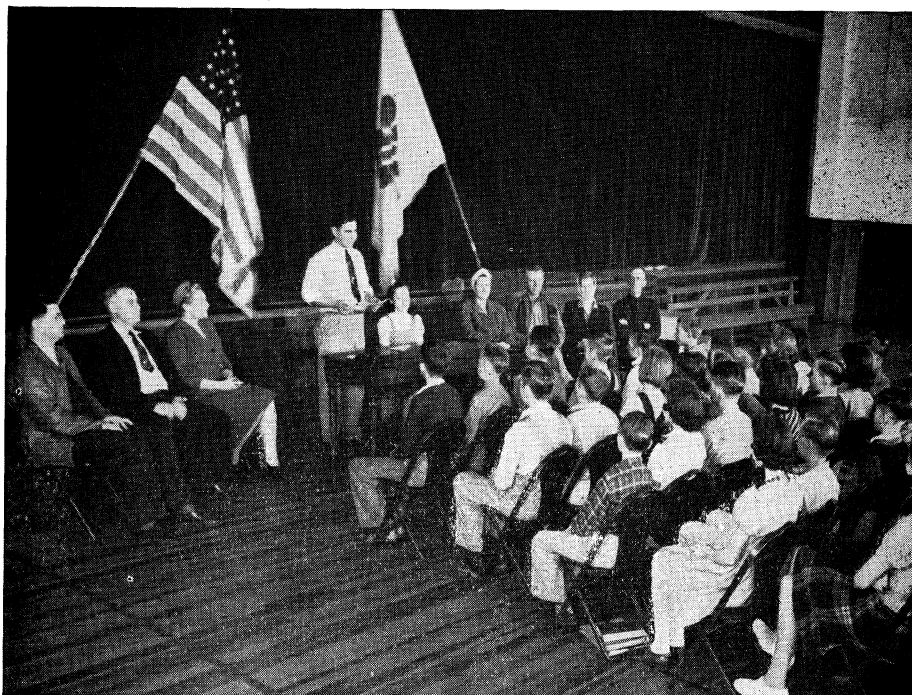


Oklahoma 4-H Club Leaders' Handbook

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State 4-H Club Leader

and

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Assistant State 4-H Club Leader



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**COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF OKLAHOMA**

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OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGE
AND UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATING

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INTRODUCTION

The purpose of this handbook is to suggest methods of organizing and conducting 4-H Club work in Oklahoma. It gives information concerning the responsibilities of local 4-H Club leaders, club officers, and club members; and suggests methods of conducting club meetings, demonstrations, judging, and other club activities.

The war has caused some changes and modifications to be made in the 4-H Club program. These are intended to provide an opportunity for every rural boy and girl between the ages of 8 and 20, inclusive, to make a contribution to the war effort through 4-H Club work. A simplified program has been outlined for 8- and 9-year-old club members in line with their age and experience. For the duration of the war emphasis is to be placed only on such projects and activities as will contribute to the war effort. Although the 4-H Club project has been considered the foundation of club work in the past and ownership of the project by the club member has been considered of prime importance, it is believed that many rural boys and girls can make a real contribution through 4-H Club work even though they are not in a position to own a production project. For this reason project plans have been modified so club members may select one or both of the following:

1. *4-H Club members may enroll in regular 4-H production projects* in which the production and conservation of essential food, fat, and fiber materials are stressed. Any club member may conduct a 4-H victory project in addition to the regular 4-H production and conservation project but ownership is considered essential in the regular 4-H production projects. Only 4-H Club members who are enrolled in regular 4-H projects are eligible to show 4-H exhibits and participate in judging contests at state fairs, livestock shows, and out-of-state 4-H Club events.

2. *Enlist in a 4-H Victory Project.* Any rural boy or girl may enlist in this project and by so doing will agree to carry out the minimum requirements of a 4-H production or conservation project as outlined in the Oklahoma pamphlet en-

titled, "Oklahoma 4-H Club Victory Project." Club members may select this as the only project to be carried out during the year; it involves responsibility on the farm or in the home in line with the experience of the club member. Ownership of the project is not required. The club member may perform responsibilities in the home or on the farm intended to help meet the farm labor situation and relieve the parents of certain farm and household duties. Where the club member takes the definite responsibility for the care and management of the dairy herd, poultry flock, beef herd, swine herd, farm garden, etc., an agreement should be made whereby the club member will be entitled to receive some percentage of the profit resulting from the production operations.

CHARACTER OF 4-H CLUB WORK

What 4-H Club Work is. 4-H Club work for rural boys and girls is a part of the national Agricultural Extension system which reaches every state in the United States, Puerto Rico, and the Territories of Alaska and Hawaii. It is also being developed in many foreign countries. This system was organized by the United States Department of Agriculture in cooperation with the state colleges of agriculture and the county Extension organizations under the provisions of the Smith-Lever Act of 1914 and other acts of Congress and State Legislatures authorizing the establishment of Agricultural Extension work and making appropriations for it.

Age Groups Included in 4-H Club Work. 4-H Club work is primarily for boys and girls from 10 to 21 years of age; however, plans in Oklahoma have been formulated to enlist 8- and 9-year-old boys and girls in 4-H victory projects suitable to their ages and experience. The 8- and 9-year-old boys will be permitted to exhibit products which they have produced in the regular 4-H projects in which they are enrolled. The 8- and 9-year-old girls will be permitted to exhibit articles specified in the manual for this age group. The 8- and 9-year-old boys and girls will not be permitted to represent their county as official delegates in district and state 4-H events in which delegates are selected to represent the county.

How 4-H Club Work is Carried On. A group of members are organized in a 4-H Club where they learn to conduct meetings, to work and play together, to cooperate with each other, and to develop qualities of leadership and citizenship. Each member carries on a project to demonstrate improved methods in homemaking and farming.

What is the Method of Teaching? 4-H Club members "learn to do by doing." Each 4-H Club member does a piece of work known as a 4-H Club project, under the supervision of the county Extension agent, designed to demonstrate or teach better methods in homemaking and farming. All 4-H Club members are expected to keep businesslike accounts of their projects.

What 4-H Club Work Does. Perhaps the best definition of what 4-H Club work does is that given by Dr. C. B. Smith: "4-H Club work becomes part of the lives of rural young people while their minds are still plastic; gives them guidance when they need it; teaches them some of the inspiring things in agriculture and farm home life and gives them a vision of its possibilities as a life work.

"4-H Club work demonstrates the best practices in agriculture and home economics to enter communities and counties by means of original projects carried by the members, by their exhibits, their fairs, their expositions, and their public demonstrations.

"4-H Club work develops rural leadership, community pride and spirit. It builds young men and women who know how to conduct meetings, organize community projects, and who are trained to judge crops, livestock, and products of the farm and home.

"4-H Club work emphasizes the home—as that is the place where the project is usually carried out—and brings parents and children increasingly together in a common interest.

"4-H Club work develops self-reliance, ambition, and aggressiveness. It applies business methods to farming and promotes industry and thrift.

"It fosters individual ownership, a love of nature, and the open country.

"It brings out the best effort and thought, and gives rural boys and girls an opportunity to earn money and acquire property.

"4-H Club work shows boys and girls how to do the wholesome, helpful things and to play the game fairly.

"Above all, it develops the highest type of manhood, womanhood, and American citizenship."

Plan of Organization for the 4-H Club. In Oklahoma 4-H Club work is organized on a community basis. Both boys and girls meet together in regular 4-H Club meetings and jointly plan and conduct their work. The plan calls for the selection of a local 4-H man leader to serve as supervisor for the

boys and a woman leader to supervise the work of the girls. In most instances the 4-H Club leaders are selected by the 4-H Club members after consulting with the county and home demonstration agents. A minimum of 10 club members is needed to form a standard 4-H community club. The 4-H Club members elect their officers, consisting of president, vice-president, and secretary-treasurer. These three officers compose the executive committee of the local club. In many instances the club elects a song leader and a recreation captain although in some instances these are appointed by the president after consultation with the local leader. The project captains are usually appointed by the president of the club. It is suggested that a 4-H Club reporter be selected to provide local newspapers with information of interest regarding 4-H Club work in the community.

THE LOCAL 4-H CLUB LEADER

The local 4-H Club leader is an important person in the 4-H Club program. The effectiveness of 4-H Club work depends in a very large measure upon the initiative of the local 4-H Club leader.

Miss Gertrude L. Warren of the United States Department of Agriculture says:

"This person is an outstanding man or woman of the community who is sufficiently interested in young people to be willing to spend some time in helping the members to plan their own program for the year; attend regular club meetings; train members in various 4-H Club activities; visit the homes of members to see how their demonstrations are progressing; give advice and encouragement when needed; accompany members to club events outside the community; and assume responsibility in relation to members' general group activities."

Qualifications of a 4-H Club Leader: There are certain qualifications that a 4-H Club leader should have if he is to perform effectively in that capacity. It is not to be expected that all the desirable qualities will be found in any one person when he takes up the leadership of the club. If one possesses a few of the essential qualities, others will be developed through contact with boys and girls and their activities. Desirable qualities for which a leader may strive are:

1. *Know subject matter to be taught:* In order to lead a group the leader should have a good knowledge of subject matter of all projects carried on by club members.

2. *Good Organizer:* Better results can be accomplished by careful organization throughout the club year. Successful leadership in any work demands careful attention to plans for the future.
3. *To be liked by boys and girls:* A personality that attracts and holds the affection and confidence of young people is essential. Also, the 4-H Club leader must be liked and respected by the people of the community. The 4-H Club leader must have a sincere liking for boys and girls.
4. *Interest in the community:* If a person is to give wholeheartedly of his time and effort to club work, he must be vitally interested in the welfare and future progress of the community.
5. *Enthusiastic about 4-H Club work:* The 4-H Club leader should be enthusiastic about club work since enthusiasm is readily passed on to the entire club.
6. *Strict standards for sportsmanship and honesty:* The 4-H Club leader has an excellent opportunity to teach sportsmanship, honesty, and integrity through the many activities carried on in 4-H Club work.
7. *Tact in dealing with adults and young people:* It is important that the 4-H Club leader appreciate the viewpoint of the club members and their parents.
8. *Perseverance:* The 4-H Club leader should not give up too readily if immediate results are not obtained.

Responsibilities of the Local 4-H Club Leader: It is the responsibility of the local 4-H Club leader to:

1. Enroll boys and girls in the community 4-H Club—Each 4-H Club member upon enrolling in the community 4-H Club selects one or more projects. Since the 4-H project is the basis of 4-H Club work, the utmost care should be exercised in guiding the member to select projects that will have some economic value to the community as well as to the club member. The member should know the project requirements and have the assurance of the necessary time and facilities for the completion of the project. *Members who are enrolling for the first time are advised to devote their time to one or two projects. After having been in club work for two or three years, a number of projects may be carried successfully.* The 4-H Club leader should study

the requirements of each project offered in order to be of greatest assistance to 4-H boys and girls.

2. Plan yearly programs with local 4-H executive committee. This is an important function of the 4-H Club leader. The program of work should be prepared not later than December first of each year and presented to the club for discussion and approval.
3. The 4-H Club leader should attend all local 4-H Club meetings and see that the club members give thought and preparation to the regular meeting programs in advance of the meeting dates. The leader should assist members in planning interesting and instructive meetings each month as well as assist officers in conducting club meetings according to parliamentary procedure. The ritual should be memorized by each club member so it may be repeated correctly and in an impressive manner. Work with captains and help them to understand their duties.
4. Talk with members about ways and means of financing their projects and encourage ownership.
5. The 4-H Club leader should assist in training the demonstration teams and insist on a demonstration schedule that will permit every member to appear in a team demonstration during the year.
6. See that the group is provided with manuals and literature needed for carrying on the 4-H project and club activities.
7. Secure the full cooperation of the parents and leaders of the community.
8. Develop initiative and leadership in the club members by giving them as many responsibilities as possible. Assign certain club members definite responsibilities for a part of the program at each club meeting.
9. Let the community know through community programs and newspaper publicity what the 4-H Clubs are doing.
10. Assist in arranging a community 4-H achievement day in November or December and encourage all people in the community to attend.
11. Encourage every member to complete all project requirements and make a report on each project at the close of the year.

12. Where it is feasible, urge members to make individual and group exhibits at community and county fairs. Encourage the selection of high quality exhibits by club members.
13. To the extent possible, visit club members' projects in the home and on the farm. Check regularly on the progress of 4-H Club projects.
14. Encourage each member to start a permanent 4-H record book and keep it up to date from the time he enrolls in club work.
15. Be alert for new ideas in club work since this is a characteristic of a good club leader. Direct inquiries to the county Extension office for needed information and material so the best possible methods may be followed in conducting 4-H Club work.
16. Local 4-H Club leaders should use any opportunity they may have to attend county 4-H leader training meetings. Such meetings have been held in the past in every county of the state and have been very helpful in giving local leaders valuable information regarding the supervision of club work in the local clubs.

ORGANIZATION OF THE 4-H CLUB

Enrollment of 4-H Club Members: The 4-H Club year begins officially December 1 and closes November 30 of the following year. It is expected that all 4-H Clubs be organized or reorganized not later than January 1. All 4-H enrollment cards, together with the names of the officers and local 4-H Club leaders, should be in the office of the county Extension agents not later than January 1 in order that a 4-H Club roll may be typed in the county office and sent to the state office not later than February 1. *It is very important that all club members who expect to make exhibits at state shows and who expect to compete for out-of-state trips be included on the certified 4-H Club membership roll and that they be enrolled in the 4-H Club project in which they expect to participate or make exhibits.* New 4-H Clubs should be organized as quickly as possible after the opening of the fall term of school and if at all possible not later than January 1; however, new club members may be enrolled until June 1, at which time all 4-H Club enrollments for participation in club events during the remainder of the calendar year will close. Members enrolled before June 1 will be included in the official 4-H Club count of

the current year. Those enrolled after June 1 will not be eligible to enter state or out-of-state competition during the remainder of the 4-H Club year, June 1 to November 30, but will be eligible for such events during the following club year, December 1 to November 30.

The official enrollment of club members is made on enrollment cards supplied by the county Extension agents. The 4-H Club leaders should see that the 4-H Club members fill out the enrollment cards correctly and that this information is recorded in the secretary's book before the enrollment cards are transmitted to the county Extension agent's office. The information must be complete and the following information must be included:

- | | |
|----------------------|------------------------|
| 1. Name | 6. Year of work |
| 2. Father's initials | 7. Date of birth |
| 3. Post office | 8. Name of 4-H Club |
| 4. Route number | 9. Project or projects |
| 5. Age | in which member |
| | wishes to enroll |

The kind of project in which the club member wishes to enroll should be indicated by an appropriate check in the space just preceding the name and number of the project on the enrollment card.

Organization Meeting: The first meeting of the community 4-H Club at the beginning of the club year should be held at a time when the greatest number of interested boys and girls can attend. The election of club officers should be held at this meeting. 4-H Club officers should consult the secretary's book for information regarding their duties.

Project requirements should be discussed at this meeting and the club members should be given an opportunity to ask questions relating to the 4-H Club projects. The 4-H Club members may enroll in projects at this meeting, but in most cases it is desirable that they consult their parents before selecting the projects and completing their enrollment.

PROJECTS OFFERED IN 4-H CLUB WORK

The 4-H Club projects offered are of two kinds, namely, (1) The regular 4-H Club Project, (2) the 4-H Victory Project.

The Regular 4-H Club Project. Every 4-H Club girl enrolled in a regular 4-H project is required to carry all phases of the home demonstration work including food preparation,

food preservation, clothing, home improvement, yard improvement, and one production project such as gardening or poultry. In addition the club girl may enroll in one or more of the projects listed for both boys and girls. 4-H Club boys should select projects that are primarily designed to increase the production of food, feed, and fiber, and should participate in at least one conservation project.

Projects for Girls.—The six lines of home demonstration work are combined, in separate manuals by years, seven in all, with a view of giving the girls a broader interest in home-making. 4-H Club girls enrolling in home demonstration work for the first time should enroll in the year of work best suited to their age, experience, and ability.

Projects for Boys.—4-H Projects designed primarily for boys are: beef, swine and sheep, including a breeding, fattening, and marketing phase for each class of livestock; corn; cotton; grain sorghum; small grain; forage; legumes; forestry; and terracing.

Projects for Boys and Girls.—Projects designed primarily for both boys and girls are: poultry, dairy, garden, Irish potatoes, sweet potatoes, fruit, home ground beautification, bees, insect control, accounting, wildlife conservation, handicraft, rural electrification, and health.

The 4-H Victory Project.
—Every 4-H Club member who enrolls in a 4-H Victory Project will be expected to carry out the following objectives:

1. Produce essential food, fat, and fiber.
2. Purchase war bonds or stamps regularly.
3. Assist with government approved salvage drives.
4. Help with labor on the farm and in the home.
5. Conserve food and other essential materials.



Figure 1. Club girls with their canning projects are making a definite contribution to the food for freedom program by canning fruits, meats, and vegetables for home use.

6. Assist with community and war service whenever possible.

A leaflet (OP-55) outlining the general requirements of the 4-H Victory Project is available through the county Extension offices. A manual has been prepared for 8- and 9-year-old girls and is also available. Club members should indicate at the time of enrollment the character of production or conservation work they are undertaking as a 4-H Victory Project.

4-H CLUB LITERATURE

Material in the form of manuals containing subject matter is available for the principal 4-H projects. These may be obtained from the office of the county Extension agents. The report forms to be used in making a final report on 4-H Club projects may be secured from the Extension agents' office. These should be returned to the county Extension agents' office not later than November 30.



Figure 2. All 4-H Club members are encouraged to enroll in the health project.

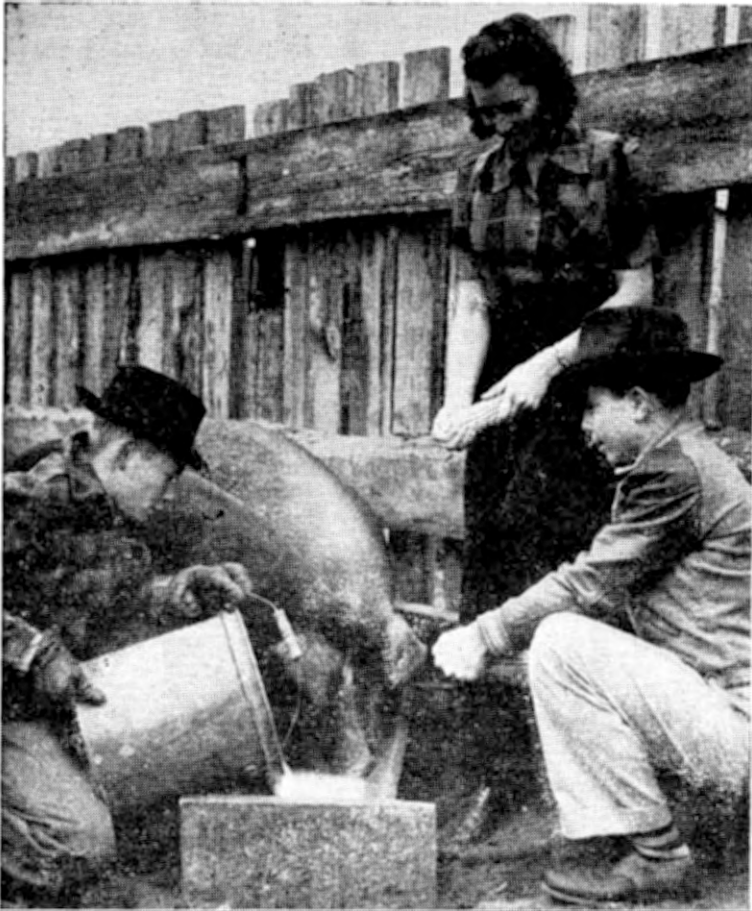


Figure 3. Boys and girls may enroll in livestock projects and put to use the best known feeding practices.

THE 4-H PROGRAM OF WORK

The program of work for the 4-H Club year should be prepared by December 1 under the supervision of the 4-H executive committee with the assistance of the local 4-H Club leader and county Extension agents. The suggested program should be presented to the club for discussion and approval.

Plans should be made at the beginning of the club year for holding regular meetings, and the time and place should be determined by the executive committee in consultation with the local leaders.

THE 4-H CLUB MEETING

Miss Gertrude Warren, specialist in 4-H Club organization, Washington, D. C., has the following to say regarding the value of the monthly 4-H Club meeting:

"The 4-H Club meeting is one of the most important activities of 4-H Club work. It is a mirror of the 4-H objective, the 4-H goals for the year, the program developed by members themselves, and the general community attitude toward the 4-H Club movement. In planning for each club meeting it is important to provide in some way for the participation of every member of the group. Each member should contribute something worth while, gain something of real benefit in connection with his own project, and leave the meeting feeling he has had a good time."

Order of Business of the 4-H Club Meeting.—The order of conducting the 4-H Club program should be worked out by the executive committee or a program committee. This experience will develop initiative, thought, cooperation, and leadership on the part of club members. Below is an order given merely as a guide:

- | | |
|------------------------------|--|
| 1. Call to order | 10. Timely topics |
| 2. Roll call | a. girl |
| 3. Minutes read and approved | b. boy |
| 4. Ritual | 11. Introduction of visitors |
| 5. Reports of committees | 12. Instructions from Extension agents and leaders |
| 6. Unfinished business | 13. Recreation session (songs, games, one-act play, or special number) |
| 7. New business | 14. Adjournment |
| 8. Reports | |
| a. captains | |
| b. secretary | |
| 9. Team demonstrations | |
| a. girls | |
| b. boys | |

The club officers and club members should proceed with the program following the outline suggested in the 4-H secretary's book. Team demonstrations and timely topics directed toward the war effort should be retained as an important part of the club meeting.

Procedure of the Club Meeting: Methods of procedure to be followed in the regular monthly club meeting are outlined in the "Secretary's Book for Oklahoma 4-H Clubs." The president, vice-president, and secretary should be familiar with the suggested procedure.

Suggestions for the 4-H Club Meeting: The following are some of the things to be observed in conducting a 4-H Club meeting:

1. Conduct the meeting according to correct parliamentary procedure.
2. The meetings should begin and close promptly.
3. Carefully prepared programs make enjoyable, worthwhile meetings and eliminate the necessity of urging members to attend.
4. The meeting should be carried on by the club members themselves since this training is one of the most important benefits they receive in club work.
5. The practice of giving club members recognition for outstanding achievements before the entire club is to be commended.

The regular 4-H Club meeting is divided into three parts: the business session, the demonstration session, and the recreation session.

1. THE BUSINESS SESSION

Skill in Parliamentary Procedure — All meetings should be conducted according to good parliamentary procedure. Any business submitted for consideration should be disposed of promptly. Time should not be permitted for lengthy discussions.

Order of Business — The order of business should be followed closely. The business session should be well organized and conducted according to the plan of the program.

The Ritual — Make the ritual impressive. The National 4-H Club Motto, 4-H Club Emblem, 4-H Club Pledge, and the Pledge of Allegiance to the Flag of the United States should be thoroughly understood and memorized by each 4-H Club member.

2. THE DEMONSTRATION SESSION

Reports — The captains' and secretary's reports should be given distinctly so the audience can hear every word. The captains should give a clear-cut summary of their respective lines of work, including the number enrolled, total production, and total value of the products of their group. The secretary, at the conclusion of the captains' reports may give a brief summary of the total achievements of the 4-H Club to date.



Figure 4. The Farm-to-Market project makes way for club boys to gain practical information on feeding and marketing calves, pigs, and lambs.

Team Demonstrations — The members of the demonstration team should show conclusively that they are demonstrating practices based upon the project or activities in which they are enrolled. They should indicate clearly the progress which they have made in applying to their own projects the good practices which they are demonstrating. The demonstration should explain any way in which the demonstration practices have improved general practices in the community.

Timely Topics — A timely topic is a short discussion of approximately four minutes given by a club member before the entire club group for the purpose of conveying timely information or stimulating interest in some particular phase of the 4-H Club program. The subject selected should be related to some phase of club work such as the member's own projects, club activities, a report on a conference or trip, or some subject relating to rural life which would be of interest to the entire group.

It is preferable that the timely topic not be memorized by a club member but given extemporaneously since its purpose is to create an interest in the adop-

tion of improved methods. This should be done by a simple statement in the club member's own words with the view of convincing the audience that the recommended practice will have value to the individual or to the community and with the view of not attempting to make an oration, but rather presenting a convincing discussion showing some better way of doing something or making something of value on the farm or in the home.

3. RECREATION SESSION

The recreation session may include songs, games, a stunt or one-act play, or a combination of these.

Songs — The song leader should direct the singing, attempting to have each member in full harmony. Songs should be sung with plenty of enthusiasm. The songs selected should be appropriate for the occasion.

Games — Games provide recreation for the club members and develop team work. It is highly desirable that all members participate whenever possible.

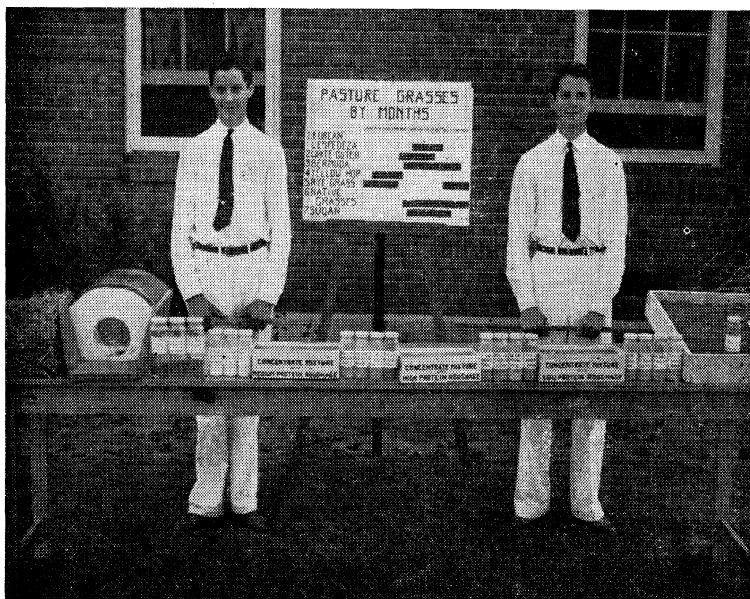


Figure 5. Improved practices oftentimes are introduced into the rural community by the boys' team demonstration.



Figure 6. 4-H Club members purchase war bonds and stamps regularly.

Stunt or One-Act Play — A stunt or one-act play is for the purpose of teaching a lesson by contrasting a good with a bad farm practice. It should not be frivolous but should dramatize what is good and what is correct in farm and home practices. Some of the local clubs are retaining the one-act play as a part of their recreation session.

THE 4-H CLUB RITUAL

Nothing more nearly represents the true purpose and character of 4-H Club work than the ritual. When correctly given it is beautiful and impressive. Every member should commit it to memory. It should be given by the entire club in unison at each club meeting. It is as follows:

Leader: "Stand please."

Club: All members rise and stand erect.

Leader: "What is our 4-H Club Motto?"

Club: (In unison) "To make the best better."

Leader: "We will now repeat the 4-H Club Pledge."

Club: "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."

(In repeating the pledge, raise right hand to side of head when speaking line No. 1; lower right hand over heart when speaking line No. 2; extend hands, palm upward, when speaking line No. 3; and stand at attention when speaking line No. 4.)

Leader: "We will now give the Pledge to the Flag."

Club: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation indivisible, with liberty, and justice for all."

(At attention facing the flag all repeat together the pledge. Keep the right hand over the heart during the pledge of allegiance.)

Leader: "We will now review the meaning of the Club Emblem. What is the national 4-H Club emblem?"

Club: "The national 4-H Club emblem is the four-leaf clover with the letter 'H' on each leaflet running parallel with the mid-rib of the leaflet."

Leader: "What do the four H's on the club emblem represent?"

Club: "They represent the equal training of the head, heart, hands, and health of every member."

Leader: "For what is the head trained?"

Club: "To think, to plan, to reason."

Leader: "For what is the heart trained?"

Club: "To be kind, to be true, to be sympathetic."



Figure 7. Team demonstrations should be a part of every 4-H Club meeting. They have been proved a practical method of showing other boys and girls how to make use of improved practices in the home and on the farm.

Leader: "For what are the hands trained?"

Club: "To be useful, to be helpful, to be skillful."

Leader: "For what is the health trained?"

Club: "To resist disease, to enjoy life, to make for efficiency."

Leader: "In the All-Star Emblem, what does the fifth 'H' represent?"

Club: "The home."

Leader: "In what way can we be a help in our home life?"

Club: "By striving to train for a home life that represents true character, comfort, and contentment."

SELECTION AND PREPARATION OF TEAM DEMONSTRATIONS

Team demonstrations should be a part of every 4-H Club meeting. One of the significant features of 4-H Club work is that club members "learn by doing." The club member receives valuable training in preparing and presenting a demonstration.

Team demonstrations offer the club members a splendid opportunity to develop skill and to acquire a better understanding of the practical application of approved practices to farm and home problems. This experience gives club members valuable training in speaking in public and in developing teamwork and sportsmanship. Team demonstrations often are the means of getting adult farmers and farm women to accept new and improved practices that make for greater income, comfort, and contentment on the farm and in the home. Public demonstrations given by club members often have a great influence in creating a wider interest in the aims and achievements of rural young people. The county Extension agents have a great deal of information available to them on team demonstrations and are always glad to assist local leaders in suggesting demonstrations and assist them in training demonstration teams.

The subject selected for a team demonstration should relate to the project being carried by the club member and should be of value and interest to the community. The demonstration should show some improved farm or home practice that will interest not only the club members but also the people to whom they are demonstrating. In preparing a demonstration, the size of the group before whom it may be presented should be kept in mind. In any demonstration the audience should be able to see each step clearly.

The 4-H manuals, such as home demonstration, crops, poultry, livestock, and horticulture, furnish good information for team demonstrations. The demonstration should be planned and developed by the club members themselves with

suggestions from the 4-H Club leader, Extension agents, and possibly from other club members. It is suggested that the demonstration not be written by the 4-H Club leader, Extension agents, or other club members except for very young club members.

The following suggestions in giving demonstrations were taken from the "National 4-H Club News," 59 East Van Buren Street, Chicago, Illinois:

- "1. Select a practical subject, preferably one out of your own club experience. Be sure it is timely and important to the community, then outline it and arrange the steps in logical order. Divide the steps fairly equally and gather all the subject matter material you can.
- "2. Practice your demonstration—to develop skill and confidence. Give it before all types of community audiences. No single point is more important than practice!
- "3. Check material. All material should be on hand and in place before giving the introduction. Begin the demonstration only when everyone is quiet.
- "4. Act natural and at ease. Smile. Call your teammate by name. Speak distinctly. Use correct English and pronounce words properly. Stand on both feet.
- "5. Know your subject so thoroughly you can speak with authority. Refer to practical experience. Quote authority for important statements.
- "6. Coordinate your thinking, speaking, and actions toward one end—clarity.
- "7. Show skill in your work. Work methodically and quickly. Be sure your audience can see and hear every step.
- "8. Be ready for an emergency. Be calm if the unexpected happens. Go on with your demonstration as best you can. Sometimes it is desirable to have extra equipment on hand.
- "Boil your summary down to a few short but important points. Your audience will not remember nine or ten separate ideas.
- "10. Answer questions with confidence. This comes with knowing your subject thoroughly. Repeat questions in varying forms so that your audience will know what you are answering. If you don't know the answer, say

so, and refer the person to an authoritative source of information."

Planning the Demonstration—A successful demonstration requires careful planning. The demonstration may be outlined as follows:

1. Introduction

- a. Introduction of team members.
- b. A brief statement regarding the demonstrator's 4-H Club projects and activities.

II. Body

The body of the demonstration should include the showing and explaining of all necessary steps in the process in logical order. Each step should be clearly demonstrated before beginning the next step.

III. Conclusion

- a. Summary of points given in the demonstration.
- b. Audience given an opportunity to ask questions.
- c. Demonstration brought to a definite close.



Figure 8. The appropriate dress activity helps farm girls and boys select proper clothing for different occasions.

JUDGING

Training in judging has served as an important part of 4-H Club work in the past because it has helped to improve quality in 4-H Club projects. Because of wartime conditions, judging contests have been abandoned in practically all sectional and national events. Judging contests formerly held at the National 4-H Club Congress at Chicago for both boys and girls have been eliminated for the duration of the war. Likewise the National 4-H dairy cattle judging contest formerly held at the National Dairy Show has been abandoned. In Oklahoma, judging contests at the state fairs and at the 4-H Club livestock shows have been continued. Since participation in judging work offers 4-H Club members the most practical training in the development of proper standards and brings about a greater appreciation for quality products, we believe that some training in judging work can be justified on a local basis.

EXHIBITS

An exhibition of 4-H Club projects affords educational value not only to the club members but also to the public. Exhibits have often been called the show window of 4-H Club work. The 4-H exhibit provides club members an opportunity to compare their own products with those of other club members; teaches them to recognize quality; and gives them an opportunity to secure information that will be helpful to them in improving their own project work.

Local 4-H Club leaders and the county Extension agents might well consider the feasibility of preparing exhibits of products grown or made by 4-H Club members for the community 4-H achievement day where such an event is held. In some instances it would very likely promote 4-H Club work if exhibits representing the work of 4-H Club members could be prepared and placed in public places where a considerable number of people would have an opportunity to view them.

Premium lists for 4-H Club members will be provided in a large number of counties on a community and county basis. Premium lists will be provided 4-H Club members at the Oklahoma State Fair at Oklahoma City and the Oklahoma Free State Fair at Muskogee. The boards of directors of most of the county and district 4-H livestock shows have decided to continue their premium lists for strictly market classes of animals that are brought together and sold at the conclusion of the event. The annual State 4-H and FFA Livestock Show held at Oklahoma City in March of each year will be continued

on its present basis since the premium list calls for strictly market classes of animals.

4-H ACHIEVEMENT EVENTS

Nothing helps to call attention to good 4-H Club work carried on by boys and girls in the community more than a well planned community 4-H achievement program. Perhaps for the remainder of the war, 4-H achievement events of this character in most instances will be conducted on a community rather than a county-wide basis. Since the 4-H achievement program places a premium on completed work well done, it serves as a crowning event for the 4-H Club year and offers an opportunity to show the results and accomplishments of 4-H Club work in the community. Since 1942 a National 4-H Club Achievement Week has been designated by the Extension Service in Washington, D. C., and Oklahoma Extension agents have observed this week by giving recognition to individuals and groups for achievements in 4-H Club work.

RECORD BOOKS

Many county, state, sectional, and national awards in 4-H Club work are based upon the 4-H Club member's permanent record book, standard report form, and narrative report. Such awards in the past have included: medals, trophies, out-of-state trips, and college scholarships. Every 4-H Club member should keep a permanent record book of his achievements and accomplishments. The record should be started when the project is started and should be brought up to date at the end of each 4-H Club year.

The permanent record book should include the following material:

1. *Cover.* The record should be protected by a neat, durable, preferably three-ring, loose-leaf notebook back.
2. *Records.* These should include the project records for every year of club work. Use original copies when at all possible.
3. *Tables.* Summarizing data such as record of each project with results, offices held, exhibits made, 4-H events attended, members assisted, projects visited, contests entered, team demonstrations given, talks made on 4-H Club work, health contests entered, etc.; these may be put in the section for tables or fitted into the 4-H Club story.



Figure 9. The Home and Farm account projects acquaint boys and girls with the proper methods of keeping books on all farm and home operations.

4. *Narrative report or member's own story.* The member's story may be on the subject, "My 4-H Club Project Achievements." A narrative report on the 4-H Club member's achievements in each project is desirable. The story should furnish evidence sufficient to prove that the member has received valuable training through club work and should show how this training has been applied to the everyday needs of the members and his family.

5. *Photographs.* One page in the first part of the book should be devoted to introducing the member by showing a recent photograph or clear kodak picture of the member, and giving beneath it a few bits of information such as name, address, age, number of years in club work, number of projects completed, and year in school.

Throughout the story or in a separate section there should be pictures which help to tell the story of the member's work. Pictures may be neatly and securely mounted with art corners and an appropriate explanation should be placed near each picture.

6. *Clippings or News Stories.* Use only such clippings as tell something about the member's own work or that tell what he has accomplished with fellow members.
7. *Original Material.* Material written or prepared by the member should be included. This may consist of team demonstrations, timely topics, radio talks, one-act plays, songs, games, etc.
8. *Letters.* One section of the record book should contain letters of recommendation, certification, and congratulations.

4-H PROJECT ACHIEVEMENT CONTESTS

Awards have been provided on a county, state, sectional, and national basis to recognize 4-H Club members who have done outstanding 4-H Club work. The National Committee on Boys and Girls Club Work and the state 4-H Club office have secured a number of awards for club members based upon the record of achievements in their 4-H project work which they first submit to the county office, where a county winner is selected. The records of the county winners are then submitted to the state 4-H Club office where winners in the various contests offered are selected. The record books, standard report forms, and a clear photograph of the state winners as well as the names and addresses of all county winners must be submitted to the National Committee on Boys and Girls Club Work not later than November 1 of each year. This means that all the records and reports used in determining state winners must be received in the state club office not later than October 1 of each year. The record book of each 4-H Club member who is a candidate for state, sectional, and national honors must be accompanied by a standard report form and a narrative report of the 4-H Club member's projects,

leadership, and achievements. The standard report form is to be approved and signed by the county or home demonstration agent before it is submitted to the state 4-H Club office. It is the plan of the 4-H Club department to release as early as possible each year complete information relating to "Oklahoma 4-H Contests and Awards." This information will be made available to the county Extension agents for distribution to the local 4-H Club leaders. The following 4-H project and leadership contests have been provided by the National Committee on Boys and Girls Club Work, and perhaps most of them will be continued through the war period:

Contests for boys or girls: 4-H Home Grounds Beautification; 4-H Rural Electrification; 4-H Victory Garden; 4-H Victory Achievement; 4-H Safety and Fire Prevention Activity; and 4-H Dairy Production.

Contests for boys only: 4-H Meat Animal; 4-H Boys Achievement; 4-H Boys Leadership.

Contests for girls only: 4-H Girls' Record; 4-H Canning Achievement; 4-H Food Preparation; 4-H Clothing Achievement; 4-H Girls Achievement; 4-H Girls Leadership; and 4-H Dairy Foods.

The rules and requirements relating to these 4-H achievement contests sponsored through the National Committee are made available each year to county Extension agents in a printed booklet entitled, "National 4-H Club Activities and Awards." The county Extension agents should be in a position to supply local 4-H Club leaders with this information upon request.

The following are some of the 4-H achievement project contests and activities sponsored on a state-wide basis through the state 4-H Club office: 4-H Masonite Handicraft Contest; 4-H Farm Underwriters' Scholarship Contest; 4-H Dairy Sanitation; and 4-H District Canning.

A number of college scholarships have been offered to Oklahoma 4-H Club members during the past few years, and the winners have been determined through the records submitted to the state office and judged by a state committee. The following basis has been used in determining the winners of these scholarships: (1) Character; (2) Ability; (3) 4-H Club Work; (4) Highschool Scholastic Record; (5) Leadership.

THE 4-H CLUB CHARTER

A charter is available to regularly organized 4 - H Clubs in the state. These may be secured by a request from the local club to the county and home demonstration agent and upon their certification to the state 4-H Club office. The 4-H Club charter is granted jointly by the Oklahoma Extension Service and the United State Department of Agriculture and bears the signature of the Secretary of Agriculture, President of the Oklahoma A. and M. College, Director of Extension, and State 4-H Club Leader. The charter is 10 inches wide and 15 inches long and when framed makes an appropriate exhibit for the 4-H Club meeting place.



Figure 10. 4-H Club girls learn to prepare well-balanced meals.

SPECIAL 4-H CLUB EVENTS

The Annual State 4-H Club Round-Up. This event has been held on the campus of the Oklahoma A. and M. College each year since 1923. Each county has been permitted an official delegation of an equal number of boys and girls. This event has been considered the annual convention of Oklahoma 4-H Clubs, and official delegates are selected because of their outstanding club work during the year. A well planned program intended to give 4-H Club members information that will be helpful to them in conducting their 4-H Club work and that will provide recreation and inspiration is arranged.

4-H State Fair Schools. As a part of the 4-H Club activities at the Oklahoma State Fair at Oklahoma City and the Oklahoma Free State Fair at Muskogee, a three-day 4-H State Fair School is scheduled. Outstanding boys and girls selected by county Extension agents on the basis of their achievements during the year are permitted to attend the state fair school where they may view the exhibits, participate in judg-



Figure 11. 4-H Club boys are helping relieve the milk shortage with their dairy cattle.

ing contests, receive instructions in judging, and training for 4-H leadership. The 4-H State Fair School has been a feature of the state fair program at Oklahoma City since 1910 and at Muskogee since 1917.

National Dairy Show. The National Dairy Show was abandoned in 1942 but will undoubtedly be held again after the war. Oklahoma 4-H Club members participated in judging contests and team demonstrations at this event during the time it was held and made outstanding records in these contests.

American Royal Livestock Show. Oklahoma 4-H Club members have participated in judging contests, team demonstrations, and exhibits in the livestock classes at the American Royal Livestock Show held each year in Kansas City since 1923. The American Royal 4-H Club Conference which is sponsored by the management of the American Royal and the Kansas City Chamber of Commerce, has been a featured event each year for 4-H Club members from nearby states. Although the American Royal Livestock Show was greatly modified in 1942 as a result of wartime conditions, a 4-H

livestock premium list and 4-H Club activities have been continued and will undoubtedly be continued throughout the war period.

National 4-H Club Congress. This has been an annual event held at Chicago for 4-H Club members since 1921. It has served as an opportunity for official 4-H Club delegates to meet together in a national convention and to follow a well planned and well conducted program for outstanding 4-H Club members in the various states. Some modifications in the program were made in 1942 and these will no doubt prevail throughout the war period. The number of official delegates permitted each year was reduced from 50 to 20 and all judging contests of a national character for boys and girls were eliminated. At the present time Oklahoma is permitted a delegation of twenty 4-H Club members who are selected on the basis of their 4-H project achievements. Each candidate is required to submit to the state 4-H Club office a permanent record book, standard report form, narrative relating to his



Figure 12. 4-H Club boys and girls answered the call for increased production of poultry to meet the war emergency.

principal 4-H Club projects, and a clear photograph. These records are due in the state office on October 1, and the state winners are selected by a committee of Extension workers.

National 4-H Club Camp. The National 4-H Club Camp which has been held in Washington, D. C., in June of each year since 1927 was abandoned in 1942 because of wartime conditions. While this National 4-H Club Camp was held, each state was permitted to select two outstanding boys and two outstanding girls to attend as official delegates. This event will undoubtedly be continued after the war.

THE NATIONAL COMMITTEE ON BOYS AND GIRLS CLUB WORK

The National Committee on Boys and Girls Club Work was organized in 1920. It represents a service organization to 4-H Clubs throughout the United States. The National Committee is a non-profit organization dedicated to the purpose of assisting the agricultural colleges and the United States Department of Agriculture in extending the program, membership, and influence of the 4-H Clubs throughout the United States and its possessions. Mr. G. L. Noble, 59 East Van Buren Street, Chicago, Illinois, is managing director of the National Committee on Boys and Girls Club Work and the national office is located at this address. The President of the United States is the honorary chairman of the National Committee, while Mr. Thomas E. Wilson of Chicago is the chairman of the board of directors.

The National Committee maintains a supply department to serve the needs of 4-H Club members and their leaders. Supplies, emblems, insignia, and other materials relating to 4-H Club work may be ordered through the office of the county Extension agents; however, it is the policy of the National Committee to have all orders for emblems and insignia cleared through the state 4-H Club office in order to prevent their unauthorized use.

NATIONAL 4-H CLUB NEWS

"The National 4-H Club News" is a monthly magazine published by the National Committee on Boys and Girls Club Work, 59 East Van Buren Street, Chicago, Illinois, for the benefit of 4-H Club members and leaders. It is devoted to the interests of 4-H Club work and contains much valuable information for local leaders and 4-H Club members.

THE NATIONAL 4-H CLUB EMBLEM

The National 4-H Club Emblem is the four-leaf clover with the letter "H" on each leaflet. The four "H's" represent the fourfold development of Head, Heart, Hands, and Health.

THE NATIONAL 4-H CLUB COLORS

are green and white. The white background of the 4-H flag symbolizes purity and the green 4-H emblem is nature's most common color in the great out-of-doors, and emblematic of springtime, life, and youth.

THE NATIONAL 4-H CLUB MOTTO

is "To Make the Best Better." This should be the aim of every club member and his guide in all that he does every day.

THE NATIONAL 4-H 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.

NOTE: In repeating the pledge, raise right hand to side of head when speaking line No. 1; lower right hand over left breast when speaking line No. 2; extend hands, palms upward, when speaking line No. 3 and stand at attention when speaking line No. 4. (This pledge was officially adopted by the state club leaders and members in conference assembled at Washington, D. C., June 17, 1927.)

THE 4-H CLUB CREED

I believe in Boys' and Girls' 4-H Club Work for the opportunity it gives me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to THINK, PLAN, and REASON.

I believe in the training of my HEART for the nobility it will give me to be KIND, SYMPATHETIC, and TRUE.

I believe in the training of my HANDS for the ability it will give me to be HELPFUL, SKILLFUL, and USEFUL.

I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, and MAKE FOR EFFICIENCY.

I believe in the United States of America, in the State of Oklahoma, and in my responsibility for their development.

I am therefore willing to devote my efforts for the fulfillment of these things which I believe.

