

4-H HOME DEMONSTRATION MANUAL

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First Year

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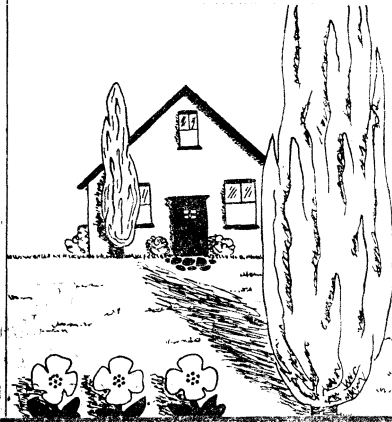
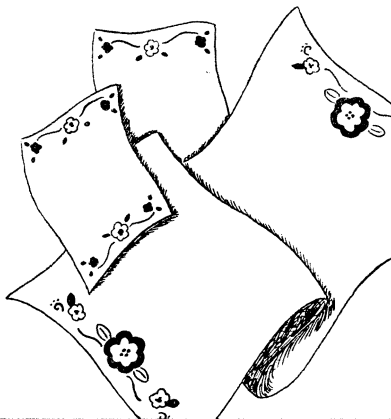
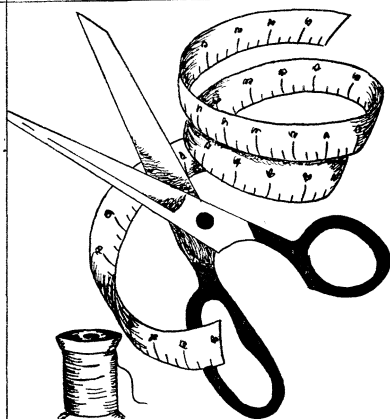
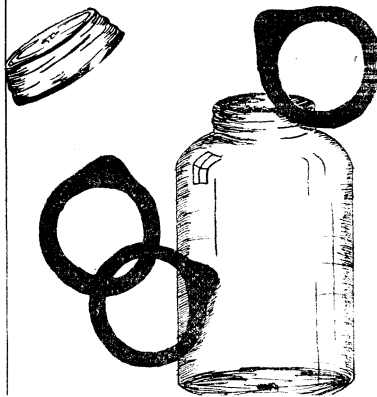
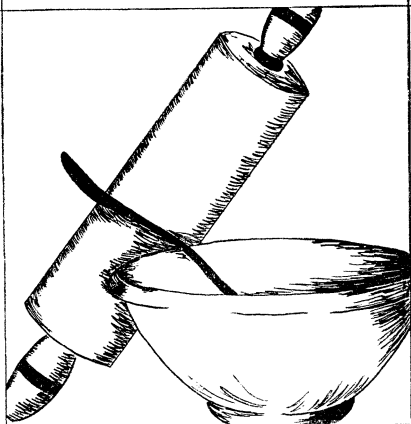


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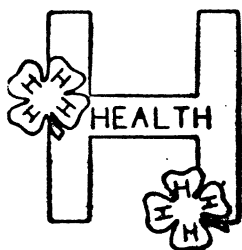
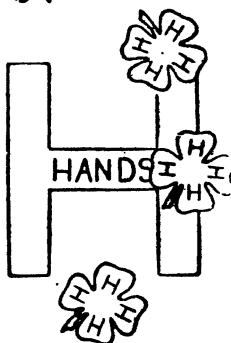
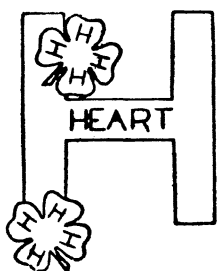
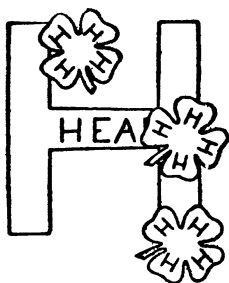
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGE
COOPERATING WITH
UNITED STATES DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE
SHAWNEE BROWN, Director
Stillwater, Okla.

4-H Home Demonstration Club Manual

First Year

This manual is for girls who are 10 or 11 years of age. Care has been taken to select work that this age group can do and to give instructions which will help them to do it well.

Four phases of work within the home, with a small amount of garden and yard work, make up the project requirements. No member should feel that the year's work is completed until all that is called for in the six different phases has been done as well as possible, and a complete and accurate record kept of it.



Project Work

FIRST YEAR

<i>Phase of Work</i>	<i>Work Required</i>	<i>Exhibit</i>
Clothing	Equip a sewing box Make one apron	Apron
Home Improvement	Make two dish towels	Dish Towel
Food Preparation	Try all 8 recipes in the manual at least once Set the table 12 times, following directions as given	½ doz. Cup Cakes
Canning	Can 6 quarts of fruit	2 quarts of fruit (The 2 quarts may be same kind of fruit or different kinds)
Garden	Grow 12 tomato plants and 20 feet of radishes	(No exhibit required)
Yard Improvement	Plant zinnias, coxcomb, or iris	9 small or 3 large zinnias (in suitable container)

The Record

Keep a record of work as it is done. Write a story of the year's work. Put the record form and the story in a loose-leaf notebook cover. This 4-H Record Book should be kept up to date from year to year.

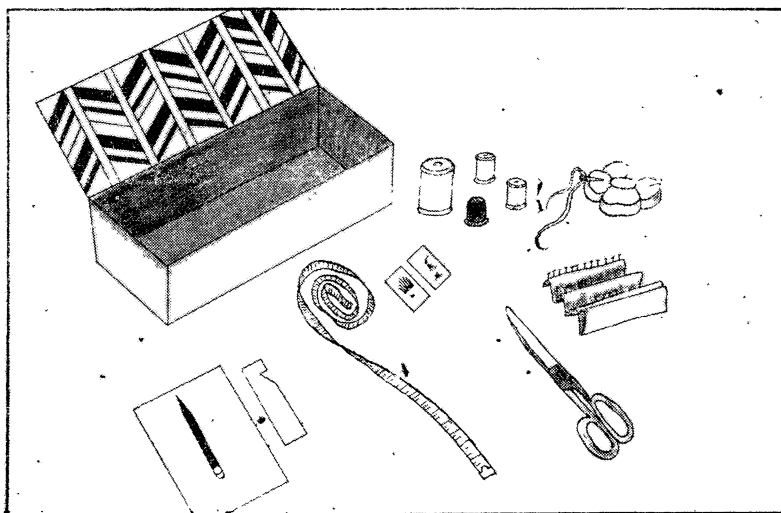
CLOTHING

First year girls equip a sewing box and make an apron in their clothing work.

The Sewing Box

Choose a box of heavy cardboard or a very light weight wooden one for sewing tools.

A box ranging in size from 8 to 10 inches wide, 12 to 15 inches long, and from 4 to 6 inches deep will be convenient for storing sewing tools and materials.

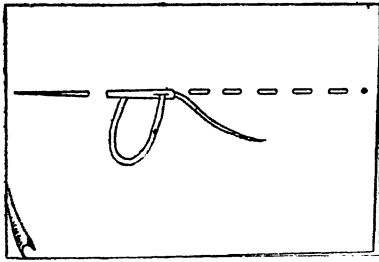


Equipment for Sewing Box

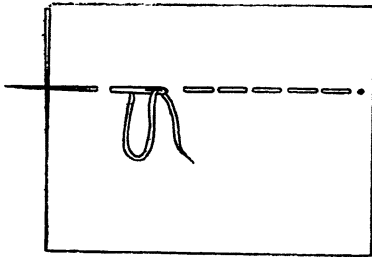
1. Tape measure, numbered from opposite ends.
2. Pins.
3. Scissors—six to seven inches in length, sharp to the point.

4. Thimble.
5. Needles—Sharp, different sizes, No. 5 to 10.
6. Pin cushion.
7. Notebook.
8. Pencil.

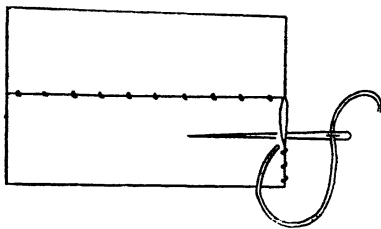
Finishes to be Used in First Year Work



Even Basting — This form of basting is to be used where the two pieces of material are to be held firmly in the fitting of garments. The stitches should be the same length on both sides.



Uneven Basting — Used where there is no strain. Make stitches with long stitches on top and short ones on bottom.

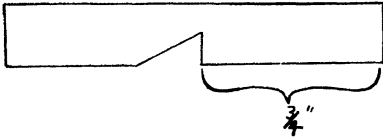


Overhanding Stitch— Used to join two folded or finished edges together. Work from right to left. Hold the material between the thumb and forefinger of the left

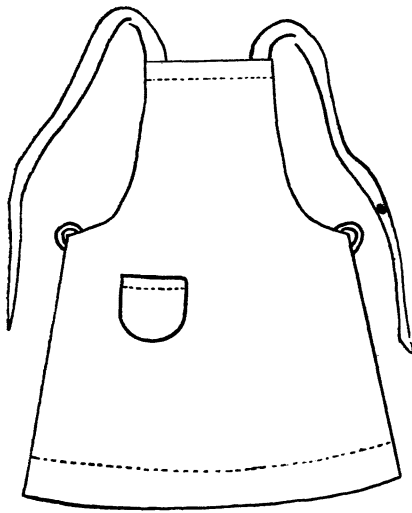
hand with the edges to be overhanded toward the top. Point the needle toward you and take very shallow stitches which catch both of the edges to be

joined. Stitches should be close together and of uniform depth.

Hem Gauge—Cut a piece of cardboard about 4" long and 1" wide. Measure on one side the depth of the hem desired cutting a notch (note illustration); use this in measuring your hem.



The Apron



A.

A. Butcher's Apron



B.



C.

B. Circular Apron
C. Dirndl Apron

Pattern—The simple apron is chosen as the first clothing problem. Any simple pattern may be chosen, but should be one suitable to you. The slen-

der girl could wear the pinafore or dirndl types very well, while the straight lined apron is better suited for the heavier type girl. Whichever pattern is selected, it should be a simple one with few or no seams. The illustrations may help you in deciding on a pattern.

Material—Cotton print, percale, or gingham. Choose small designs or checks. The print flour or feed sacks are fine material for your apron. Use a thread of matching color.

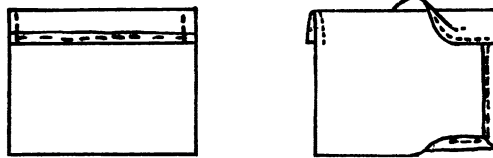
Amount—The amount of material will depend upon the pattern of the apron and also the size of the girl.

Cutting—Follow the directions on the pattern for laying the pattern on the material. Seams are usually allowed on the pattern.

Making—Baste all hems before stitching. Learning to use the sewing machine is one of the problems for the first-year girl. If you have never used a machine, it would be well to practice on a piece of material other than your apron in order to be able to stitch straight. Follow directions on pattern for making. Snaps should be used where fasteners are needed. Ends of hems should be slip stitched. All seams and hems should be sewed on the machine.

Pocket—Turn upper edge of pocket down $\frac{1}{4}$ inch on wrong side and baste. Fold one inch hem to right side and stitch hem ends. This prevents raw edges showing at the top of the pocket. Turn hem back to wrong side, baste, and stitch. Turn in the remaining edges of pocket and baste. Baste pocket on

apron and stitch close to edge. Stitch twice at the upper corners, being careful that all ends of threads are tied or fastened securely.



The Exhibit

The apron is the article to be exhibited in this year's clothing work. Label the exhibit. White muslin may be used for the label. One inch wide and three inches long, after edges are turned under, is the size for the label. The name of the member, post office, route, county, and year of work, should be on the label, typed or printed in ink. (See below.)

Mary McIntosh Chickasha, R. 1 Grady County First Year
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Place the label on the wrong side of the bottom hem of the apron, in the center. Turn raw edges under and put it on with fine hemming stitches.

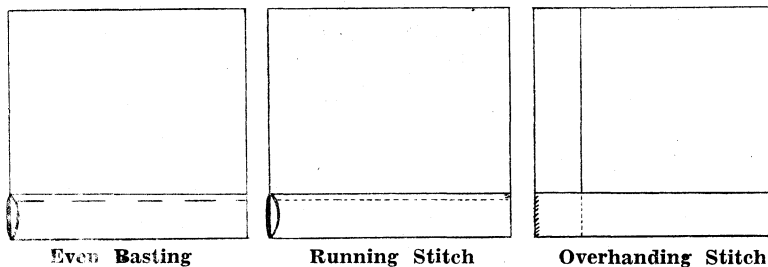
HOME IMPROVEMENT

Girls enrolled in Manual One are to make two dish towels in home improvement. Drying dishes is usually the first help that young girls give in the home. The dish towel is an article that is used three times a day, and, if well made and attractive, adds interest and pleasure to dish washing. The dish towels are so simple that the young 4-H girls can make them well.

The Dish Towel

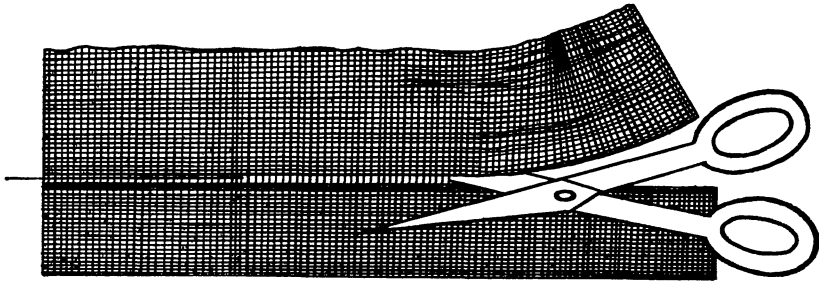
The dish towel is to be made entirely by hand. It is important to learn to use a needle and thimble well. Use a small needle. Small, even stitches are hard to make with a large needle.

Stitches to be used in making the dish towel: The even basting is used in basting the hem down. The hem is finished with the small running stitch. Ends of hems are overhanded together.



Making—Straighten the edges of a 48-pound flour sack that has been well laundered and pressed. All selvages should be removed. To straighten the edges, choose a thread that can be pulled the entire length of the side. Pull the thread, and cut a straight

line where the thread was removed. Straighten two adjoining sides. Measure from the corner 29 inches



Cutting on Drawn Thread Line

down the adjoining side. Clip on the 29-inch mark, pull threads, and cut straight across the two sides. The unfinished square should be 29 inches since one inch each way will be taken up by the hem.

The edges must next be hemmed. To do this, fold the edges a scant $\frac{1}{4}$ inch to the wrong side. Crease carefully, following one thread so the fold will be straight and the same width in all places.

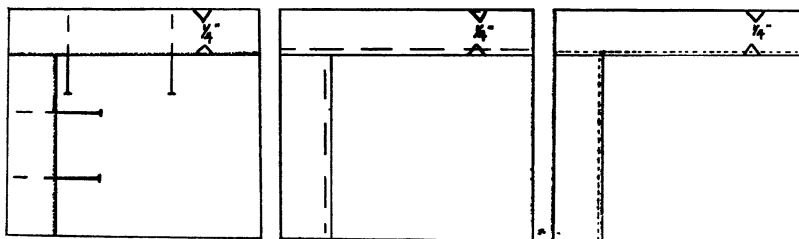
Next, fold the creased edge to the wrong side so the hem will be $\frac{1}{4}$ -inch wide. Again follow a thread, measuring carefully, and pin the hem so it will stay in place while basting.

Thread a size 5 or 6 needle with number 50 or 60 white thread, and tie a knot in one end of the thread. Use an even basting stitch to hold the hem in place while working on it. Even basting stitches mean that the stitch is of an equal length on both the right and wrong sides of the hem. A stitch about $\frac{1}{2}$ -inch in length will hold the folds in place while finishing the hem.

When you come to the corner, finish basting the

hem to the end, then begin turning the hem of the other edge just as you folded and began the first side.

Now you are ready to finish the hem. Use single thread. Fasten the thread by taking several back stitches in the fold of the hem where you plan to begin your work. Hem the towel with tiny running



Hem folded first time. Pinned scant 1-4 inch.

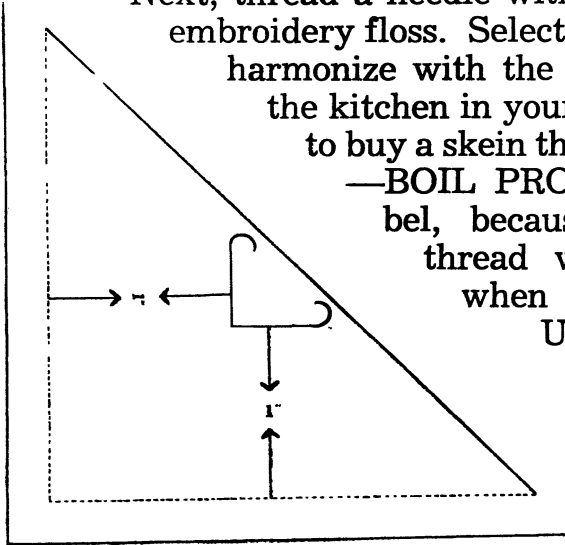
1-4 inch hem basted with even basting.

Hem finished with running stitch.

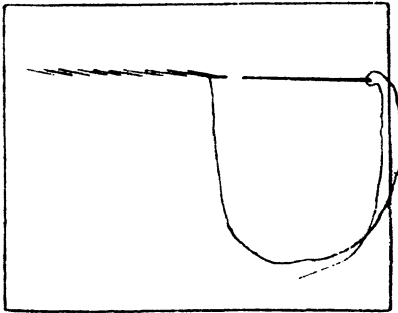
stitches. These are made by running the needle from the wrong side to the right, taking as short stitches as possible on both sides. Be sure to take several extra stitches at the corners as there are six thicknesses of material and some may slip out of place after they are laundered. When you finish the hem, fasten the thread by taking several back stitches.

Design—Choose a simple design suitable for dish towels. Place it in one corner with the lowest part of the design one inch from the hemline on each side of the corner in which the design is placed. If help is needed in transferring the design, you may call upon your mother, club coach, or an older 4-H girl.

Next, thread a needle with two strands of embroidery floss. Select a color that will harmonize with the color scheme of the kitchen in your home. Be sure to buy a skein that has the words —BOIL PROOF— on the label, because this colored thread will not fade when it is laundered. Use the outline stitch for embroidering the design.



1-4 inch hem
Design placed 1-inch from hemline



Outline Stitch — Knots should not be used in embroidery work; so begin with a running stitch about $\frac{1}{2}$ -inch from the end where you plan to begin embroidering. Then begin the outline stitch,

going back over the running stitch. When you reach the end, fasten the thread by running needle to wrong side and go back through stitches for about $\frac{1}{2}$ -inch. Clip thread close to the material.

The Exhibit

The dish towel is to be the home improvement exhibit in this year's work. Wash, iron and label it. Fold it in sixteenths, having the design on top.

The label may be made of white muslin. A good size is 1 inch by 3 inches after raw edges are turned under. It should give the member's name, post office, route, county, and year of work, typed or printed in ink.

Place the label on the wrong side of the corner that is diagonally across from the design. Fasten the label to the towel with tiny running stitches.

FOOD PREPARATION

We hope that each 4-H Club girl will enjoy using the recipes in this manual. Each recipe should be tried with the idea of making the product better the second time it is tried. By using these eight recipes the breakfast menu, lunch menu, and supper meal planning can be made easier for your mother.



Weights and Measures



ABBREVIATIONS:

t.—teaspoonful
T—tablespoonful
c.—cupful

EQUIVALENT:

3 t. equal 1 T.
4 T. equal $\frac{1}{4}$ c.
16 T. equal 1 c.

2 c. equal 1 pint

All measurements should be level

Recipes

FRENCH TOAST (Serves 4 persons)

1 egg	$\frac{1}{4}$ c. milk
$\frac{1}{2}$ t. salt	4 slices bread

Beat the egg slightly and add the milk and salt. Dip both sides of the bread in the mixture and brown first on one side and then on the other in a hot, well greased frying pan. Do not allow the grease to burn. Serve the toast hot with syrup or marmalade.

SCRAMBLED EGGS

5 eggs	$\frac{1}{2}$ t. salt
$\frac{1}{2}$ c. milk	$\frac{1}{8}$ t. pepper
	1 t. butter

Beat eggs slightly, add salt, pepper and milk. Melt butter in a frying pan, turn in egg mixture and cook slowly, scraping from the bottom and sides of the pan when the mixture first sets. Cook until creamy. The entire mixture may be turned over after it sets. Turn out into a hot dish and serve at once.

STEWED TOMATOES

3 c. tomatoes	2 t. sugar
3 T. butter	$\frac{1}{2}$ t. salt
1 c. bread cubes	Dash of pepper

Pour canned tomatoes into an uncovered sauce pan and heat for 5 minutes. When hot, add the butter, bread cubes, and other seasonings. (The bread may be omitted.) Serve hot.

When tomatoes are in season, fresh tomatoes may be used instead of canned tomatoes. Dip four or five medium sized tomatoes into boiling water for one minute, then into cold water. Peel, cut into pieces, and stew slowly for 10 to 15 minutes. Season according to the above recipe.

BREAD PUDDING

5 c. milk	2 T. butter
5 slices bread ($\frac{1}{2}$ inch thick)	$\frac{3}{4}$ c. syrup, molasses, or honey
3 eggs	$\frac{1}{2}$ t. salt

Butter the bread, cut it into cubes, and place it in a buttered baking dish. Beat the eggs slightly, add the salt, syrup, and milk. Mix well. Pour this mixture over the bread, allowing it to soak for one hour. Then bake the pudding in a

moderate oven (350° F.) until done, about 45 to 60 minutes. This recipe will make eight average sized servings.

LETTUCE SALAD

Choose fresh, crisp lettuce leaves. Wash thoroughly and drain. Cut into strips or shreds with a sharp knife or a pair of scissors that have been thoroughly washed. Place in a bowl and add a dressing made of 4 T. vinegar and 2 T. melted bacon fat and mix well. Use 3 or 4 T. of this dressing to a large bowl of lettuce. Slice 1 or 2 hard cooked eggs over the top.

CUP CAKES

¼ c. shortening	¼ t. salt
1 c. sugar	2½ t. baking powder
1 egg unbeaten	¾ c. milk
2 c. sifted cake flour	1 t. vanilla

Cream shortening, add sugar gradually and cream until fluffy. Add egg and beat thoroughly. Sift dry ingredients together 3 times and add alternately with milk and vanilla. Pour into greased pans. Bake in a moderate oven (350° F.) 5 to 20 minutes, or until done.

TOMATO SALAD

After peeling tomatoes, cut them into quarters or eighths, being careful not to cut through the stem end. Spread the cut sections apart like a flower and place on a lettuce leaf on a small plate. Sprinkle with salt and fill the center with a tablespoon of cottage cheese seasoned with pepper, salt, and thick cream. Prepare a small tomato for each member of the family.

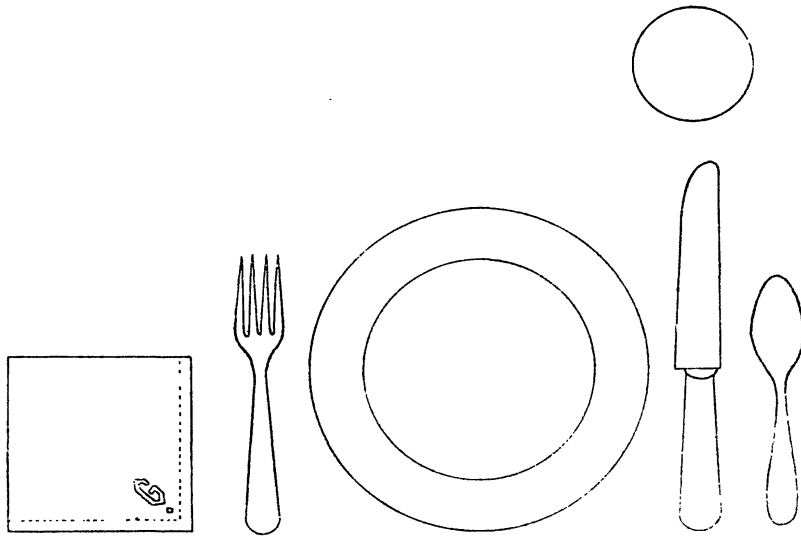
BAKED POTATOES

Select good uniform baking potatoes. Scrub with brush. Rub with fat for soft skin. Bake in a hot oven (400° F.) 45 to 60 minutes. The minute the potatoes are done, cut the skin about 3 inches lengthwise and 2 inches crosswise. Turn back the corners and place a slice of butter (about 1 teaspoon in the potato). Serve while hot.

The Exhibit

The exhibit in food preparation for this year's work will be $\frac{1}{2}$ dozen cup cakes. Exhibit these cup cakes on a paper plate. The label, typed or printed in ink, should give the member's name, post office, route, county, and the year of club work.

Table Setting



Setting the table is like drawing a picture. This picture should have beauty and design. An attractive table is a background for good manners and a successful meal.

The table may be covered with oil cloth or with linen or fabric cloth, but whichever is used should always be clean and neatly placed on the table. A few flowers in a bowl or a very low, growing plant makes an attractive centerpiece for the table.

Each plate placed on the table should be about

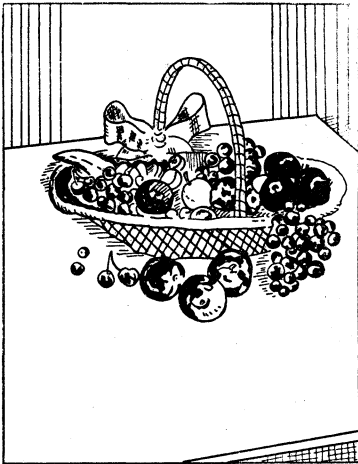
one inch from the edge of the table; the fork is placed at the left of the plate; the knife and spoon to the right of the plate the same distance from the edge of the table as the plate. The knife should be placed with the cutting edge toward the plate, the spoon with the bowl up, and the fork with the tines up.

Place the water glass at the tip of the knife.

The salt and pepper shaker and the sugar and creamer are placed on the table for convenience. These should be placed parallel to the edge of the table.

Drinks such as coffee, tea, or milk, should be placed at the right because one holds the cup or glass with the right hand.

The napkins are placed at the left of the fork with the hem and selvage parallel to the edge of the table and fork. The lower right-hand corner of the napkin is the open corner.



and 3 cups water boiled together until sugar is thoroughly dissolved.

Canning

Since this is your first year in 4-H Club to can, we suggest that you ask your mother or older sister to help you. A first year girl should can six quarts of fruit and exhibit two of them.

PEACHES

Make a medium syrup of 1 cup of sugar

Peaches that are evenly ripened may be skinned by scalding for about one minute in boiling water. Remove and dip in cold water for one or two minutes; drain off water, skin, cut in halves, and remove the seeds.

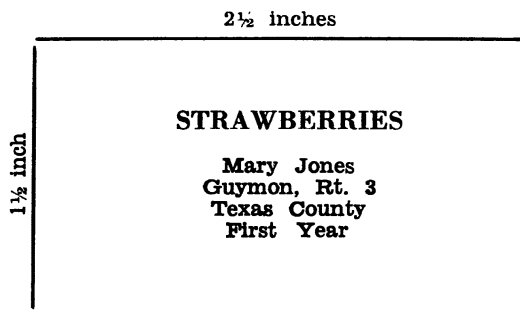
As soon as peaches are pitted drop them in the syrup. Preheat for one to three minutes. Pack hot; cover with boiling juice or syrup. Adjust lids and process quart jar 20 minutes in a hot water canner.

All berries, such as blackberries, dewberries, strawberries, and huckleberries, may be used. If berries are firm, preheat, adding just enough medium syrup or juice to prevent sticking to the pan. Pack hot and process in boiling water bath 10 minutes. Another method of preparing berries would be adding sugar directly to berries ($\frac{1}{4}$ to $\frac{1}{2}$ cup sugar per quart berries). Place berries and sugar in a covered dish in a very slow oven (225° F.) until fruit is thoroughly heated. Pack hot, cover with juice and process in hot water bath 10 minutes.

The Exhibit

The exhibit for canning this year is two quarts of fruit. These may be the same kind of fruit or different kinds. Jars which are exhibited should be labeled. The label may be purchased or made of plain white paper. It should tell the name of the product, name, post office, route, county of member and the year of work. Such a label is shown

below. It should be placed on the plain side of the jar, with the lower edge $\frac{1}{4}$ inch from the bottom of the jar. If label is made of plain paper use the following dimensions:



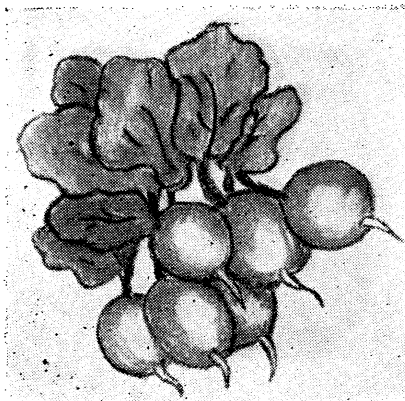
GARDEN

First year girls are to grow 12 tomato plants and a 20-foot row of radishes.

These may be grown in the home garden; but if so, the rows should be marked in some way so the member can point them out as her garden.

The member should plant, care for, and keep a record of her garden.

Radishes



Plant some of the radish seed in February; then plant more two weeks apart in March and April. For fall, from the middle of August to the middle of September, plant about $\frac{1}{2}$ inch deep, rather thick in rows.

French Breakfast and Early Scarlet Globe are early varieties. White Icicle, Chartier, and Long Scarlet are better for later plantings.

Tomatoes



Girls' club work started with the "Tomato Club," and all through the years it has been the favorite vegetable of the 4-H garden.

The members may grow any variety of tomatoes they choose. Penn State and Stokesdale are good early varieties. The Pritchard and Marglobe are good later varieties. Both Pritchard and Marglobe are wilt-resistant.

SETTING THE PLANTS

Have the ground prepared and select healthy, stocky tomato plants. Wait until danger of frost is past before setting in the garden. Set plants 3 to 4 feet apart in the row and space the rows about 5 feet apart.

If the ground is dry, it will be necessary to water it when the plants are set. In watering, fill the hole around the plant about two-thirds full of soil. Firm, water generously, fill the remainder of the hole with soil; firm again; and add a layer of loose soil to the top around the plant to prevent baking. Handle plants carefully, leaving a lump of soil on the roots, if possible, when taking them up to transplant. Make holes for transplanting deep enough to set the plants a little deeper than they stood in the flat or bed. Place the soil carefully around the plant and pack firmly.

CULTIVATION

The tomatoes and radishes will need cultivation. Perhaps someone will plow them for you, but you should use a hoe frequently. Cultivate after each rain, or frequently enough to control grass and weeds.

USING THE VEGETABLES

The food preparation instructions in this manual give different ways of preparing tomatoes and radishes for the table. If well done, the family will enjoy the vegetables that you have grown and prepared.

The Record

The record is very easily kept. Put down such things as the variety, the date of planting, the number of hours spent in garden work, and the yield.

Ten Important Things To Do

1. Read the garden instructions given in the manual carefully.
2. Start work early.
3. Get good seed and good plants.
4. Have a good seed bed prepared.
5. Plant and transplant carefully.
6. Never let the weeds and grass get ahead.
7. Keep the top soil well cultivated.
8. Find a use for every tomato and radish grown.
9. Control harmful insects promptly. For instructions see Extension Circular No. 180, "Vegetable Spray Calendar," for controlling insects.
10. Keep a record of the yield, and write a story on, "My 4-H Garden."

YARD IMPROVEMENT

Each year 4-H Club girls are learning more about flowers and how to grow them. Members doing the first year's work are to plant one kind of flower. Zinnias, coxcombs, or iris are suggested. Some of the members will plant all of these; however, only one kind is required.

You will no doubt get a great deal of pleasure out of this part of your club work. Other members of the family, as well as passersby, will share this pleasure with you.

Zinnias

The colors range from white through pink and red to yellow, orange and bronze—almost all colors except blues. Plant the seed in a hotbed, cold frame, or seed flat about corn planting time. Plant the seed in the open ground after all danger of frost is past and the soil is warm. Give the plants plenty of room—6 inches apart—and a good garden soil. Planting out of doors can easily be accomplished in a loose, well-prepared soil by using the rake handle to draw shallow furrows in the soil. The seed are then sprinkled in these furrows which are not more than 1 inch deep, and the soil is raked back over the furrows carefully. Immediate sprinkling which will not wash the seed out of the ground is fine.

Coxcombs

Feathered Coxcomb—A plume-like graceful and tender annual about three feet tall with crimson and yellow plumes.

Plain Coxcomb—These are among the old-fashioned annual tender plants easily grown. They are odd and picturesque. There are the tall and the dwarf varieties, the former frequently being mixed in variety beds while the dwarf varieties are often used as border plants. The flowers are crimson and maroon in color, velvety in texture, and have the appearance of a cock's comb.

Coxcombs need sunshine and rich soil. Plant the seed out-of-doors after the danger of frost is past or in a hotbed, cold frame, or seed flat in the house four weeks before this date. These seedlings can be transplanted to the open ground after all danger of frost is past.

Iris

The one perennial flower that we shall consider is the Iris, very often called the "flag." The most common color is blue, but you will no doubt be able to secure some white and bronze ones.

The Iris root is a fleshy tuber called a rhizome. Older plants can be divided in the fall or spring by using a sharp knife to cut off sections of rhizomes with leaves attached. The blade-like leaves should be cut back fan-shaped to about 1-3 their former



height. Set the plants about one foot apart and see that the top of the rhizomes will appear above the surface of the ground. This is necessary in order that this shallow rooted plant can receive plenty of sunshine on the rhizome and not become affected with rot.

Suggestive Plan of Work to be Done Each Month

December

Read your manual carefully and ask your mother to read it also. Equip your sewing box. Memorize weights and measures. Bake potatoes. Start your 4-H Record Book.

January

Make dish towel. Make French toast.

February

Make an apron. Set table six times according to instructions in manual.

March

Stake off garden and plant radishes. Complete apron. Prepare scrambled eggs.

April

Plant tomato plants, plant flowers, prepare stewed tomatoes.

May

Make lettuce salad. Set table six times. Cultivate vegetables and flowers.

June

Can fruit, cultivate vegetables and flowers. Make lettuce salad.

July

Prepare tomato salad. Can fruit, cultivate tomatoes and flowers.

August

Make cup cakes, cook stewed tomatoes, cultivate tomatoes and flowers.

September

Exhibit apron, dish towel, two quarts of fruit and one-half dozen cup cakes at county fair.

October

Check your manual to see that you have completed all your work. Get 4-H Record Book up to date. Fill in a first year home demonstration report and turn to your home demonstration agent.

November

Get a second year manual and read carefully.

**Cooperative Extension Work in Agriculture
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United States Department of Agriculture
Cooperating**

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