suggestions should be used at any one luncheon. None of the talks suggested should exceed five minutes.
 - (1) Start off the luncheon with a few snappy club songs.
 - (2) An address of welcome may be made by the president of the organization sponsoring 4-H club work in the county, or by the mayor, president of the commercial club, president of the county bankers' association, or other organization represented at the luncheon.
 - (3) Objectives, Plans and Results of 4-H club Work, by the county extension or home economics agent, district extension agent, or other club leader.
 - (4) Why I am Interested in Club Work, by a banker, or What the Bankers Are Doing for Club Work in Our County.
 - (5) What Club Work has Done for Me, by a former Club member who is now a leader.
 - (6) Achievement, by a club winner.
 - (7) Spirited club songs.
 - (8) A short, practical team demonstration or a typical club meeting may be given.
 - (9) Club Work and the (name of farm organization) by the president of the organization.
 - (10) How Each of the Home Makers' Clubs is Sponsoring 4-H Club Work, by the county president.
 - (11) What 4-H Club Work Has Meant to the Girls in Our Community, by a local leader.
 - (12) Talk by a minister, live stock breeder, or a representative of any civic or commercial organization in the county.
 - (13) Talk by one of the specialists on such topics as: Purpose of 4-H Livestock Clubs; Farmers and Home Makers of the Future; How Club Work Affects the Boy and the Girl; Home Making Clubs; Club Work as a Balanced Program

for Country Boys and Girls; How the Missouri Bankers' Association is Assisting in 4-H Club Work.

- (14) Conclude the luncheon program with the announcement of the afternoon program for the conference, giving the guests an opportunity to remain or to leave for other engagements.

Suggestions for the Main Program of the Conference

1. The main part of the program may well start with a roll call, the leaders responding by standing and telling who they are, where they are from and what their clubs are doing. This will serve as a means of informally introducing the leaders to each other; it will give them a local background for taking part in discussions; and it will make an opportunity for each leader to have a part in the conference.

2. *Suggested Procedure for Conducting a Club Team Demonstration on the Program of County Conference of Club Leaders**

- (1) Have mimeographed outline plan of the demonstration in hands of the leaders when they observe the demonstration.
- (2) Have a typical 4-H club problem demonstrated by a club team.
- (3) Follow observation of the demonstration with an informal round-table conference with all leaders present.
- (4) Have two or three leaders state what they observed without evaluation. This report may be made in writing, if time for preparation permits.
- (5) When all observers understand what took place in the demonstration, then evaluate the demonstration, tactfully bringing out the good points to be imitated and the bad and indifferent points to be avoided.
- (6) Supply the leaders with copies of demonstration material to take home with them for use in their own clubs.
- (7) If time permits, demonstrate how to train a demonstration team. (Reference—The Demonstration in 4-H Club Work, page 55.)

3. A more or less formal discussion may be given by the agent, club specialist, or leader on the leaders' program, of probably not more than one of the following suggested topics:

- (1) Standards, Essentials and Ideals in 4-H Club Leadership.
- (2) The County Conference for Local Club Leadership.
- (3) The Objectives and Results of 4-H Club Work.
- (4) Fundamental Principles of Community Organization.
- (5) Training 4-H Club Members for Club Service.
- (6) Qualities of Leadership.
- (7) Development of Volunteer Leadership.

*Adapted from training conference plans of H. L. Donovan, George Peabody College, Nashville, Tennessee.

- (8) Origin, History and Development of 4-H Club Work.
- (9) The Standard 4-H Club.
- (10) The Missouri College of Agriculture—Its Job and How It Does It.
- (11) Psychological Approach to 4-H Club Work.
- (12) 4-H Club Work as a Balanced Program.

4. The agent or club specialist may develop a county club plan of work, in conference with the club leaders, by constructing a chart showing the duties and responsibilities of each cooperating party in 4-H club work, giving a list of things to be done, stating when they are to be done, and by whom, as follows:

<i>Events in club program for the year.</i>	<i>Time and place.</i>	<i>What the local club leader will do.</i>	<i>What the agent, or other county leader, will do.</i>	<i>What the Extension Service of the College of Agriculture will do.</i>
County conferences of club leaders.	Before clubs are organized if possible. At county seat.	Attend.	Arrange. Notify. Attend. Conduct.	Furnish club or subject-matter specialist, if needed.
Enroll club members.	About community center. Date.....	Hold public meeting, see some boys and girls and parents.	Assist local leader, if necessary.	Provide organization supplies.
Organize clubs.	At community center. Date.....	Organize. Distribute literature and explain.	Attend, if necessary. Supply literature. Report enrollment.	Provide club literature.
Hold six or more regular club meetings.	Time..... Place.....	In charge of club meetings. Visit members.	Attend one or more meetings. Confer with leaders.	
County club tour, if project requires it.	Decided by agent, leaders, or other county leader.	make local arrangements. Attend. Be responsible for own club.	Arrange. Attend. Conduct.	Provide specialist for exhibiting, judging, demonstrating.
Local achievement program or round-up	(Same as above)	Arrange. Attend. Conduct. Collect rec'ds.	Attend. Present achievement pins, if awarded.	
County fair, county achievement program. County round-up, picnic, or camp.	Secure information from agent, or other county leader.	Make local arrangements. Be responsible for own club. Attend.	Arrange. Attend. Conduct.	Specialist may be provided, depending upon conditions.
State fair. State 4-H Club Round-up at College. District fair.	Secure information from agent, or other county leader.	Secure information from agent, or other county leader.	Be responsible for county club delegation, according to state plans.	Arrange. Notify. Attend. Conduct.

After a cooperative club plan of work has been made out and adopted for the county, it is recommended that typewritten copies of the plan be made to guide the local club leader and the agents, or other county leader, in their work.

4. *A large part of the program of every conference of club leaders should be devoted to the consideration of the leaders' own problems.*

The special problems of leaders may be secured in advance of the conference by use of a questionnaire or may be taken up at the conference under the question-box method.

Leaders usually ask and answer questions more freely if their problems are taken up on a discussion basis. It is suggested that the agent, specialist, or other leader in charge of the discussion, do the following.

- (1) Encourage the leaders to exchange ideas.
- (2) Keep the discussion moving forward and not let the discussion get personal or too long.
- (3) Open up situations and let all think for themselves.
- (4) Stay out of discussions as far as possible except to summarize.

Suggested Topics for Conference Discussions

- (1) **Measuring the Effectiveness of Local Club Leaders***
 - a. Ability of local leader to develop leadership in others.
 - b. Attitude of club members toward the leader.
 - c. Attitude of the parents and of the community in general toward the leader and the work of the club.
 - d. Program of work for the club and the way it has functioned,
 - (a) In relation to the club group,
 - (b) In relation to the general community program.
 - e. Attendance of the leader at leaders' conferences and general extension meetings.
 - f. Number of club meetings held.
 - g. Attendance at club meetings.
 - h. Quality of club organization.
 - i. Public demonstrations given by club teams in the community and elsewhere.
 - j. Judging work done.
 - k. Club tours, exhibits, achievement meetings and other group activities.
 - l. Degree to which records are kept up-to-date and used.
 - m. Percentage of club members completing the work.
 - n. Spread of influence of the work of the club.
 - o. Attitude of the leader towards,
 - (a) Club work,

- (b) The community,
 - (c) Extension word in general.
- (2) **4-H Club Project Work**
 - a. Kinds of club projects.
 - (a) Literature—kinds; how secured; use of.
 - (b) Requirements of each project—why? basis of awards; results.
 - (c) Reports and records—enrollment and the follow-up letter; the leader's pin and the club charter; club records; final report for the club; ranking club members by the score card.
- (3) **How a Community May Have 4-H Club Work**
 - a. The selection of a community advisory committee; how?; relation to other community organizations; number of committee members; personnel of committee.
 - b. Work of the committee.
- (4) **Constitution and By-Laws for Boys' and Girls' 4-H Clubs**
 - a. Purpose—how used?
 - b. Duties of club officers.
 - c. Order of business under parliamentary procedure.
 - d. Training club officers
 - e. Problems.
- (5) **The Demonstration in 4-H Club Work**
 - a. Definition.
 - b. Demonstration problems.
 - (a) Selection of proper demonstration material.
 - (b) When club members should demonstrate.
 - (c) Number of demonstrations needed.
 - (d) Length of demonstrations.
 - (e) When to start the demonstration work.
 - (f) Planning the demonstration.
 - (g) Steps in learning to demonstrate.
 - (h) Staging public team demonstrations.
 - (i) Judging demonstrations.
 - (j) Public use of demonstration teams.
- (6) **The Exhibit in 4-H Club Work**
 - a. Scope and relative importance of 4-H club exhibits.
 - b. Spreading the influence of the premium list.
 - c. Premium ribbons.
 - d. Some judging problems.
 - e. Record and entry tags.
 - f. Suggestions on making exhibits more effective.

(7) Judging in 4-H Club Work

- a. Some judging problems.
 - (a) Training club members in judging work.
 - (b) Selecting the members of a judging team.
 - (c) Number of judging classes.
 - (d) Ranking team members.
 - (e) Steps in teaching members how to judge club products.

(8) The Local Achievement Program

- a. Purpose, time, place.
- b. The organization of the program—responsibility of community advisory committee, club members, leader, agent, or other county leader, parents.
- c. The program.
 - (a) Exhibits.
 - (b) Demonstrations.
 - (c) Judging.
 - (d) Typical meeting.
 - (e) Results.
 - (f) Awards.
 - (g) Plans for next year.

(9) Recreation in 4-H Club Work

- a. Purposes.
- b. Occasions.
 - (a) At regular club meetings.
 - (b) In camps.
 - (c) At achievement days.
 - (d) At homes.
- c. Types.
 - (a) Games.
 - (b) Songs and yells.
 - (c) Parties.
 - (d) Stunts.

(10) Additional Suggested Topics that May Be Outlined and Used As a Basis for Discussions

- a. The personal visit.
- b. The club camp.
- c. The club tour.
- d. Some "don'ts" for 4-H club leaders.
- e. Raising money for purchasing achievement pins, awards, educational trips, etc.
- f. Securing the interest of parents and the community.
- g. Training club members to serve on committees effectively.

h. Giving experienced club members an opportunity to assist.

Close the conference with an inspirational talk by a leader, one of the specialists, an agent, minister or other person particularly fitted for the occasion.

(11) **Suggested Procedure in Developing a County Conference of Club Leaders in Counties not Having an Agent**

Preliminary Arrangements.—*The first step* in developing a county conference of club leaders in a county not having an agent, would be the appointment of a county club committee of not to exceed one member to a township, representing the different sections of the county, the various kinds of club project work contemplated, teachers of agriculture, the county superintendent of schools, farm organizations, business interests, etc. The committee members should be selected primarily because of their interest, ability, prestige and willingness to assist in developing a 4-H club program in the county.

The second step would be a conference of the county club committee with a state club specialist from the Missouri College of Agriculture at least one month before the county conference of club leaders is to be held. This committee should sponsor and actively assist in conducting 4-H club work in the county throughout the year.

It is suggested that the committee organize by electing officers, and then proceed to consider 4-H club problems in conference with the state club specialist, about as follows:

- (a) How the Extension Service of the Missouri College of Agriculture cooperates with counties and communities of the state.
- (b) The objectives, results, outlook and plans for 4-H club work.
- (c) The most outstanding needs of the boys and girls of the county.
- (d) The most outstanding needs of the farms and homes of the county.
- (e) The selection of 4-H club projects that will best fit into the needs and interests of the boys and girls.
- (f) The consideration of communities that are ready to cooperate and the kind of clubs that probably should be encouraged.
- (g) The making of a county plan of work, showing the duties and responsibilities of each cooperating party in 4-H club work, giving a list of things to be done, stating when they are to be done and by whom they are to be done. (See suggested outline, p. 92)
- (h) A consideration of the time, place and nature of the program for the contemplated conference of club leaders.
- (i) The committee should be responsible for getting all active club leaders into the county conference and for encouraging

new communities to organize and to select local club leaders who will attend the conference.

(See Suggested Procedure for Conducting County Conferences of 4-H Club Leaders; page 85)

(12) **List of References on 4-H Club Leadership.**

“Development of Local Voluntary Leadership,” by Miss Gertrude L. Warren, Cooperative Extension Work, United States Department of Agriculture.

“Training 4-H Club Leadership,” by Robert G. Foster, Office of Cooperative Extension Work, U. S. D. A. “How Shall 4-H Leadership Be Trained”, by Foster, U. S. D. A. “A Guide to the Development of Boys’ and Girls’ 4-H Club Leadership,” by Foster, U. S. D. A.

“The First International 4-H Training School,” Camp Vail, Eastern States Exposition, Springfield, Mass., by Cooperative Extension Service, U. S. D. A.

“The Second International 4-H Training School”.

“The Third International 4-H Training School”.

“First Annual 4-H Club Members’ Conference”, Camp Eaton, Inter-State Fair, Sioux City, Iowa, by Ray A. Turner, Cooperative Extension Work, U. S. D. A.

“Second Annual 4-H Club Members’ Conference”, by Turner, U. S. D. A.

“The Older Girl in the Extension Program”, by Miss Warren, U. S. D. A.

“The Junior Mind in Relation to Boys’ and Girls’ Club Work”, by Miss Warren, U. S. D. A.

“Some Suggestions on Methods of Work With Club Girls”, by Miss Warren, U. S. D. A.

“Club Data From Extension Studies”, by M. C. Wilson, Cooperative Extension Work, U. S. D. A.

“The Effectiveness of 4-H Club Work”, Middlesex Co., Mass., by Mr. Wilson and Miss Warren of U. S. D. A. and G. L. Farley, State Club Leader of Massachusetts, Cooperative Extension Work, U. S. D. A.

“Attitudes and Problems of Farm Youth”, (Rural Youth Questionnaire), by E. L. Kirkpatrick, Associate Agricultural Economist, Bureau of Agricultural Economics, U. S. D. A.

“The Responsibility of Expanding the Boys’ and Girls’ Club Movement in its Field of Work”, by Dr. C. B. Smith, Chief Cooperative Extension Work, U. S. D. A.

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