

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

EXTENSION SERVICE
COUNTY AGENT WORK
STILLWATER, OKLAHOMA

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*Programs for
Home Demonstration Clubs
Third Year*

DIRECTED BY FRANCES L. BROWN,
State Home Demonstration Agent

INTRODUCTORY

Home Demonstration clubs in Oklahoma are organized for a three-fold purpose. First, to study home making, which is the great profession of all professions; second, to offer farm women an opportunity for self development; and third, to advance community interests and life.

Thinking women everywhere are realizing that they have a greater need of scientific knowledge of how to clothe and feed the family, of home building and the beautification of the home, of thrift, of saving strength and time, of the prevention and cure of diseases, of child welfare work and of community needs and how to meet them.

To aid in meeting this need, programs on the various phases of home economics covering four years are offered. It is generally expected that clubs that have used these programs for four years should then be able to make their own programs, and such a club should have a program committee appointed for that purpose.

Farm women usually have some time in which to read—they have ample time for thinking and can well afford with all other working women to spend more time in thinking about better home making and in considering ways and means of meeting such an end. But as a rule farm women have too few opportunities of expressing themselves and joining in sensible discussions of their own problems. In fact these opportunities are so very few that only a very few farm women have the ability to express themselves in a manner that is at all commensurate with their value as workers and

thinkers. The opportunity which the farm women's club offers to farm women in self development along these lines is, therefore, a valuable one and every member should be not only willing but eager to have a part in the program and should make the best preparation for that part that it is possible for her to make. She should go to her club meeting determined to do two things. First, to contribute to the meeting every helpful thing that she can give and to do it in the most interesting and helpful and thoughtful manner within her power; and second, to lend her sympathy and approval and appreciation to the similar efforts of every other club member. In this way the discussions of these programs cannot fail to be highly profitable to the club.

In order to make these programs cover the whole field of home economics, we have divided the subject into these four divisions: Food and Nutrition, Clothing and Household Arts, Management and Household Science, and Health and Citizenship; and in each year selections have been made from each of these divisions in making up the program for the year.

No set form has been followed in making out these programs but an effort has been made to present enough variety to hold the interest. However, it is suggested that the program committee in each club provide an addition to the material supplied in these programs for entertainment or recreation, or refreshments if they are desired by the club. If these programs are too long to suit the needs of the club, they should be shortened by this committee. If not long enough they might be supplemented. Only one program per month is offered but material enough for two programs in the month might be found in these outlines, particularly if the additions mentioned above are made by a local committee.

It is possible that the various members of the home demonstration clubs will find among their number those who take regularly magazines that carry domestic departments that would be of assistance to those interested in such work. The Oklahoma Farmer-Stockman, The Farmer's Wife, The Ladies Home Journal, The Woman's Home Companion, The Pictorial Review, The Delineator, The Good Housekeeping Magazine, The Forecast, The Mothers Magazine, and American Motherhood are examples of such magazines, while many other farm papers and magazines now published also have very helpful departments for women. It might be of service to the club if those taking such magazines were willing to tear out or cut out the domestic departments of them and turn them over through their local committees to the use of their clubs.

Whenever references are given with any lesson or in planning for the year's work, it would be well for the secretary of each club to write to the references listed, asking either for the help that will be desired throughout the year or for each lesson. The Extension Service of the A. and M. College will send all material available, but as supplies of bulletins become exhausted frequently the Service cannot guarantee all the references as listed—and it is often desirable to have additional material to that which is sent from this source. Secretaries should obtain helpful material wherever they can.

It is also possible that the State Library Commission located at the state

capitol, Oklahoma City, could furnish assistance to clubs. Traveling libraries are sent out by this commission and the librarian is also glad to send out single reference books as they are desired. The secretary of the club should obtain from the library commission such information as her club would need in regard to this matter.

Although the programs may be followed closely, if desired some one member of the club or the program committee should be responsible for each of the programs and for carrying it out.

No matter what the subject under consideration or what the method of its presentation or who presides or is responsible for its presentation—every individual club member should strive to keep the meeting as nearly ideal as possible. Let the business session be conducted in a thoroughly businesslike way—let the program be presented in the proper manner and let the social hour, if there be one, be a pleasurable occasion. Nothing gives a club better standing than to be able to carry on a **businesslike business session, one in which every member is attending strictly to the item before the house and dealing with it as definitely and completely and quickly as is consistent with the importance of the item and the wishes of the presiding officer.** That program that is presented by persons who are conscientiously striving to give something of value in a creditable manner—whether it be for information or entertainment or recreation and that is received with interested attention from all present cannot fail to do good and give pleasure as well as profit.

Though the president should preside at least for all business meetings of the club, she may ask some member to preside during parliamentary practice and it is often customary for some member of the program committee or of the club itself to provide over subjects for special discussion for the day.

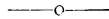
Topics for such discussions might be assigned to individual club members in advance or all might be required to prepare the subject and then respond as their names are called at the meeting. **Since all persons are not able to stand before an audience whether small or large and express their thoughts freely, it is often advisable for such persons to write out previously what they wish to say.** These little papers should be as interesting as possible, should cover the main facts and be as complete and definite and brief as possible. An address or talk should be prepared in the same way but should be delivered without a paper—the person speaking, telling in her own words what she had previously written without trying to give it word for word.

There are several good books that would be very helpful to every club. These might be purchased by individual members or by the club as a whole. Or it might be possible to secure them from the state traveling library commission. Every club should own its own copy of Roberts' Rules of Order as this is the standard guide to all parliamentary practice. It may be purchased at any reputable bookstore or by mail from any reliable publishing house.

"Games for the Play Ground, Home and Gymnasium," by Jessie H. Bancroft, MacMillan Publishing Company, Chicago, and "Ice Breakers," by Edna Beister, Woman's Press, 600 Lexington Avenue, New York City, are

good books for each club to have that will be helpful for the recreation period and in planning entertainments for various social gatherings.

The members of the farm women's clubs who are interested in some phase of home making and who wish to know more about this phase may consult the county home demonstration agent and arrange to become a demonstrator in that particular line of work. A demonstrator is a farm woman or girl who carries on or conducts a piece of work called a demonstration, under the direction of the Extension Service. This demonstration is under the supervision of the county home demonstration agent, covers a period of time, obligates the demonstrator to follow instructions, make necessary reports concerning results and to pass on information to others. It is possible for a club member to become a demonstrator in several different lines of work at the same time. The majority of the members of the farm women's clubs in Oklahoma are demonstrators in one or more lines of work. In several counties every club contains demonstrators and in several counties every member is a demonstrator. Club members may have the privilege of becoming demonstrators in the following lines: Food Preparation, Food Preservation, Food Selection, Clothing, Home Dairying, Home Gardening, Home Orchardng and Poultry. This work is all free and by means of it, thousands of farm women in this state alone are adopting improved practices of home making and are thereby raising the standards of home life. Many of these demonstrators have added greatly to the income of the family either by producing an income by her work or by wiser expenditure of the means at hand to spend.

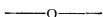


HOW TO ORGANIZE

Any group of women in any community who wish to study along the line of home making and community building may become a home demonstration club by organizing themselves into a club (in the usual way) and enrolling with the Extension Division of the Oklahoma A. and M. College. This may be done by sending in the names and addresses of the club members and officers and name of club to the home demonstration agent, if there is one in the county. If there is no home demonstration agent in the county, send the list of members and officers and name of club to the State Home Demonstration Agent, Extension Division, Oklahoma A. and M. College, Stillwater, Oklahoma. The literature is then mailed to each member through the agent's office. There is no charge or fee of any kind. If there is a home demonstration agent in the county, ask her to explain the work in detail to the women of the community. The name of the local club is chosen by the club, but all are known as Home Demonstration Clubs in the office of extension work of the Oklahoma A. and M. College at Stillwater, Oklahoma.

ORDER OF BUSINESS

- 1. Roll call.
- 2. Business meeting
 - (a) Unfinished business
 - (b) New business
- 3. Program
- 4. Social half hour



SUGGESTED CONSTITUTION AND BY-LAWS FOR HOME DEMONSTRATION CLUBS

Article I.—Name

The name of the organization shall be the Home Demonstration Club.

Article II.—Object

The object of the club shall be the study of home and community problems—food production, preservation, and preparation, clothing, home improvement, home management, and child and community welfare, with the purpose of putting the lessons learned into immediate practice in home and community.

Article III.—Membership

Any woman in the community, of eighteen years or more, is eligible to membership.

Article IV.—Officers

The officers of the club shall be a president, vice president, and secretary. Should occasion arise for the need of a treasurer, the secretary shall act as treasurer. The home demonstration agent shall be an adviser to the club.

Article V.—Election of Officers

The officers shall be elected annually by any method which the club may choose and shall hold office until successors are elected and installed.

Article VI.—Duties of Officers

President.—It shall be the duty of the president to preside at all meetings of the club, to appoint all necessary committees, to call special meetings, and to perform such other duties as pertain to the office.

Vice President.—It shall be the duty of the vice president to perform the duties of the president in case of her absence or disability.

Secretary.—It shall be the duty of the secretary to keep accurate minutes of all the meetings of the club, to attend to all correspondence, to receive and keep properly filed all important communications and reports, to distribute all literature for the members, and to keep county home demonstration agent informed as to progress of club activities and work. If she is also treasurer she is to render an account of monies collected and expended.

Home Demonstration Agent.—It shall be the duty of the county home demonstration agent to act as adviser to the club and if possible, to give demonstrations when requested by the club to do so, and secure speakers for special occasions, to furnish information as to sources of literature, and to do all in her power to promote interest and to advance the work of the club.

Article VII.—Committees

The standing committees of the club shall be a membership committee, a program committee, and a social committee.

Other committees shall be appointed by the president as need for them is found to exist.

All standing committees shall serve until the close of the year's work.

Article VIII.—Duties of Committees

The **Membership Committee** shall endeavor to induce every woman in the community to become a member of the club, and shall investigate the cause of each absence from a meeting.

The **Program Committee** shall assist the president in making arrangements for making every meeting a most interesting and helpful meeting, and shall make arrangements for special programs.

The **Social Committee** shall provide and supervise the entertainment feature or all special social gatherings of the club, and should provide some feature of entertainment for regular club meetings occasionally, at least.

Article IX.—Meetings

Regular meetings shall be held Special meetings may be called by the president.

Article X.—Funds

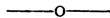
No membership dues shall be required except by a vote of a majority of the membership.

Article XI.—Amendments

This constitution may be amended by a majority, at any regular meeting of the club.

BY-LAWS

1. A quorum to transact business shall consist of a majority of the membership.
2. The order of business shall be as follows:
 - a. Meeting called to order.
 - b. Roll call.
 - c. Reading of minutes.
 - d. Reports of committees.
 - e. Unfinished business.
 - f. New business.
 - g. Reports of home work.
 - h. Report work of program.
 - i. Reading of program for next meeting.
 - j. Adjournment.



COMMITTEES

Membership

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Program

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Social

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Special

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Programs for Monthly Meetings

OUTLINE OF SUBJECTS FOR THIRD YEAR

From Department of Food and Nutrition:

- February Program—Special diets and invalid cookery.
- June Program—Preserves, jams, marmalades and jellies.
- September Program—Hot school lunch.

From Department of Clothing and Household Arts:

- March Program—Beautifying home grounds.
- May Program—Interior decoration.
- July Program—Color and design in dress.

From Department of Management and Household Science:

- January Program—System in the home.
- August Program—Home and community sanitation.
- October Program—Household accounts.

From Department of Health and Home Welfare:

- April Program—Rights of children in the home.
- November Program—The housewife's responsibility toward Americanization.
- December Program—The farmer's wife and community recreation.

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JANUARY

System in the Home

Roll call: Answered by each member naming her most systematic habit.

Talk—The arrangement of rooms to simplify the work of taking care of them.

Discussion—System in daily life.

1. Regularity in getting up and going to bed.
2. Regularity in serving meals.
3. Planning the work of the day.
4. Planning work for a week ahead.
5. Assigning work to the various workers.

Paper—System in buying food and clothing.

Debate—Resolved that the household should be run upon the budget system.

Paper or Address—The proper division of the income.

References—Part IV, American School of Home Economics, Chicago, Ill.; Household Circular No. 9, University of Nebraska, Extension Division, Lincoln, Neb.; Thrift Leaflets, Department of Treasury, Washington, D. C.

Demonstration—Make a schedule of work to be done each day.

FEBRUARY

Special Diets

Roll call—Answered by brief testimonials showing the influence of proper diet in disease.

Paper—Constipation, its causes and cure.

Address—Feeding in fevers.

Talk—Diets for reduction of weight.

Talk—Necessity for housewife to understand principles of feeding her family.

Choice of subject for debate.

Debate: Resolved that methods of cookery has more to do with curative values in food than selection.

Debate: Resolved that proper diet is the greatest factor in healing ordinary diseases.

Debate: Resolved that it is more essential in time of sickness that the house-wife be a good cook than that she be a good nurse.

Discussion—Ways of preparing starchy foods for an invalid.

Ways of preparing eggs for an invalid.

Giving an invalid fats in tempting ways.

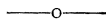
How many ways can milk be smuggled into the sick room and yet have it unsuspected?

Talk—The influence of serving on the appetite of the invalid.

Roll call—Answered by naming nourishing drinks for the sick.

References: Current magazines; American School of Home Economics, Chicago, Illinois; F. B. No. 1228.

Demonstration—Preparation of an invalid's tray. 100 calorie portion of a dozen common foods such as bread, butter, milk, cottage cheese, cheese, sugar.



MARCH

Beautifying Home Grounds

Roll call—Name some native shrub that might be used for beautifying home grounds.

Business session.

Paper or Talk—Need of beautifying farmstead.

Paper or Talk—Importance of making a plan.

Paper or Talk—Styles of landscape.

Topics for Discussion.

Location of buildings, walks and drives.

Arrangement of planting trees, shrubs, flowers and vines.

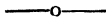
Kinds of plants including trees, shrubs, flowers and rose garden. (Study cuts in bulletins).

Community topics.

1. Beautifying school lawn, church lawn, cemetery, etc.
2. Beautifying and equipping community picnic grounds.
 - a. What equipment is needed.
 - b. Method of providing necessary equipment.

References: Control of Bag Worm, Oklahoma Extension Circular No. 126; Roses for the Home, Farmers' Bulletin 750; Growing Annual Flowering Plants, Farmers' Bulletin 1171; Planting and Care of Street Trees, Farmers' Bulletin 1209; Beautifying the Farmstead, Farmers' Bulletin 1087; Beautifying the Home Grounds, Extension Circular No. 152.

Demonstration—Planting of a shrub or tree, or a demonstration in pruning.

**APRIL****Rights of Children in the Home**

Roll call—Members respond by relating funniest incident in life of her children.

Talk—The best possible physical development and health.

Debate—Should children be allowed to handle money, or have an allowance.

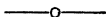
Address or Paper—How to keep boys and girls on the farm.

Address or Paper—Work and play.

Special discussion (3 minutes each speaker).

1. A child's right to a chance for an education.
2. Is punishment necessary in the training of children?

References: Department of Child Welfare, Public Health, Oklahoma City; Children's Bureau, U. S. Department of Labor, Washington, D. C.; special articles in Good Cheer Department of the Oklahoma Farmer-Stockman, Oklahoma City; and Farmer's Wife, St. Paul, Minn.; also other current magazines.

**MAY****Interior Decoration**

Roll call—Each member bringing and showing some little illustration cut by her from a paper or magazine that illustrates good taste in furniture or draperies, also examples of bad taste or poor furniture.

Business session.

Topics for discussion.

Textiles and their use about the house—3 minutes each.

Cotton

Wool

Linen

Combinations

Silk

Artificial fibers

Suggested demonstration.

Testing various fibers for purity.

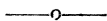
Tie dyeing or dyeing materials for draperies.

Paper—Kinds and styles of furniture for practical use.

Paper—How to secure harmony and beauty in furnishing a modest home.

Debate—Resolved that the choice of color and lines in environment has greater influence in producing desirable effects than has the amount to be expended or quality.

References: Current magazines; Shelter and clothing, Kinney and Cooley—write to State Librarian for texts; House, Bevier, American School of Home Economics; Interior Decoration, by Marian Long, College of Industrial Arts, Denton, Texas; Home Furnishing, Home Economics Bulletin No. 7, Iowa State College of Agriculture and Mechanic Arts, Ames, Iowa.



JUNE

Preserves, Jams, Marmalades and Jellies

Roll call—Naming various articles of equipment that are particularly good, as a woolen jelly bag or a new colander.

Topics for discussion—Sugar as a preservative.

Molds and their destruction.

The best fruit for jelly, for jam, and for preserves.

Various kinds of containers.

Standardizing some one commodity for the market as a club measure.

Demonstrations.

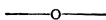
Alcohol test for pectin.

Epsom salts test for pectin.

Several examples of jelly made with different amounts of sugar in it.

Scoring or judging finished products.

References: Circular A-89, Department Circular, Washington, D. C.; Extension Circular, A. and M. College, No. 170.



JULY

Color and Design in Dress

Roll call.

Business session.

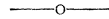
Topics for discussion.

1. Choose simple design and good material (page 12, F. B. No. 1089).
2. Suit design and material to figure (page 14, F. B. No. 1089).
3. Suit color to the wearer and season (page 15, F. B. No. 1089 and 3 to 7, Artistic Dress).
4. Design and material should harmonize (page 16, F. B. No. 1089).
5. Finish and trimmings important (page 18, F. B. 1089 and page 8, Artistic Dress).
6. Hats, shoes, gloves, etc. (pages 19 and 20, F. B. No. 1089).
7. Fashions.
8. Keynote of good dressing.
9. Tests of a well designed dress (page 8, Artistic Dress).

Note: This lesson should have the topics assigned at a previous meeting and should be conducted in class room fashion. Those having topics should enrich them in every possible way, by living models or pictures or other illustrations.

References—"Fashions," its use and abuse", Circular 33; "Color in Dress" and "Artistic Dress," University of Illinois at Urbana, Illinois—write to the Division of Home Economics there; Farmers Bulletin No. 1089.

Demonstration—A fashion show.



AUGUST

Home and Community Sanitation

Roll call—Answered by members naming things that might or should be done to make homes or community more sanitary.

Business session.

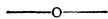
Topics for discussion.

1. Conditions arising from unsanitary surroundings.
2. Points of consideration in sanitary surroundings.
3. The value of clean-up days.
4. Anti-fly and mosquito crusades.
5. Disposal of sewage.
6. Making the schoolhouse fit for the children to live in.
7. The importance of clean water supply.

Debate—Resolved that cleanliness is necessary to good health, or county health officer might be asked to address the club upon public sanitation and prevention of disease.

References: Write to Public Health Department, Oklahoma City, State Capitol; write to American School of Home Economics, Chicago, Ill., for circulars or bulletins; current magazines and farmers' bulletins.

Demonstration—Proper and improper dish washing.



SEPTEMBER

Hot School Lunches

Roll call—Answered by members naming dishes that might be made at school for hot lunch.

Paper—Need of hot school lunches.

Discussion—5 minutes each.

Methods of serving.

Cooperation of patrons and school.

Appropriate menus.

Equipment.

Materials and cost.

Preparation.

Division of labor.

Paper—Ways of financing the hot school lunch.

Note: Secretary of club should write to schools where hot lunches are being served successfully and get information concerning above points, and read some of the replies. Also write State Superintendent of Public Instruction.

References: Farmers' Bulletins 712, 717, 808, 817.

Demonstration—An ordinary school lunch and an ideal school lunch.

OCTOBER

Household Accounts

Introduction.

If an income is to yield its greatest benefits either to the individual or to the family group, a record must be kept of the way in which it is used. Only in this way is it possible to determine whether wise use and fair distribution of the income is being made.

Just a simple day-to-day record of money spent, or its equivalent in materials used, and of money received will accomplish the main purpose of keeping accounts.

Roll call—Answered by members responding to names with some wise proverb or anecdote of thrift.

Talk—The advantage of keeping accounts.

Talk—Ways of keeping accounts and the necessary equipment.

Debate—Some system of keeping accounts is as necessary to secure success in housekeeping as it is in business.

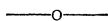
Reading—(Some appropriate selection).

Debate—Shall the account book be open to all the family?

Talk—The influence of thrift on family, community and state.

Demonstration—Some one's individual account system.

References: "How to Keep a Cash Account," by Flora Rose and Lolita E. Healy at State Agricultural College, Cornell University, Ithaca, New York; Thrift Leaflets, Department of Treasury, Washington, D. C.; write to American School of Home Economics, Chicago, Ill., for bulletins; House Accounts, bulletin by Lemon and Bexell, Oregon Agricultural College, Extension Service, Corvallis, Oregon; A Survey of Your Household Finances, Teachers' College, Columbia University, 525 West 120 St., New York,—price 10c—write to Dr. Benj. R. Andrews; Budget and Savings Publications, American School of Home Economics, Chicago, Illinois.



NOVEMBER

The Housewife's Responsibility Toward Americanization

"Our first consideration should be how to make good citizens in our community, for patriotism like charity should begin at home."

Demonstration—Standing, all present should repeat the pledge to the flag and salute the flag. (It would be a fine thing if each member should wear an American flag.) (This should be repeated until all members can give it perfectly.)

Song—America.

Roll call—Answered by each member naming an American statesman of note, or by each member naming something of value she learned of a foreigner.

Song—Star Spangled Banner.

Flag Drill.

Required Reading—The constitution of the United States.

Address—What are our national holidays and why do we celebrate each?

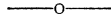
Reading—Story of Betsy Ross and the First Flag

Talk—Naturalization of citizens.

Talk—The need of Americanization of foreigners.

Reference: U. S. Immigration Laws, bulletin from U. S. Bureau of Naturalization.

Debate—That the rural home is the greatest force for Americanization in the state.



DECEMBER

The Farmer's Wife and Community Recreation

(No literature will be sent out from Oklahoma A. and M. College for this discussion).

Roll call—Answered by members naming the kind of gathering that afforded the best time enjoyed by all at a community gathering.

Business session.

Discussion of subject (either by paper or talk).

Need of recreation and amusement for all ages—

- a. Children.
- b. Young folks.
- c. Adults.

To what extent will a satisfying social life help to keep the boys and girls on the farm?

What can we as women of this community do toward providing a greater and better recreation and social life for our community?

The influence of music in all ages of life.

Debate—Resolved that the schoolhouse should be made the social center of the community.

Festivals recorded in history.

Demonstration—A little play of some sort.

