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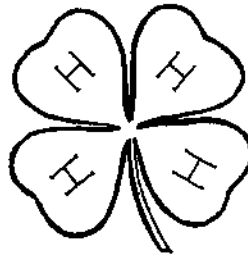


University of Arizona
College of Agriculture
Agricultural Extension Service

BOYS' AND GIRLS' CLUB WORK

**THE ARIZONA BOYS' AND GIRLS'
CLUB LEADER**

By A. B. BALLANTYNE



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BOYS' AND GIRLS' CLUB WORK

CLUB EMBLEM

The four-leaf clover with an "H" on each leaflet is the National Boys' and Girls' Club Emblem. The four "H's" stand for the equal training of the head, heart, and hand, and for health.

CLUB PLEDGE

As a true club member 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.

CLUB MOTTO

Make the Best Better

CLUB CREED

The Arizona Club creed is I believe in boys' and girls' club work because of the opportunity it gives me to become a useful citizen.

I believe in the training of my head because of the power it will give me to think, to plan, and to reason.

I believe in the training of my heart because it will help me to be kind, sympathetic, and true.

I believe in the training of my hands because it will make me helpful, skillful, and useful.

I believe in the training for health because of the strength it will give me to enjoy life, to resist disease, and to become efficient.

I believe in the great trinity of club work; the school, the home, and achievement.

I believe in my country, in the State of Arizona, and in my responsibility for their development.

To the fulfillment of all these things I am willing to dedicate my service.

THE ARIZONA BOYS' AND GIRLS' CLUB LEADER

BY A. B. BALLANTYNE

INTRODUCTION

The matter in the following pages has been prepared to help those men and women who are turning the thoughts of Arizona boys and girls back to the wholesome opportunities that the farms and homes offer by leading a club engaged in some farm or home project.

It is clear to those engaged in it that Boys' and Girls' Club work, or 4-H Club work, as it is often called, is not only helping to solve home, farm, and community problems, but it is also developing and training for leadership the best of our farm boys and girls.

WHAT 4-H CLUB WORK IS

The 4-H Club work is a method of teaching boys and girls on the farm how to carry on successfully a farm or home enterprise. In doing this the club member studies, applies approved methods to the project, and makes a business report of it. By studying results he learns whether the project has yielded a profit or given training in efficient methods. Club work is more than individual work. Members learn that they are parts of a group, that individual welfare is directly related to group welfare, that team work with associates brings best results.

Training in Leadership.—Further, it is an advanced means of training leaders for solving community problems. Lessons in farm or home management which the community needs may be taught by means of the results obtained by the club enterprise. Members who become skilled

in doing these things organize themselves into demonstration or judging teams and present the problem and its solution to the community in a public demonstration.

Community Program—Taken at its best, 4-H work is effective in solving a community's problems. By being given a share of this responsibility, club members develop a greater love for the community, a pride in its achievements, a loyalty, and an interest which will enable them to meet successfully the problems which they shall inherit as they grow older.

CLUBS OFFERED

- A. *Clothing Clubs*
 1. Garment Making
 - a. Demonstration I (Required)
 - b. Demonstration II
 - c. Demonstration III
- B. *Nutrition Clubs*
 1. Baking Clubs
 - a. Demonstration I—Yeast Bread (Required)
 - b. Demonstration II—Quick Breads
 - c. Demonstration III—Pastries
 2. Food Preparation Clubs
 - a. Demonstration I—Foods for Hot Weather
 - b. Demonstration II—Meal Planning
 3. Food Preservation
 - a. Demonstration I—Canning
- C. *Home Management*
 1. Girl's Own Room
 - a. Demonstration I
- D. *Garden and Crop Clubs*
 1. Garden Clubs
 - First year—Vegetable Garden
 - Second year—Vegetable or Ornamental Garden
 - Third year—The Family Garden
 2. Crop Clubs
 - First year—One Crop Demonstration
 - Second year—Three Crop Demonstration
 - Third year—Diversity Demonstration
- E. *Livestock Clubs*
 1. Poultry
 - First year—Egg Club
 - Second year—Baby Chick Club
 - Third year—One Hundred Dollar Poultry Club

2. Swine

First year—Pork Production
Second year—Sow and Litter
Third year—Farm Swine

3. Dairy Calf

First year—Dairy Calf Demonstration
Second year—Dairy Young Stock Management
Third year—Milk Cow Demonstration, Management,
Records, and Tests

4. Sheep

First year—Lamb Clubs
Second year—Farm Flocks

HOW 4-H CLUB WORK IS DONE

Boys' and Girls' Club work is carried on by the Agricultural Extension Service of the University of Arizona. The county agents and home demonstration agents have direct charge of it in their respective counties. The Assistant Director, the State Home Demonstration Agent, and the different specialists supply help to the club leaders and club members in coöperation with the county extension agents.

Boys' and Girls' Club work is done by groups in communities undertaking the solution of common problems. These problems may be how to arouse the interest of the girl in her home and of the boy in the farm. There are unsatisfactorily organized homes where girls have no interest in helping with the sewing, the preparation of food, or in other phases of home management; likewise, the boys may dislike every form of farm work and may show an utter lack of farm interest and coöperation.

Give the girl something to do that her friends are doing. Let her join a sewing club or a food club; let the boy own a calf or crop some land, the profits from which are his; and lo! the uninterested, sometimes unmanageable boy or girl, having something which is his and having a definite goal, grows and develops into the finest of farm or home coöperators—a true American home builder.

Having the support of the parents and the problem defined, we need club leaders, then club members, and after a club organization is effected, a program of work for the club.

Club work is group work, and a good sized group develops a greater mass spirit than a smaller one and gets farther when properly led or directed.

Without the right kind of leadership a club degenerates into a mob. The success of all club work rests on capable, well informed leaders

who have the spirit of club work and are willing to make the effort necessary to carry out a club program successfully. It is missionary work, the kind which good citizens are glad to undertake in order to do their honest share of community building.

Factors Involved—The factors involved in 4-H Club work in its best form are first, a working community organization, such as a farm bureau or woman's club; second, a community problem which the parent organization wants solved, third, a decision to attempt the solution of the problem by means of a boys' or girls' club, fourth, a campaign to acquaint parents with the proposed 4-H Club movement; fifth, the temporary enrollment and the organization of the club; sixth, the preparation of a program of work by the club; and seventh, the carrying out of such a program.

RESPONSIBILITIES AND DUTIES OF A CLUB LEADER

1. A club leader should understand clearly the nature of the problem attacked and know how the club enterprise is to be carried out.

2. Next, the leader should secure a temporary enrollment. Some kind of campaign will be necessary to acquaint the fathers and mothers of the prospective club members with the purposes of the club movement. This can be done either by asking the children to explain the work to their parents, or by having it explained at a public meeting, or by the leader's visiting the parents in person, explaining the work, and getting their support. The last two methods are by far the best.

3. With the support of the parents assured, the leader calls a meeting of the club members. At this meeting officers are elected, and the constitution and by-laws are adopted. When this is done the leader should send in the enrollment to the county or home demonstration agent. If the club meets the requirements, a National Club charter will be awarded by the Agricultural Extension Service.

4. At this same meeting a club program should be made up and the dates for all meetings set in advance. Later, circumstances may alter this program, but once having it, the club will have a goal to define progress. A suggested program appears on page 10.

5. Evidently the only remaining step is to carry out the program. The great problem of the leader is to maintain interest. Since that is largely a personal matter and methods will vary with leaders, we can only suggest things which may be done.

Club Ages—The standard requirements are now 10 to 20 years inclusive. Younger children do not fit in well with the general scheme of club work.

Prizes.—While prizes are not the goal, they are symbolical of the rewards received in life and have a useful place in club work. Educational trips, good books, and medals are appropriate prizes.

Dignifying and Vitalizing the Work.—The boys and girls must be given to understand that their enterprises are worth while and that the community is expecting them to make a creditable showing. When community programs are held, have the club members attend and give a few impromptu yells and songs with the permission of the presiding officer. A few words on the aims and progress of the club by the local leader will stimulate interest in both parents and club members.

The Club Meeting.—Club meetings are an essential part of club work. Without them the group spirit is lost and individual responsibility to other members fades away. Conduct the meetings according to parliamentary rules. Go prepared with a definite written plan of work for each meeting. This plan should call for a statement of progress on the part of each member and a statement of the conditions of the club records. The club members themselves may have some problems for discussion.

A statement of club progress should be made by the leader.

Entertainment features like games should be included with songs and yells. These should be picked out in advance and practiced until the members know them by heart, and can give them with vim. Encourage club members to write songs and yells.

REQUIREMENTS OF A STANDARD CLUB

It is best to develop one project in a community. A club so organized will be awarded a charter and seals in recognition of meritorious work. The requirements for a club to secure this recognition follow:

1. A standard club shall have a membership of at least five working on the same project.
2. There shall be a local club leader in charge during the club year.
3. There shall be a local club organization with the necessary officers and duties.
4. There shall be a definite club year program of work.
5. There shall be held at least six regular club meetings during the club year. The secretary shall be required to keep a record of these meetings and also of the progress of each member.
6. A local exhibit shall be held annually.
7. At least 60 per cent of the members must complete the project and file a final report with the county leader, who must certify the same to the State club office.

8. An Achievement Day shall be held during the club year.

When the first four requirements have been met, a standard club charter will be issued. When all requirements have been met, a national seal of achievement will be awarded the club to attach to the charter. Charter and seal may be obtained through the county leader.

STANDARD ACHIEVEMENT CLUB

This is our "Roll of Honor" Club. To become a Standard Achievement Club, in addition to fulfilling the above requirements, there shall be (1) a demonstration team which must give at least one public demonstration in the community, or (2) a judging team chosen by competition among members.

CLUB PROGRAM FOR YEAR

Project. Red Feather Poultry Club	Year:
Leader:	Community:
Goal: 20 enrolled	County:
80 percent completions	
6 club meetings	
Training of one demonstration team	
80 percent attendance at County Club picnic	
All records and stories in by August 13	

DEMONSTRATORS

Date	What will be done by leader	By county agent	By specialist
Jan. 15	Hold second club meeting. Explain club literature and start club members keeping records. Announce program of next meeting.		
Feb. 5	Regular meeting, program given by club members Club songs and yells.		Send outlines for club contests.
Mar. 5	Regular business. Shall we have a demonstration or judging team?	Send outlines of demonstrations.	
April 2	Club summary day. How do we stand?		Send out club letter.
May 6	Club demonstrations contests.	County agent conducts contests.	
June 3	Melon bust. Check up on records. Tour of poultry farms.		Supply directions.
July 30	Final record; members complete final reports and write stories.		
Aug. 13	Achievement meeting.		Award emblems.
Aug. 29	County Club picnic.		

SUGGESTIONS FOR ORGANIZATION

The local leader should take charge of this meeting.

The leader should:

1. Explain the plan and details of the working of the club project.

2. Preside during the election of officers; president, vice-president, and secretary-treasurer.
 3. Explain the duties of the officers.
 4. Have the members choose a name for the club.
 5. Explain what is meant by a Standard Club and a Standard Achievement Club.
 6. Develop the club year program, setting time and places for meetings if possible.
 7. If the leader has the club literature, distribute it and explain how it is to be used.
 8. Outline program for next meeting.
 9. Have members play one or two good games and sing club songs.
- Note—If the program looks too long for one meeting, numbers 5 and 6 may be left for the next meeting, provided the club literature is not at hand. Otherwise the club literature may be distributed and explained at the next meeting.

SUGGESTED CONSTITUTION

Every organized club should draft and adopt a constitution and by-laws. The following outline may be used as a guide:

ARTICLE I. The name of this organization shall be the Boys' and Girls' club.

ARTICLE II. Objects—The objects of this club shall be: to demonstrate the best methods of, to help improve the neighborhood through team work, and to get more enjoyment out of work.

ARTICLE III. All boys and girls living in between the ages of 10 and 20 years, inclusive, shall be eligible for membership.

ARTICLE IV. Section 1. The officers of this club shall consist of a president, a vice-president, and a secretary. (A treasurer may be elected if needed.)

Section 2. A majority vote shall constitute an election.

ARTICLE V. Robert's Rules of Order shall govern the meetings of the club.

ARTICLE VI. The order of business for all regular meetings shall be as follows:

1. Call to order
2. Roll call by secretary
3. Reading of minutes of last meeting by secretary
4. Approval or correction of minutes
5. Reports of committees

6. Unfinished business
7. New business
8. Presentation of names for membership
9. Program
10. Adjournment
11. Social

ARTICLE VII. Special committees may be appointed by the president at any time.

BY-LAWS

ARTICLE I. There shall be annual (or monthly) dues of cents to be paid by each member. (This may be unnecessary, especially with new clubs.)

ARTICLE II. The officers shall be elected by ballot at the annual election to be held in . (month) of each year.

ARTICLE III. Section 1. Regular meetings of the club will be held as provided in the club program.

Section 2. Special meetings may be called by the president at any time by giving notice at a regular meeting or by notifying each member one day in advance.

ARTICLE IV. Section 1. A quorum for the transaction of business shall consist of a majority of the members.

Section 2. This constitution may be amended by a two-thirds vote.

DUTIES OF OFFICERS

Every officer elected or appointed to a position shall perform the duties to the best of his ability. Each shall study the duties involved and acquaint himself with necessary information. Successful officers help to make successful meetings. More people who can conduct meetings properly are needed, while the experience received by club officers is of much value. The general duties of each officer follow:

THE PRESIDENT

1. The president calls the meeting to order.
2. Announces the order of business.
3. Puts all questions and motions.
4. Decides points of order.
5. Decides the votes.
6. Calls another member to the chair if the president wishes to take part in the debate.
7. May vote whenever the vote will affect the result.
8. May vote when vote is by ballot.

THE VICE-PRESIDENT

1. The vice-president performs all the duties of the president in case this officer is absent.

THE SECRETARY

1. The secretary keeps a record of all meetings.
2. Handles all correspondence.
3. Sends or posts notices of meetings.
4. Reads the minutes of the previous meetings.
5. Acts as chairman in case both president and vice-president are absent.

THE TREASURER

1. Collects all dues and money.
2. Keeps an account of all money collected and paid out.
3. Pays bills upon the order of the club signed by the secretary.

THE MEETING

The president calls the meeting to order in some such manner as: "The meeting will please come to order."

The course of the meeting then follows according to the "order of business" as stated in the constitution.

The president says: "The secretary will please call the roll." The secretary then calls the name of each member and checks it as present or absent.

The minutes of the last meeting are asked for. After being read, the president asks: "Are there any additions or corrections to these minutes?" He then waits a period and says, "If not, they stand approved as read." If there are any corrections, the president may direct the changes to be made. If any one objects to the changes, a vote of the meeting may be taken to settle the question.

The "order of business" is then followed, as given above.

The secretary is often called upon to supply information concerning past meetings, such as the names of committee members and the nature of unfinished business, and for that reason should occupy a desk near the president.

THE MINUTES

Upon the secretary rests the duty of keeping an accurate record of the proceedings of all meetings. It is well for each club to provide the secretary with a book in which the records can be kept permanently. The book need not be expensive. The minutes should be neatly written with ink. Begin the minutes of each meeting on a new page.

The following is a suggestion for keeping records in a simple yet complete way:

The regular monthly meeting of the Club was held at on Tuesday evening, March 7, 1924, with Mr. in the chair and Miss acting as secretary. Upon roll call, twelve of our fourteen members answered present.

The minutes of the February meeting were read and approved.

Mr. , chairman of the Achievement Day committee, reported progress of plans, but no definite action was taken.

Motion was made and seconded, that the secretary invite the county leader to be present at our April meeting to assist with plans for next summer. Motion carried.

The following program was then given: (Make a record of the program including the names of those taking part.)

Motion made and seconded that we adjourn. Carried.

Meeting was followed by lunch and social hour.

PARLIAMENTARY SUGGESTIONS

The following simple suggestions are given for conducting a meeting. Robert's "Rules of Order" should be a part of every club library as a reference. Technical questions concerning parliamentary rules can be settled by consulting it.

1. Members may wish to address the meeting, to make a motion, or to talk on some question before the house. Before doing this it is necessary to "obtain the floor."

2. A member may "obtain the floor" by rising and addressing the president as, "Mr. (or Miss) President." In turn, the president will recognize the speaker by saying, "Mr. (or Miss)" The member may then proceed. When two or more rise at the same time, the president must decide who is entitled to the floor and announce the member's name.

3. The proper form for making a motion is, "I move, etc."; not, "I move you."

4. It is necessary for the motion to be seconded by another member before it can be discussed, debated, or voted upon.

5. A motion is seconded by some member's saying, "I second it." It is not necessary to rise or address the president in doing so. If a motion is not seconded immediately the president should ask, "Do I hear a second to the motion?"

6. If no second is given to the motion, it is declared lost by the president without a vote.

7. When there is a motion before the meeting, another motion not in the form of an amendment or a substitute motion is out of order.

8. After a motion has been properly made and seconded, usually it may be discussed or amended. It is helpful for the president to repeat the motion slowly and clearly and ask if there is any discussion; (a few motions can neither be amended nor debated). Where there is no evident desire to debate a motion, the president should put the question to a vote promptly asking, "Are you ready for the question?"

9. The motion is put to a vote by the president's first stating the motion, as, "It is moved and seconded that, etc." Then he says, "All in favor of this motion say 'aye,'" and after a short pause, "Contrary, 'no'." When the "ayes" and "noes" or the votes if there is a written ballot have been counted, the president announces, "The motion is carried," or "The motion is lost," as the case may be.

10. If the vote is so close that the president cannot tell the result, he may call for a vote by asking the members to raise their hands or to stand. This will permit counting.

11. By limiting the amendments of a motion to two, much confusion may be avoided. When a motion has been amended twice before the house and is not yet satisfactory, a substitute motion may be offered in its place. In this case the substitute motion is voted upon, and if it carries the original motion is lost.

12. If a motion is amended, the amendment is first considered as if it were a separate motion. If the amendment carries, the original motion is then considered as amended. If the amendment is lost, the original motion is then considered as first stated.

13. A motion may be withdrawn, modified, or another motion substituted by the one making the original motion, providing the motion is still before the meeting for consideration. This is done by rising and securing the floor in the usual way and then asking permission to make the change desired. If no one objects, the president grants permission. If objection is made, permission to withdraw and change the original motion can be put in the form of a motion and voted upon. This is final. When a motion is withdrawn, the effect is the same as if it had never been made.

14. When a member once secures the floor, he or she is not to be interrupted except under certain conditions. Only two of these will probably occur in the average club meeting. One is on "a point of order," which is made when the speaker wanders from the subject under discussion or exceeds the time limit. The other is on the question of

privilege made when the health, well being, or good name of the club, or of a member or members is concerned

15 The form for making a point of order or a question of privilege is, "Mr Chairman, I rise to a point of order," or "I rise to a question of privilege," or "I rise to a question of information." The president replies, "The gentleman will state his point of order," (or whatever the cause for interruption is) The reply may be, "Mr. President, the speaker has already exceeded 10 minutes, the time allowed for discussing the subject" The president then decides whether the point is well taken The speaker is governed by the president's decision. The decision is subject to appeal.

16 A member wishing to appeal from the decision of the chair rises and says, "Mr President, I appeal from the decision of the chair." If the appeal is seconded, the president immediately states the question as follows "Shall the decision of the chair stand as the judgment of the assembly?" A vote is taken In case of a tie vote, the decision of the chair is sustained

17 A motion to adjourn, such as, "I move we adjourn," is in order at any time except when a member has the floor This motion is not debatable, cannot be amended, nor can it be reconsidered.

18 All remarks during the meeting should be addressed to the president Be courteous Do not question anyone's motive. When referring to another member or speaker say, "the member who spoke last," or "my good colleague "

These simple directions may help the officers of new clubs and should suffice for ordinary occasions Robert's "Rules of Order" may be consulted where a more complicated parliamentary procedure is necessary.

DEMONSTRATION TEAMS

These consist of two members with one alternate. Try-outs for the demonstration appropriate to the club should be held, and then a person designated by the county extension agent will score all teams, and from these will be selected those to compete for State Honors. Leaders should notify the county or home demonstration agent when they will have their final demonstrations A suggested outline follows:

ACHIEVEMENT DAY

Boys and girls, like grown-ups, get a great thrill out of showing the results of their work So when the club's work is finished, nothing would be more constructive than to hold either an achievement day or an achievement meeting If conditions justify, an afternoon can be

SUGGESTIONS OUTLINED FOR POULTRY DEMONSTRATION TEAM

PREVENTION OF DISEASE AND PARASITES

- | Demonstrator Number 1 | Demonstrator Number 2 |
|--|---|
| 1 Introduces team and members | 1 Handles charts for Demonstrator No 1 and gets his own material ready |
| 2 Discusses losses from disease and parasites, kinds of parasites, life history and habits of lice and mites, general principles of control measures | 2 Gets coop of fowls ready to treat for lice and scaly leg |
| 3 Handles materials for Demonstrator No 2 and gets his own materials ready for next step | 3 Discusses and shows model house with removable nests and roosts sanitary dropping board, feed and water containers and stands, dust box, also shows models of and discusses relative values of cement, board, and dirt floors |
| 4 Prepares material for dusting and dipping hens for lice and scaly leg | 4 Assists Demonstrator No 1 and cleans up equipment |
| 5 Prepares, shows, and discusses the use of disinfectants and of preparations for controlling parasites | 5 Discusses methods of procedure if contagious disease breaks out in flock |
| 6 Dusts, dips, and treats hens for lice and scaly leg | 6 Assists Demonstrator No 1 |
| 7 Is responsible for finishing the cleaning of equipment | 7 Is responsible for seeing that table and equipment are in order and materials displayed for inspection |
| 8 Summarizes demonstration, using charts | |
| 9 Asks for questions from audience | |

SUGGESTIONS OUTLINED FOR CAPONIZING DEMONSTRATION TEAM

- | Demonstrator Number 1 | Demonstrator Number 2 |
|--|---|
| 1 Introduces team and team mate | 1 Handles chart for Demonstrator No 1 |
| 2 Defines "capon" and tells of its value as a source of meat, its other uses, and conditions of capon market | 2 Gets his own implements ready |
| 3 Handles chart for No 2 and prepares material for operation | 3 Shows kinds of instruments used and discusses precautions necessary to insure success |
| 4 Makes incision, puts spreader in, and passes board with fowl on it to audience for their inspection | 4 Fastens two or more fowls to boards |
| 5 Completes operation | 5 Assists No 1 |
| 6 Cleans up | 6 Shows mature capons and answers questions |

MATERIALS NEEDED

- 1 Set of tools
- 2 Coop of young roosters
- 3 Two basins—water, disinfectant
- 4 Table and loose boards
- 5 Capons and if possible capon brooding bunch of 25 to 30 chicks

given over to a club fair, including judging or demonstration contests, sports, and games, followed by an evening meeting at which a program may be given and the members receive their achievement emblems. Where the clubs are large enough, committees of townspeople can be

secured to help plan and conduct the affair; otherwise, committees of leaders and club members can handle the undertaking.

The club exhibit is always the central feature of an achievement day. The work of each member should be on exhibition, and it should be judged in competition with other articles of the same character, the exhibitors being present if possible at the time of judging. Let the club or club leaders plan their own premium lists and secure the ribbons and prizes if possible. Usually, merchants are willing to donate inexpensive prizes, especially if the matter is planned long enough in advance and the premium list published in the local papers.

ACHIEVEMENT MEETING

The program of the achievement meeting itself may be as follows:

- 1 Club yell, led by Club Yell Leader
- 2 Calling of meeting to order
3. Singing of Club song or songs
4. Report of Club Leader or Leaders
5. Club song (thank you song) or Club yell or home song
6. Demonstration by club members
7. Address by popular speaker (County School Superintendent, Mayor of Town, Agricultural College representative) on some subject related to club work or dealing with the value of self-help.
8. Awarding of achievement pins, medals, etc.
9. Club songs