

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

Second Year

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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

pitol, 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 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 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, 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 a club, she may ask some member to preside during parliamentary practice if it is often customary for some member of the program committee or of a club itself to provide over subjects for special discussion for the day.

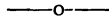
Topics for such discussions might be assigned to individual club members in advance or all might be required to prepare the subject and then respond as their names are called at the meeting. Since all persons are not able to stand before an audience whether small or large and express their thoughts freely, 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 could 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. 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; 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. McCroft, MacMillan Publishing Company, Chicago, and "Ice Breakers," by Ina 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

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**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 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 a 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

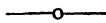
No membership dues shall be required except by a vote of a majority of the membership.

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 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. Regular work of program.
 - i. Reading of program for next meeting.
 - j. Adjournment.



COMMITTEES

Membership

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Program

Social

Special

Programs for Monthly Meetings

OUTLINE OF SUBJECTS FOR SECOND YEAR

From Department of Food and Nutrition.

January—Place of home orchard in providing food for the family

May—Canning.

September—Cookery of five food principles.

From Department of Clothing and Household Arts.

April—Finishing walls and woodwork.

June—Care and cleaning of clothes.

October—Home Making—Meaning; atmosphere.

From Department of Management and Household Science.

February—Poultry and profit.

July—The kitchen as a workshop, and labor saving devices.

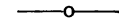
From Department of Health and Citizenship.

November or December—Providing entertainment for the family.

December or November—Christmas and Thanksgiving program.

August—Parliamentary practice.

March—Infant care and feeding.



JANUARY

Place of Home Orchard in Providing for Needs of Family

Roll Call—By each member naming a different way of using fruit.

Paper—Value of fruit as a food.

Address or Paper—Ways of keeping fruit for future use.

Address or Paper—Making the orchard pay the bills for living.

Lesson topics for the day.

Selecting home orchard site.

When and where to buy fruit trees.

Preparing the ground and setting trees.

Varieties of fruit adapted to Oklahoma.

Orchard cultivation.

Pruning the home orchard.

General principles of spraying.

Complete home spraying equipment.

Classes of insecticides.

Principal fungicides.

Most common apple and peach pests and remedies.

References: Current magazines. Farmers' Bulletin 1001-181. Extension circulars 107-109.

FEBRUARY

Poultry and Profit

Roll Call—Answered by members giving profit on flocks for past season or by members each furnishing her best recipe for cooking fowls.

Address or Paper—Value of poultry and eggs as food.

Debate—Standard bred vs mixed poultry.

Paper—Housing of poultry.

Paper—Feeding for egg production.

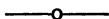
Debate—Resolved that the hen is more valuable to a farmer than a cow.

Demonstration—Caponizing or boning a fowl.

Discussion—Preparation of fowls for market.

- a. Selling alive in numbers. (3 minutes).
- b. Dressed for market—drawn or undrawn. (3 minutes).
- c. Selling direct to consumer. (3 minutes).
- d. Canning roosters a good way to market them. (3 minutes).

References: Farmers' Bulletins 1040, 1347, 898, 1052, 574, 682, 528, 889, 1105, 1067. Extension Circular 112.



MARCH

Infant Care and Feeding

Roll Call—Each member relates some incident of baby life or little story, or tells the cleverest thing her baby did in first three years.

Music—A lullaby or other appropriate music.

Lesson Topics.

- Providing a place for the baby.
- Prenatal care.
- The baby's clothes.
- How to feed the baby.
- How to feed older infants.
- Habits, training and discipline.
- Sleep.
- Contagious diseases.
- General health conditions.

Paper—Value of better baby contest and campaigns.

Paper—Malnutrition.

References: Current magazines. Children's Bureau, U. S. Department of Labor, Miscellaneous Series No. 5, Bulletin No. 15. Bulletins from Bureau of Maternity and Infant Hygiene of State Board of Health, State Capitol, Oklahoma City.

APRIL**Finishing Walls and Woodwork**

Roll Call—Tell some successful method of fixing old walls and floors, or cleaning woodwork.

Lesson Topics.

Walls.

1. Material.
2. Colors and effect.
 - Living room.
 - Dining room.
 - Bedroom.
 - Kitchen.
3. Sanitary finish.
4. Artistic.
 - Reasons for plain wall finish.
 - Reasons for flower and stripe finish.
5. Old Walls.
 1. Cleaning.
 2. Treatment.
 3. Beaver board as wall.
 4. Finish.

Floors.

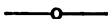
Treatment.

1. New floors.
 - Material.
 - Finish.
2. Carpets or rugs? Why?
3. Other floor coverings (matting, linoleum, etc.)
4. Selection.
 - Color.
 - Design.
5. Old Floors.
 - Cleaning.
 - Removing stains and varnish.
 - Refinishing.
6. Rag Rugs.

Suggestion:

Why not have "Rag Rug" day? Give blue ribbon to one bringing prettiest and neatest rag rug to the meeting.

References: Farmers' Bulletin 1219. Floors and Floor Coverings, Extension Department, O. U. Home Decorations, Priestman, and Art and Economy in Home Decoration, Pennsylvania Publishing Company, Philadelphia, Pennsylvania.

**MAY****Canning**

Roll Call—Ways of using canned fruits or vegetables or meats.

Topics for Discussion or Papers—

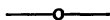
- General principles of canning.
- Different methods of canning.
- The best home canning equipment.
- Preparation of fruits or meats or vegetables for canning.

Debate—Resolved that the home garden and orchard contribute more toward keeping the family than does poultry.

Paper—Standardizing home canned products for market.

Debate—Resolved that it would be desirable for each housewife to standardize one home canned product and market it.

References: Current magazines. Farmers' Bulletin 841. Extension Bulletins.



JUNE

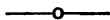
Care and Cleaning of Clothes

Roll Call—Helpful suggestions for subject, or removal of stains.

Taking care of clothes.

1. Cotton.
 1. Methods of setting colors.
 - Stain removers.
 2. Making Javelle Water—page 12, Making Clothes Last Longer.
 3. Ironing or pressing.
 4. Mending.
2. Woolen.
 1. Proper methods of hanging suits, dresses, skirts.
 2. Making covers for protectors.
 - a. Dust.
 - b. Moth.
 3. Brushing, airing, sponging, pressing. Page 13, Making Clothes Last Longer.
 4. Storing clothing.
3. Cleaning Clothes—Woolen.
 1. Washing woolens. Page 7, Making Clothes Last Longer.
 - Use of ammonia.
 - Soap jelly.
4. Care of Accessories.
 - Shoes. Page 3, Making Clothes Last Longer.
 - Hats.
 - Gloves.

References: Farmers' Bulletin 861. Thrift Leaflets, Department of Treasury, Washington, D. C. Care of Clothing, by Cora Leiby, Agricultural College, Ames, Iowa. Making Clothes Last Longer, Agricultural College, University of Wisconsin.



JULY

The Kitchen as a Workshop, and Labor Saving Devices

Roll Call—Each name a handy utensil or bit of kitchen equipment.

Paper or Talk—The kitchen in relation to other rooms of the house.

Paper or Talk—The location and size.

Paper—Comparison of value of different fuels and stoves for kitchen.

Paper—Necessary equipment in an ideal kitchen.

Paper—Value of a screened kitchen porch.

Debate—Resolved that the kitchen should be taken from obscurity and promoted to the best position in the house.

Address—Finishing the kitchen.

Address—The influence of the kitchen or the “atmosphere” in the kitchen.

Topics for Discussion.

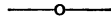
The fireless cooker.

The pressure cooker.

Power machinery for housework.

References: Farmers' Bulletins 607, 927, 771. Household Engineering Bulletin No. 39. American School of Home Economics, 506 W. 69th Street, Chicago, Ill. Planning and Equipping the Kitchen, Extension Department, Agricultural College, Ames, Iowa. Thrift Leaflets, Department of Treasury, Washington, D. C. Extension Department, O. U.

Demonstration—Making a fireless cooker, or cooking with a pressure cooker.



AUGUST

Parliamentary Practice

Roll Call—Answered by each member giving a parliamentary rule.

Lesson Topics.

Officers and duties.

How to open a session.

How to put a motion.

Order of business.

Motions in the order of their importance.

Ways of disposing of business.

Questions of privilege.

Committee of the whole.

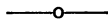
Regular or standing committees.

Appeals.

Debate—Resolved that observation of good parliamentary practice is necessary for success in organizations of women.

Appropriate readings or music or other entertainment as a picnic.

References: Roberts' Rules of Order, State Library Commission and Extension Department, O. U.



SEPTEMBER

Cookery of Five Food Principles

Roll Coll—Each name a food and the food principle in it or the class of food to which it belongs.

Club as a class.

Make a list of foods containing much protein.

Make a list of foods containing much carbohydrate.

Make a list of foods containing much fat.

Make a list of foods containing much water.

Make a list of foods containing much mineral matter.

Paper or Talk—Cookery of fats.

Paper or Talk—Effect of heat upon proteins.

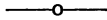
Paper or Talk—Why and how to cook foods rich in carbohydrates.

Paper or Talk—Salads as a source of fats in our foods.

Paper or Talk—How food builds the body.

Debate—Resolved that more palatable food is wasted by improper cookery than by all other wastes put together.

References: Farmers' Bulleins 375, 142, 34, 824, 85, 565, 871, 293, 1313. Bulletin, Cereals in the Diet, by Mary F. Henry, Cornell University, Ithaca, N. Y., also Bulletins on Human Nutrition, by Flora Rose, Cornell University, Ithaca, N. Y. Thrift Leaflets. Year Book, O. U., Extension Department. "An Adequate Food Supply," Leaflet 89, States Relations Service, Washington, D. C. Current magazines.



OCTOBER

Home Making—Meaning; Atmosphere

"A House Blessing."

The beauty of the house is order.

The blessing of the house is contentment.

The glory of the house is hospitality.

The crown of the house is Godliness.

Roll Call—Tell the thing you liked best in your childhood home or give a quotation about home.

Paper or Talk—Our individual responsibility in the home.

Music or readings or a little play.

Topics for Discussion—meaning of a home.

Home as a shelter—the house and grounds. (3 minutes).

Home as a protector—safety. (3 minutes).

Home as a birthplace for the race. (3 minutes).

Home as a workshop. (3 minutes).

Home as a place for growth and development and inspiration.

Home as a place for comfort and rest.

Atmosphere of an ideal home.

The necessity of beauty of location or environment. Sanitation.

The style of building and furnishings.

The influence—social, civic, moral, religious.

The influence of flowers, pictures, music and books in the home.

Closing song—Home Sweet Home.

References: Extension Department of O. U. Current magazines. "The Home," Charlotte Perkins Gilman.

NOVEMBER OR DECEMBER

A Study of Christmas and Thanksgiving

Christmas—

Music:

O Little Town of Bethlehem, or
Joy to the World, or
While Shepherds Watched Their Flocks by Night.

Reading:

Christmas Bells, by Longfellow, or
The Night Before Christmas, or
From Dickens' Christmas Carol, or
Birds' Christmas Carol, by Kate Douglas Wiggin.

Paper—Christmas Customs.

Paper—Christmas Legends.

Roll Call—Suggestions for observing Christmas in home or community.

Play—The Christmas Guest. (1 act, 8 characters, by Constance Darcy Mackey, published by Samuel French, 20-30 West 38th Street, New York City).

Paper—The Christmas dinner.

Thanksgiving—

Paper—The origin and spirit of thanksgiving, including story of first Thanksgiving.

Song—America the Beautiful.

Paper—The value of keeping Christmas and Thanksgiving.

Readings.

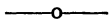
Paper—Colonial life.

Play—The Courtship of Miles Standish.

Lesson Topics—Things we are thankful for, each member giving at least one.

Note: Instead of the above program the club may choose to give a suitable entertainment for that day. No literature will be sent from A. and M. College on this lesson.

References: Current magazines. Extension Department, O. U.



NOVEMBER AND DECEMBER

Providing Entertainment for All the Family

"Sing, dream, laugh, loaf, be single, be free, have eyes that look squarely, a voice with a ring. Wear, if you choose, your hat hindside afore, for a yea, for a no, fight a duel, or turn a ditty."

Roll Call—Each member sing a song, say a verse, or do a stunt. Pay a forfeit if they don't.

Paper or Talk—The attitude of parents toward childish traits.

Paper or Talk—How children may be entertained properly.

Paper or Talk—Individual responsibility toward pleasure of family.

Debate—Resolved that family entertainment of the family in the home is more desirable than in the community, or Resolved that the attitude of American parents toward entertainment in the home has been the greatest force in causing young people to leave home.

A little farce or play would be an appropriate and enjoyable addition to the program.

References: For all kinds of entertainments, write Hunt Publishing Company, New York City. Extension Department, O. U., and State Library Commission.

