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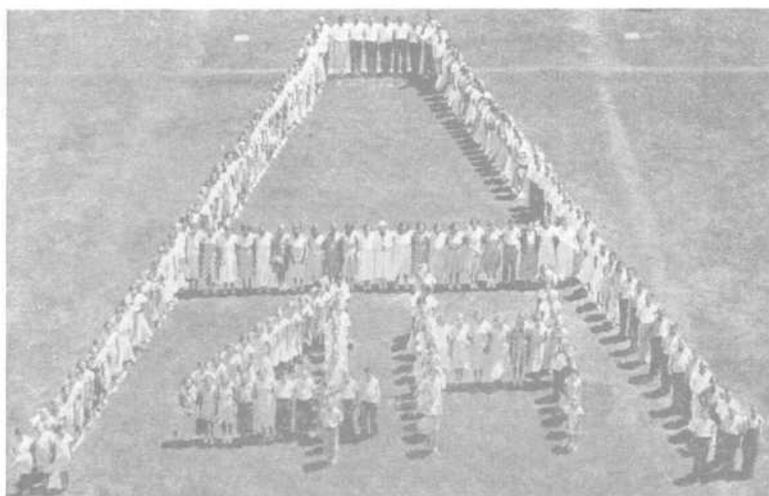
College of Agriculture

Agricultural Extension Service

## ARIZONA 4-H CLUB LEADERS' MANUAL

By

H. R. BAKER



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# **University of Arizona**

College of Agriculture, Agricultural Extension Service

P. H. Ross, *Director*

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### CLUB MOTTO

"Make the Best Better"

### CLUB EMBLEM

The National Boys' and Girls' 4-H Club emblem is a four-leaf clover with an H in each leaflet. These four H's stand for the equal training of the head, heart, and hands; and for health.

### CLUB COLORS

Green and white

### 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.

### ARIZONA 4-H CLUB CREED

The Arizona 4-H 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 great trinity of club work: the community, 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.

# ARIZONA 4-H CLUB LEADERS' MANUAL

By  
H. R. BAKER

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4-H Club work is under the direction of the Agricultural Extension Service of the University of Arizona and the United States Department of Agriculture in cooperation with the rural communities throughout the State. Within the county it is under the direction of the county agent or home demonstration agent. In those counties in which there are no Extension Service representatives, club work may be arranged by writing to the Agricultural Extension Service, University of Arizona, Tucson.

Club work is carried on among rural boys and girls between the ages of ten and twenty-one and is available to any community in the State which will furnish an individual to act as local leader and adviser to the club members. Membership is voluntary; no dues are required for joining. To achieve the proper degree of success there should be at least five young people interested in the same type of project.

Although the extension agent or other adult should assist in the organization of the group and have supervision over its activities, the club members elect their own officers and with the help of their leader conduct their meetings throughout the year. Literature may be had at the office of the county extension agent or directly from the State Extension office at Tucson.

Club work offers definite instruction in agriculture and home economics and teaches approved practices to club members through the project which they carry. They learn by actually doing the things required in their project. Complete records of their work are kept by the club members. Club work develops self-reliance, pride in workmanship, and teaches the boys and girls to cooperate. Extensive training in leadership is obtained through the activities of the 4-H Club. Club tours, achievement days, county 4-H Club fairs, and other club activities are important in the development of the individual. Many older club members who have had several years of experience in club work often act as local leaders, thus receiving additional training. Club groups are urged to use their own initiative and ingenuity in working out their program for the year's work.

## 4-H CLUB PROJECTS AVAILABLE

## HOME ECONOMICS

**Garment Making Clubs:**

- First year — Fundamental Stitches
- Second year — Simple Garments
- Third year — More Difficult Garments
- Fourth year — Continuation of Difficult Garments
- Fifth year — Ensemble

Note: Either first-year or fourth-year garment making may be omitted by the club member if desired.

**Baking Clubs:**

- First year — Quick Breads
- Second year — Simple Cakes and Cookies
- Third year — Cakes and Variations
- Fourth year — Yeast Breads

**Canning Clubs:**

- First year — Tomatoes and Fruits
- Second year — Vegetables and Preserves
- Third year — Jams and Pickles
- Fourth year — Jellies and Meats
- Fifth year — Family Canning Budget

**Health Clubs:**

- First year — Health in Relation to Growth
- Second year — Health in Relation to Development
- Third year — Health in Relation to Beauty

## AGRICULTURE

**Crops Club:**

- First year — Single Crop

**Garden Clubs:**

- First year — General Gardening Practices
- Second year — Transplanting Plants and Raising a Garden
- Third year — Hotbeds and Cold Frames with Garden
- Fourth year — Commercial Vegetable Gardening

**Flower Clubs:**

- First year — Flower Garden (Primarily Annuals)
- Second year — Perennials, Bulbs, Roses
- Third year — Landscaping the Home Grounds

**Dairy Clubs:**

- First year — Care of the Dairy Calf
- Second year — Care of the Dairy Heifer
- Third year — Care of Cow and Calf
- Fourth year — Production Records

**Beef Clubs:**

- First year — Fat Beef Calf
- Second year — Beef Heifer
- Third year — Beef Calf and Study of Beef Cattle

**Poultry Clubs:**

- First year — Fifty Eggs or Twenty-five Baby Chicks
- Second year — Pullets
- Third year — One Hundred-Hen Flock
- Fourth year — Home Flock Management

**Turkey Clubs:**

- First year — Twenty Eggs
- Second year — Forty Eggs
- Third year — Turkey Flock Management

**Swine Clubs:**

- First year — Fat Barrow
- Second year — Gilt
- Third year — Sow and Litter

**Sheep Clubs:**

- First year —Lamb
- Second year —Farm Flock

**Rabbit Club****Camping Clubs:**

- First year —Camp Sewing and Cooking
- Second year —Camping and Nature Study

**Handicraft Clubs:**

- First year —Use of Tools and Simple Construction
- Second year —Advanced Construction
- Third year —Advanced Construction

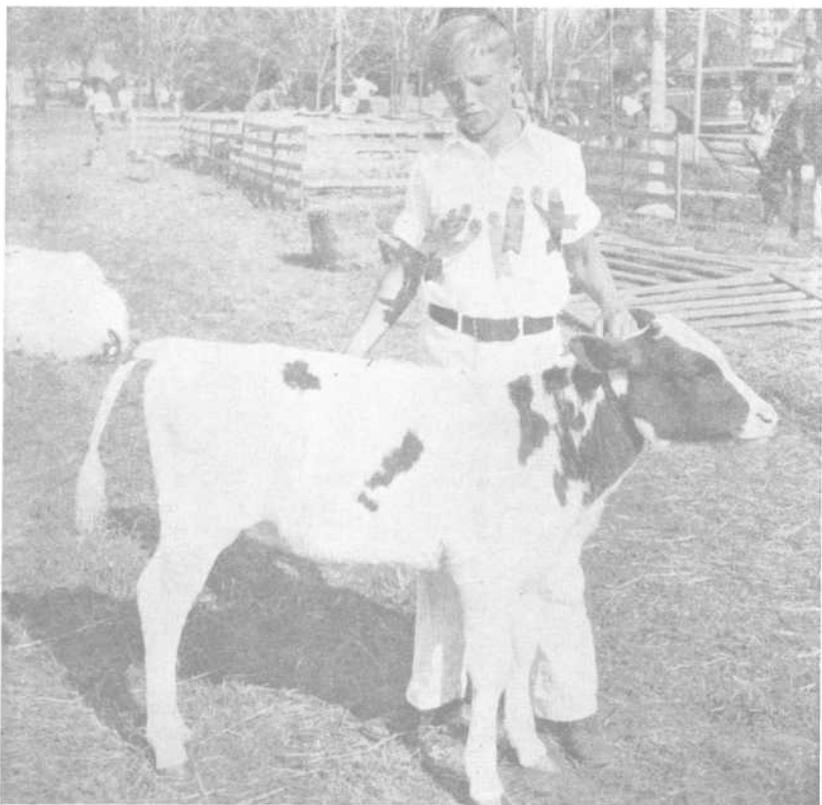
**Farm and Ranch Record Clubs**

Plate I.—A club boy exhibits his calf at the County 4-H Club Fair.

### ORGANIZING THE CLUB

A 4-H Club may be organized in any school or community if five or more boys or girls between the ages of ten and twenty-one are enrolled, and if some competent person may be secured to act as local leader. It is strongly urged that at least five be

enrolled in the same project, although this is not a requirement in those smaller communities where it is difficult of accomplishment.

Before organizing, club work should be explained fully to both the prospective club members and the parents. One of the most important factors in the success of a club is the whole-hearted cooperation and support of the parents. The local leader should be one who is interested in boys and girls and who has had some experience in the type of project work to be undertaken. Strong community support is also an important factor in club work. Many of the best 4-H Clubs in Arizona are sponsored by some organization in the community. This may be the Farm Bureau, the local service club, the Parent-Teachers Association, or other strong organization. These organizations are interested because of the value of club work to the community. In turn, support of this type lends strength and permanency to the club movement.

#### REQUIREMENTS FOR A STANDARD CLUB

The requirements for a standard 4-H Club in Arizona are:

1. There shall be five or more members, between the ages of ten and twenty-one, enrolled in the club. For best results at least five should be working on the same project, although this is not required.
2. A local club leader shall be in charge of the group.
3. There shall be a complete set of officers elected from the membership.
4. A club program for the year shall be written up.

If the above requirements are met, a club charter will be awarded upon request to the county extension agent.

If on Achievement Day the following requirements have been carried out, a seal to be attached to the charter will be awarded:

1. At least six regular club meetings must be held during the year.
2. An Achievement Day with an exhibit of the work accomplished at the completion of the club year.
3. At least 80 per cent of the members must complete the work and hand in their report to the local leader.

#### DUTIES OF THE OFFICERS

It is one of the requirements of a standard 4-H Club that a group of officers be chosen from the membership. The duties of these officers are listed here:

- President:           Calls the meetings to order and announces the order of business.  
                           Appoints committees.  
                           Decides points of order.  
                           Puts all motions and questions before the house (except when they involve him, in which case the vice-president or other officer is called by him to the chair).

- Votes only in case of a tie.  
Announces the results of voting.  
Calls another member to the chair if he wishes to take part in the debate.
- Vice-President: Assumes the duties of the president when the president is absent.
- Secretary: Writes the minutes of the meetings and reads them at the request of the chairman.  
Writes all letters for the club.  
Keeps the attendance record.  
Fills out the enrollment blank to send to the county office.  
Attends to collecting club members' records at the end of the year.  
Acts as chairman in case president and vice-president are absent.
- Song Leader: Leads the singing at meetings and encourages and assists the members in learning the required songs.
- Yell Leader: Teaches club yells to the group and leads them in this activity.
- News Reporter: Writes all publicity for the local press.  
Mimeographed suggestions on news writing are available at the office of the county agent.

Special committees to plan picnics, hikes, parties, and other events are named by the president.

It is good training for others in the club if, after the meetings are going nicely, the president asks the vice-president or other member to take charge occasionally.

### THE 4-H CLUB LEADER

The success of club work in general depends primarily on the leadership of the group. The good leader must be vitally interested in the welfare and future progress of the community. He must have a vision of the possibilities 4-H Club work holds for the development of the boys and girls and the effect of this work on the community. He must have an active interest in rural youth and should strive to understand the problems of the boys and girls. Some knowledge along the line of the projects carried is very desirable.

### RESPONSIBILITIES OF THE CLUB LEADER

In addition to being the inspiring force for the club members, there are several specific duties which the club leader should perform. He assists in the organization of the club and in preparing the year's program. When the enrollment of his group is fairly stable, he should see that standard enrollment blanks are given to the extension agent in charge. He should acquaint the parents with the nature of the work and secure their cooperation. He

acts as a guide and adviser for the group, offering them assistance when needed to carry their project and keep their records. The officers of the club will need assistance in conducting the club meetings, coming to him for advice and help. He should aid them in making plans for Achievement Day, seeing that all of them complete their work and hand in their records. They will need encouragement from time to time, and this should come from the leader.

There are many suggestions which are valuable in carrying on a successful 4-H Club—a few of them follow:

- 1. Enroll enough members to make the group interesting, being careful, however, to enroll only those who are determined to carry the work to completion.
2. Plan the program in advance. Hold the meetings regularly, seeing that they are begun and closed on time.
3. Develop initiative and leadership among the club members by giving them as many responsibilities as practical.
4. Include club tours, picnics, parties, and other interesting social and recreational activities in the club program.
5. Have a special program for the parents of the community. Invite a near-by club to meet with your club.
6. Invite outstanding people to appear on the club program.
7. See that the community knows what is happening in the 4-H Club, probably through the local press.
8. Keep up the enthusiasm of the club members by means of special activities.
9. Check up on the projects and records regularly.
10. Include songs and games in the club meeting.
11. Take part in county-wide activities, such as county 4-H fairs, county picnics, etc.
12. Have a local Achievement Day at the completion of the year's work.

### THE CLUB PROGRAM FOR THE YEAR

Every club should plan a program at the beginning of the club year. This may be done by a committee composed of the leader, several of the club members and the extension agent, or may be worked out by all of the club members with the advice of the leaders and agent at their first club meeting. Such a program should outline briefly the activities for each meeting. The interest of the club member will be retained by a well-planned program and he will receive a greater return from his work. After the program has been drawn up, it should be presented to the entire group and discussed by them. A plan of this type places definite responsibilities upon all concerned and sets definite goals to be attained. There is greater possibility of a successful club if the work for the year is outlined.

This plan should set the date for the meetings and should include judging activities, team demonstrations, tours, picnics, hikes, special reports by club members and others, songs, games, etc. The program given here is only a *suggestion and should be modified to suit the group.*

Club: Peppy Stitchers' Sewing Club	County: Pinal
	Community: Florence
Leader: Mary Jones	Year: 1936
Goals:	Club Officers:
Twenty enrolled	President
Eighty per cent completions	Vice-President
One demonstration team	Secretary
One judging team	Reporter
Attendance at County Club	Song Leader
Picnic and 4-H Fair	Yell Leader
Work completed by April 5	

#### Club Program

October	1	Organization meeting. Discuss 4-H Club work. Election of officers. Plan year's work.
October	15	Business meeting. Parliamentary practice. Leader explains material necessary for making tea towel. Songs and games.
November	1	Business meeting. Work on tea towel. Leader discusses the judging of sewing. Songs and games.
November	15	Club party; committee in charge.
November	22	Work meeting. Finish tea towel.
December	1	Business meeting. Discussion by guest speaker. Leader explains material needed for making woven mat. Songs and games. Refreshments.
December	15	Business meeting. Judging practice. Work on mat.
January	1	Business meeting. Explanation of demonstration teams. Work on mat. Songs and games.
January	15	Business meeting. Judging practice. Train demonstration teams. Finish mat. Songs and games.
February	1	Business meeting. Train demonstration teams. Work on stockinet patch. Songs and games.
February	15	Club picnic, party, or hike.
March	1	Business meeting. Train demonstration teams. Work on hand towel.
March	8	Continue work on hand towel.
March	15	Business meeting. Selection of demonstration and judging teams to represent the club. Finish hand towel.
March	22	Make elective article if club members so desire.
April	5	Achievement Day.
April	20	County 4-H Club Fair. All present with exhibits.

#### CLUB MEETINGS

Each club must hold at least six meetings during the year although most clubs hold many more than this. The time and place of meeting should be fixed in advance in order that all may

have full information. The president presides over the meeting, calling it to order and announcing the order of business. The secretary reads the minutes of the previous meeting at the request of the president and writes the minutes of the meeting as it proceeds.

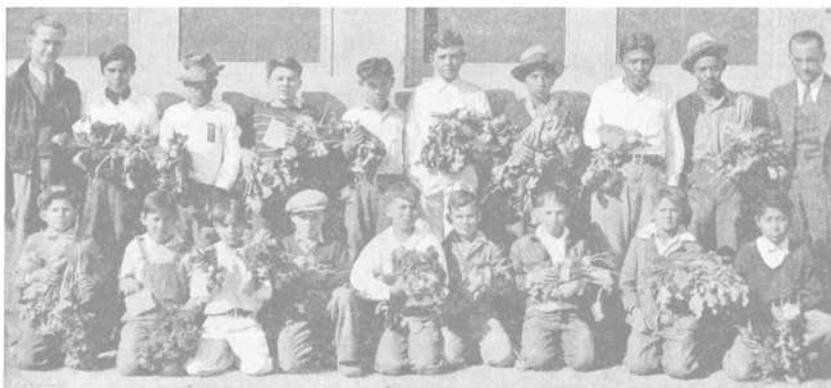


Plate II.—A garden club learning to judge vegetables.

The club meeting is divided into three phases: the business meeting, the educational part of the program, and the social or recreational phase. The order of business usually followed is:

- Call to order
- Roll call
- Reading of minutes of previous meeting
- Old or unfinished business
- New business
- Committee reports

After the business meeting is finished, time is given over to the discussion of special subjects relating to the project or to work on the project. Motion picture films offer a means of entertainment and instruction to club members and may be used to advantage. There are available from the State Office several reels on 4-H Club work in Arizona. The last part of the meeting is the social or recreational period. This is very important as it is one means of retaining the interest of the group in club work. It may be necessary for the leader to take charge of this part of the program or at least assist the committee in preparing for it.

Club meetings should be conducted according to approved methods. This is valuable training to the club member and also insures orderly procedure in the club. Many clubs write up their own constitution and by-laws. A suggested one follows:

#### Constitution

##### Article I. Name:

The name of this organization shall be the.....4-H Club.

## Article II. Object:

The object of this club shall be to teach the members practical agriculture and home economics practices, to develop leadership among those members, thereby providing an opportunity for them to have an active part in the educational, economic, and social development of the community.

## Article III. Membership:

This club shall be open to boys and girls in the community between the ages of ten and twenty-one.

## Article IV. Officers:

Section 1. The officers of this club shall include a local leader, president, vice-president, secretary, treasurer, song leader, and yell leader (add any others desired).

Section 2. A majority vote shall constitute an election.

## Article V. Standing Committees:

Section 1. Standing committees of this club shall be..... (names of committees).

Section 2. These committees shall be appointed by the president.

## Article VI.

The order of business at all regular meetings shall be:

1. Call to order
2. Roll call
3. Reading of minutes
4. Committee reports
5. Old or unfinished business
6. New business
7. Program
8. Adjournment
9. Social and recreational period

## By-Laws

## Article I. Election of Officers:

All officers shall be elected by ballot at the annual election in.....

## Article II. Meetings:

The regular meeting of the club shall take place on..... at.....o'clock at.....

## Article III. Quorum:

A quorum shall consist of..... (usually two thirds of the membership).

## Article IV. Amendments:

This constitution or by-laws may be amended by a vote of two thirds of the members present at any regular meeting. Amendments shall be presented at least one meeting previous to that upon which the vote will be taken.

(Other by-laws may be included pertaining to conduct, conditions under which members may be dropped, specific duties of officers, etc.)

## PARLIAMENTARY PROCEDURE

The following instructions pertaining to proper procedure in a club meeting are suggested. They are taken from Roberts' *Rules of Order*.

Members wishing to address the meeting, make a motion, or speak on some question before the house, must first "obtain the floor." This is done by rising and addressing the president as "Mr. (or Madam) President." The president then recognizes the speaker by calling him by name "Mr. (or Miss) ...." The member so recognized then "has the floor" and the privilege of speaking without interruption. If two or more rise and address the president at the same time, he must decide who is entitled to the privilege.

The proper form for making a motion is "I move, etc." This motion must be seconded by another member, who says "I second the motion," before it can be discussed or voted upon. It is not necessary to rise and address the president in order to second a motion. If the motion is not immediately seconded, the president should say, "Do I hear a second to the motion?" If no second is given, the motion is declared lost by the president. When a motion is before the meeting, any other motion unless it is in the form of an amendment or a substitute motion is out of order and cannot be considered. If there is a motion before the club, which has been seconded, it must be disposed of before another is submitted. If someone should make another motion while one is before the club, the president should interrupt the motion before it is seconded, saying, "The speaker is out of order, as there is already a motion before the house."

After a motion has been made and seconded, usually it may be discussed or amended (some few motions may neither be discussed nor amended). If no discussion results, it may be brought to a vote by the president asking, "Are you ready for the question?" The president places the motion before the house for a vote by saying, "It is moved and seconded that . . ." repeating the entire motion. "All in favor of this motion say 'aye,'" and after a short pause, "Contrary, 'no.'" Voting may, of course, be by ballot. After counting the "ayes" and "noes" or the ballots, the president then announces, "The motion is carried" or "The motion is lost," as the case may be. The president votes only in case of a tie.

By limiting the amendments of a motion to two, much confusion may be avoided. If a motion before the house has been twice amended and is not yet satisfactory, a substitute motion may be offered. This substitute motion is then voted upon. If carried, the original motion is lost.

If a motion is amended, the amendment is first considered as though it were a separate motion. If it carries, the original motion is then considered and voted upon as amended. If the amendment is lost, the original motion is considered as first stated.

A motion may be withdrawn, modified, or a substitute motion offered by the one making the original motion provided the motion is still before the meeting for consideration. This is done by rising and securing the floor in the usual way and then requesting permission to make the change. If no one objects, the president grants the permission. If an objection is made, permission to withdraw and change the original motion can be put in the form of a motion and voted upon.

When an individual has the floor, there are only a very few conditions under which he may be interrupted. Two of these conditions may be of importance to the average club. One is the "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 or information" made when the well-being or good name of the club or member of the club is concerned. The proper procedure is "Mr. President, I rise on a point of order," or "Mr. President, I rise on a question of privilege." The President replies, "The gentleman will state his point of order." His reply may be, "Mr. President, the speaker is exceeding the ten minutes allowed for discussing this subject." The president then gives his decision on whether the point is well taken and the speaker is governed by his decision. The decision is subject to appeal.

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

A motion to adjourn is in order at any time except when a member has the floor. This motion is not debated and cannot be amended nor can the vote on it be reconsidered.

Voting may be done by acclamation (or voice), raising the hand, standing, or by ballot.

#### CONDUCTING THE CLUB MEETING

4-H Club meetings should be conducted in a dignified manner and yet should be sufficiently lively to retain the interest of the members. They should feel at the conclusion of the meeting that something has been accomplished.

First the meeting is called to order by the president, who says, "The meeting will please come to order." If they wish, they may repeat the pledge or sing a club song. The president then says, "The secretary will please call the roll." The members respond to their name at roll call by saying "present," or by a special report. This report may concern the status of their project or some other report of interest to the entire group.

In a similar manner the president calls for a reading of the minutes of the previous meeting, the reports of special committees, any unfinished or new business, and the club program.

An election of officers should be held at the beginning of each club year. Some one member is chosen to act as chairman of the meeting. He opens the meeting by saying, "Nominations are in order for president (or other officer)." It is not necessary to second nominations. After several nominations have been made, some member should address the chair, and when recognized, say, "I move that the nominations be closed." After being seconded the chairman says, "All in favor of the nominations being closed, signify by saying 'aye.'" The chairman then conducts the voting. If only one nomination is made for an office, the nomination may be closed and a motion made that the secretary be instructed to cast a unanimous ballot for the person chosen.

## CLUB LITERATURE AND RECORD BOOKS

Literature for the several 4-H projects is available from the Extension Service office in the county, or from the Agricultural Extension Service office at the University of Arizona, Tucson, Arizona. This includes subject matter project bulletins and record books which are to be filled out and handed in at the completion of the project.

Many valuable bulletins pertaining to agriculture and home economics may be obtained by writing to the United States Department of Agriculture at Washington, D. C., requesting either their list of publications or bulletins which deal with specific subjects.

## RECORDS AND REPORTS

All club members are required to keep financial records on the projects they carry. These record books are collected at the completion of the club year and sent in to the county extension office. Those who hand in these reports are eligible to receive the club pin. They are used also in determining the winners of special awards.

Much experience is gained if these records are properly kept during the year. Club leaders should spend some time explaining fully the record book and how to keep it in order that complete records may be handed in at the completion of the project. Some time should be spent at the club meetings in bringing the record books up to date.

## CLUB PINS

To those who complete their 4-H Club projects and hand in the completed record book is awarded a 4-H Club pin. These pins are designated as first year, second year, etc., with the name Arizona at the bottom. Special leaders' pins are also available for Arizona club leaders.

## SPECIAL ACTIVITIES

## CLUB TOURS AND TRIPS

Sometimes the regular club meeting may take the form of a tour of the projects of the club members, or a trip to some nearby point of interest such as a cattle ranch, a creamery, or the college farm. It may be in the form of a trip to several near-by farms to practice judging. Whatever form it may take, complete plans should be made in advance, including means of transportation, places to be visited, time of departure, and luncheon plans if an all-day meeting is held.

## ACHIEVEMENT DAY

Each club should hold an Achievement Day upon the completion of its work for the year. The club members previously should have handed in their records to the club leader or the county extension agent. A portion of their work should be placed on exhibit and a program prepared. This meeting should be open to the parents and friends.



Plate III.—A Maricopa county canning club with their prize-winning exhibit.

Value attaches to this Achievement Day program for several reasons. In the first place, public recognition is given the work

of the club leader and the club members for the year. It shows the community what has been accomplished and the value of the work to the community. It stimulates interest in the work and may help in insuring the continuance of the work the following year.

It often adds interest to the achievement meeting if several communities hold a joint achievement program. In some few cases, county-wide achievement meetings are held. However, community achievement programs are of great value and should be given first consideration.

The meeting may be a banquet, a community picnic and program, an afternoon or evening meeting, or any one of several other types. The program should be well outlined; the principal idea being that those present should learn about 4-H Club work and what has been accomplished during the year. Several suggestions for the program are listed here:

A demonstration club meeting.

Review of the club work in the county for the year by the extension agent.

Report of the year's work by the club secretary.

Demonstration by winning team or teams.

Style show (in garment making clubs).

Presentation of special awards and announcement of champions.

Talk by club member who has attended University Club Week, National Club Congress, or County 4-H Camp.

4-H Club songs and other music.

Announcement of plans for the coming year.

Reorganization of club for coming year with an election of officers.

Talk by a parent or local citizen.

Awarding of pins.

The talks should be short but interesting. If desired, a social period may follow the program.

#### COUNTY 4-H CLUB FAIRS

County 4-H Club Fairs are being held in several counties of the State. All bona fide 4-H Club members are eligible to exhibit their 4-H products in this fair and to compete in the many contests. Oftentimes these fairs are held near the close of the 4-H Club year and aid in determining county championships. All county champions are eligible to compete in the State contests held at the annual University Club Week. These 4-H Club fairs tend to keep the boy and girl interested in club work. They also serve to emphasize the value of club work to the community.

One of the strong points in favor of club fairs is that they are completely managed by the club members. A general superintendent is named who acts as adviser. The other officers, includ-

ing fair manager, departmental heads, clerks, and other assistants, are chosen from the club members. This gives them excellent training in leadership and cooperation.

#### CLUB CAMPS

Several 4-H Club Camps are being held each year in the State. It is planned that ultimately club camps will be sufficiently numerous so that all counties will have access to them. Expenses are kept at a minimum, and these camps are open to all club members whose records are up to date and who are financially able to attend.



Plate IV.—A club group on a picnic.

These club camps help to retain the interest of the boys and girls in their work and offer an opportunity for them to meet and enjoy the friendship of others from different communities. They enjoy wholesome sports and recreation in addition to the group instruction which they receive. Wonderful opportunity is offered for the development of leadership among the club members.

Delegates to these 4-H Camps are under the supervision of their local leaders. A systematic program is planned, including group instruction and field trips in the mornings and early afternoons and recreational sports and games in the late afternoons and evenings.

### UNIVERSITY CLUB WEEK

The annual 4-H University Club Week, which is held early in June of each year on the University campus at Tucson, is probably the outstanding event of the year in 4-H Club work. Club members from a large number of the counties attend this event each year. In addition to the instruction which they receive in agriculture and home economics, they have an opportunity of seeing the many University buildings and the University farm. Many recreational features are included in the program in addition to the State contests. State champions are chosen in judging, demonstrations, health, and the Dress Revue Contest.

Club leaders are especially urged to attend Club Week. Costs, other than transportation, are very small, there being no charge for lodging and only a small charge for meals. Two or three communities may combine in bringing delegates, using private cars or oftentimes receiving permission to use the school bus.

### LEADERS' CONFERENCES

County conferences of local leaders are held in order to thoroughly acquaint the leaders with the club program. At these conferences should be taken up the club plan for the year, subject matter and methods for the projects involved, the keeping of records, special awards, and other matters which will aid the club leaders in doing a good piece of work.

### NATIONAL 4-H CLUB CONGRESS

Each year Arizona sends several outstanding 4-H Club members to the National 4-H Club Congress at Chicago, Illinois. This national event is sponsored by the National Committee on Boys' and Girls' Club Work and is held at the same time as the International Livestock Exposition.

### NATIONAL CLUB CAMP

The Agricultural Extension Service of the United States Department of Agriculture at Washington, D. C., holds a conference of 4-H Club members at Washington during June of each year. Two boys and two girls from each state are invited each year to attend the camp. Arizona was represented in 1928 and in 1934.

### DEMONSTRATION TEAMS

Demonstration teams are a definite part of 4-H Club work and every club should include the training of at least one team in their club program. A demonstration team demonstrates an accepted fact or practice to the audience, actually showing them how it is done. Although charts may be profitably used, care should be taken that the demonstration does not develop into an illustrated lecture. The ideal demonstration is short, concise, and carries one idea through to completion.

In addition to bringing new ideas and practices to the attention of the audience, the training of demonstration teams offers defi-

nite advantages to the club members themselves. It increases the interest of the club members in their projects. They receive training in the organization of their thoughts and in the expression of their ideas and become skilled in talking before an audience. Cooperation and teamwork are developed and initiative and leadership brought out and developed. Added interest and enthusiasm are given to the club program through demonstration team competition. Many farmers have been awakened to the value of better and more up-to-date practices on their farms through the efforts of the 4-H demonstration team.

Care should be used in selecting the subject of the demonstration. It should be representative of the club project, should have practical value in farm or home, and should be built around one central idea. It should be a subject which can be completely covered and yet not become tiring to the audience.

The demonstration will probably resolve itself into three parts: the introduction, the demonstration proper, and the conclusion. The introduction should include the title of the demonstration, names of the team members, and possibly a few remarks in regard to club activities. The demonstration proper will be the subject matter to be presented. The conclusion should quickly summarize the points brought out in the demonstration, and, of course, will include the answering of any questions asked.

Two members constitute a demonstration team. It is permissible to have a third member, provided that individual takes no active part in the demonstration except as an assistant. For example, in demonstrating the method of resuscitation teams often use a third individual as the drowned person.

The team members may be selected by any one of several methods. Some clubs follow the practice of forming teams and having each team write their own demonstration, then choosing the best one to represent their club. Sometimes individual demonstrations are given by club members and the best two demonstrators chosen from the entire group. Whatever method is followed, training should start early in the club year.

In the selection of the team, the several requirements of a good demonstrator should be kept in mind. He should have a good knowledge of the subject matter, have it well organized and be able to present it to the audience in an interesting manner. After the subject has been chosen, the demonstration should be carefully outlined and written up. Oftentimes the leader has the entire group write up the same demonstration, choosing the best one to be given.

In presenting the demonstration it should be given in the speaker's own words. The interest of the audience must be definitely attracted in the introduction and maintained throughout the demonstration. Reasons should be given for all important statements made. It adds to the attractiveness of the team if the members are dressed neatly and in appropriate costume. Baking club teams often wear white aprons and white headbands bearing

the club insignia. For boys, white shirts with black ties and white duck trousers make an attractive appearance.

#### PRESENTING THE DEMONSTRATION

Two methods of presenting the demonstration are often used. In one method the speaker has complete responsibility. While he presents the subject matter, the teammate stands quietly by awaiting his turn to speak and demonstrate, giving only such assistance as may aid the speaker in skillfully presenting his demonstration. In the second method, the speaker presents the subject matter while the teammate assists as much as possible by demonstrating what the speaker is telling. There are advantages in either method.

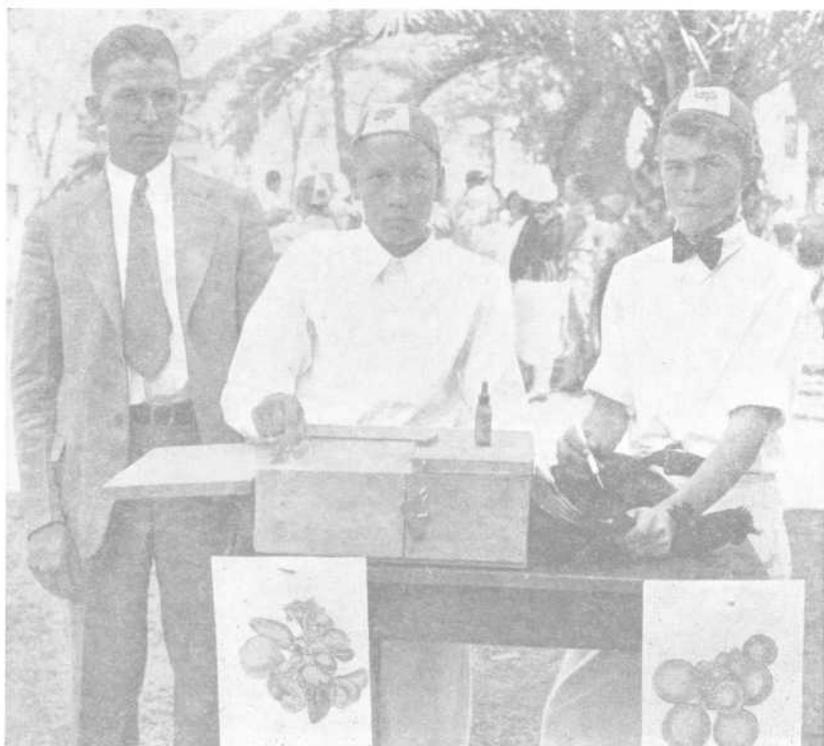


Plate V.—A champion demonstration team.

All equipment should be ready and in place before starting the demonstration. Demonstrators should set up their own equipment unless it is physically impossible to do so. Care should be used not to obstruct the view of the audience with the equipment. Demonstrators should stand erect, face the audience at all times, and with self-confidence present the subject matter in a free,

pleasing manner. They should talk slowly and loudly enough for all to hear. Questions asked at the close should be answered politely and with no attempt at bluffing—if the answer is not known, it should be so stated. Equipment should be quickly and quietly removed at the completion of the demonstration.

#### RULES FOR THE STATE CONTEST

1. There will be a chairman of the State contest who will be in complete charge.

2. Teams may be questioned by both the judges and the audience, but in scoring the judges shall consider only the answers to the questions asked by themselves.

3. Each team should have its own equipment (other than tables, pails, spray pumps, etc.) and may not borrow charts or other distinctive material from other competing teams. If any doubt exists in regard to whether certain equipment may be borrowed, a request for permission to use it may be obtained from the chairman or the judges (if in their opinion it is not in violation of this rule). Penalty for the infraction of this rule is disqualification.

4. Teams shall be instructed to refer questions, which are outside their subject or which they are unable to answer, to the chairman or other authorized person.

5. The scores of the three judges shall be averaged (or totaled) for each of the teams by the chairman of the judges' committee, and the team receiving high score in each division shall be named winner.

#### SCORE CARD FOR JUDGING DEMONSTRATION TEAMS

	<i>Perfect Score</i>
General appearance:	
Suitably and neatly dressed	
Equipment well arranged.....	10
Subject matter:	
Relation and importance of subject matter to problems of farm or home	
Demonstration well planned and subject thoroughly covered	
Accuracy of statements	
Difficulty of demonstration, both as to knowledge required and skill necessary to successfully present it to the audience.....	30
Skill in presentation:	
Clearly and distinctly presented	
Cooperation of teammate	
Efficiency, speed, and thoroughness in presentation	
Ability to hold the interest of the audience.....	30
Practicability:	
To community	
Representative of club work.....	15
Completion of demonstration:	
Summarization, concise and complete	
Efficiency in removing equipment	
Ability in answering questions.....	15
Total score.....	100

## DEMONSTRATION OUTLINE

## Care and Use of Saws

*Materials Required: Rip saw and crosscut saw*

Captain

Teammate

We are members of the 4-H Handicraft Club located at....., Arizona. We have.....members in our club and all of us enjoy our work very much. I am....., the captain, and my teammate is..... We will demonstrate to you the care and use of saws.

(Acknowledge introduction.)

The saw is one of the oldest tools in history and dates back 6,000 or 7,000 years ago. The oldest saw blades known were made of obsidian and are now in a museum at Philadelphia. Each age saw an improvement in saws until now we have the steel saws in use today. Many of you have probably seen the saws of stone which the Indians used years ago. My teammate will continue the demonstration by discussing the principal characteristics of saws.

There are two general classes of saws, the continuous and reciprocating. Examples of the continuous type are the band saws or circular saws. There are many types of reciprocating saws ranging in size and use from the large crosscut saw to the small compass saw. Crosscut saws are used to cut across the grain of the wood whereas rip saws are made to cut with the grain of the wood.

(Show position of figure designating size.)

Hand saws are designated as 8-point, 10-point, etc., the figure being found on the blade near the handle. This refers to the number of points per inch, and you will notice on close inspection that there is one less tooth than the number of points per inch. Saws may be skewback or straight. This saw I have is straight. The skewback saw is lighter in weight whereas the straight-back saw has a stiffer blade.

## Captain

(Show set of saw.)

I have here the two types of saws in most common use today: the crosscut saw and the rip saw. I shall discuss and compare these saws.

Notice this crosscut saw carefully, note that the teeth are pointed and are filed with a bevel of about twenty degrees. In the rip saw the teeth are practically a set of vertical chisels, each one chopping out a small piece of the board. The angle at which the teeth are set is also different in the two saws. An 8-point crosscut saw is best adapted for general work. For finer work a finer saw should be used.

While we do not have the time to go into the sharpening of saws, we should like to point out briefly the procedure. Before filing it may be necessary to "joint" the saw, that is, make the teeth all of equal height. This is done by running a mill file lengthwise over the teeth until the points are all in a straight line. It may also be necessary to shape the teeth somewhat. After jointing, the proper amount of set must be put into the teeth. The saw is now ready for filing. My teammate will discuss the care and use of the saw.

## Teammate

All saws have a certain amount of set in order that they may clear themselves when cutting. The set is equal to not more than one half the thickness of the tooth and is put into a saw by springing the upper half of each tooth alternately, the one to the right, the other to the left. More set is needed in sawing green or wet wood than the hardwoods. My teammate will now discuss the characteristics of the most common types of saws.

(Show beveled tooth of crosscut and straight tooth of rip saw.)

It is essential for best work that the saw be kept sharp. Proper care also requires that the saw be kept from rusting. When finished with a saw, an oily rag should be

## Captain

## Teammate

(Illustrate proper method of holding.)

(Could illustrate proper sawing form.)

(Illustrate angle of cut.)

rubbed over the face; sperm oil being probably the best for this purpose. When put away, care should be used that no other tools will come into contact with the teeth of the saw. There are also a few points in regard to the use of the saw which are of importance. In holding the saw, the forefinger should extend along the handle as this aids in guiding it. To start the cut, place the blade on the waste side of the cut, support the side of the blade with the left thumb and draw the saw toward you several times until a groove has been cut which the saw will easily follow. Then continue with full, easy strokes, care being used not to force the saw.

Keep the saw high enough not to hit the ground. Care should also be taken that no nails are in the path of the saw. Long, easy strokes without forcing should be used. The crosscut saw should be held at an angle of about 45 degrees. Never twist off pieces of waste with the blade of the saw. With the rip saw, the angle should be approximately 60 degrees.

This concludes our demonstration. Are there any questions you would care to have us answer?

## SUGGESTED SUBJECTS FOR DEMONSTRATIONS

## Home Economics

Hemmed patch	Seams and finishes for undergarments
Buttonhole	Mitered corners
Table setting	Colors suited to the individual
Salads	Set-in patch
Mixing muffin batter	Bound buttonholes
Refinishing furniture	Double mitered corners
Packing a school lunch	Working buttonholes
Making gingerbread	Steps in taking and making hems in dresses
Napery hem	Testing jars and rubbers
Equipment for sewing	Judging canned (or baked) products
Making a set-on patch	
Types of seams and where and when to use them	

## Agriculture

Making a rope halter	Posting a fowl
Dehorning	Caponizing
Fitting livestock for showing	Germination testing of seed
Sharpening tools	Transplanting
Feeds for livestock	Treating seed potatoes
Grading and packing eggs	Use of flowers for decorative purposes.
Candling eggs	

## JUDGING TEAMS

Judging by 4-H Club members has several advantages. In the first place it establishes definite standards of perfection in the minds of club members and creates the desire to attain these high standards in their projects. Judging also teaches closer observation and develops self-assurance and good sportsmanship among those competing in the contest.

Training in judging should be given throughout the year. For example, as garments are completed in the clothing clubs the girls should judge them, giving reasons for their placings. Crops and livestock may be judged at various times throughout the year as available.

In order that they may become thoroughly acquainted with the principal points, score cards should be used in the early training of club members in judging. As they become more experienced the score cards should be discarded and the classes judged by comparison. During the early training period, reasons may be written out in order to get the proper form in mind. Oral reasons should be used later. It is very helpful after the reasons have been given for the judge to place the class and then to discuss the reasons for his placing.

Club members should be urged to enter all local contests in order to obtain all the experience possible. Members for judging teams should be selected in contests open to all. The rule has been arbitrarily adopted that four articles or animals shall constitute a class; for example, four tea towels, four dairy cows, etc. The number of classes depends on their availability and on the training and experience of the contestants. Home economics teams are generally made up of two members, whereas livestock judging teams may be made up of two or three members. Dairy judging teams are composed of three members. Home economics teams judge sewing, canning, and baked products. Agricultural teams judge dairy cattle, beef cattle, poultry, sheep, and swine.

## CONDUCTING JUDGING CONTESTS

Suitable classes should first be selected and designated A, B, C, and D, or 1, 2, 3, and 4 as preferred. The classes should also be placed by the judge. The number of officers for the contest will depend on the size of the contest. There should be a superintendent in charge, a clerk to keep the records, a timekeeper, an as-

sistant in charge of each ring or class, a judge, and if oral reasons are given, someone to hear and score the reasons. Additional individuals may be needed to score the placing cards.

There are several methods of handling the placing cards. One very good method is to clip together the number of placing cards needed by one individual with an extra card on top (it may well be a colored card to distinguish it from the others) carrying a number and a place for the contestant's name. All cards clipped together in one group must carry the same number. The contestant puts his name on the top card and hands it to the superintendent in charge of the contest. The contestant is now known by his number only, each of his placing cards having on them the same number as the top card he turned in. On the placing card he writes merely the name of the class and his placing. As he finishes judging each class, he turns in his placing card to the one in charge of that particular class.

Rules for the contest should be announced previous to the judging. There should be no conversation between the contestants. Fifteen minutes are allowed for each class with a warning being given three minutes before time is up. Contestants are permitted to take notes to be looked over previous to the giving of oral reasons. Two minutes will be allowed each individual for the giving of oral reasons. The following is a judging contest score card which may be used to score the placing cards if desired:

ABCD	100	BACD	85	CABD	70	DABC	55
ABDC	85	BADC	70	CADB	55	DACB	40
ACBD	85	BCAD	70	CBAD	55	DBAC	40
ADBC	70	BCDA	55	CBDA	40	DECA	25
ACDB	70	BDAC	55	CDAB	40	DCAB	25
ADCB	55	BDCA	40	CDBA	25	DCBA	10

## GAMES

Recreation is an essential part of a club meeting. Boys and girls should learn to play together not only because of the teamwork developed but also because of the opportunity it offers to bring them closer together. Much inexpensive equipment may be gotten together for use in the club meeting by a games committee. It may lend additional interest to the recreational period to form several games committees—one committee in charge of each meeting—and see which committee has the most interesting meeting.

## MUSIC

Every 4-H Club should have a song leader in charge of the singing. He should know the songs and be able to effectively lead the members in their singing. Songs learned should include "Arizona," "Dreaming," "The Plowing Song," "Health Song," and one or two fun songs, popular songs, and greeting songs.

## ARIZONA

Come to this land of sunshine  
To this land where life is young,  
Where the wide, wide world is waiting,  
The songs that will now be sung.  
Where the golden sun is flaming  
Into warm, white, shining day,  
And the sons of men are blazing  
Their priceless right of way.

## CHORUS

Sing the song that's in your hearts,  
Sing of the great Southwest.  
Thank God for Arizona  
In splendid sunshine dressed,  
For thy beauty and thy grandeur,  
For thy regal robes so sheen,  
We hail thee, Arizona,  
Our Goddess and our Queen.

Come, stand beside the rivers  
Within our valleys broad;  
Stand here with heads uncovered,  
In the presence of our God!  
While all around about us,  
The brave, unconquered band  
As guardians and landmarks  
The giant mountains stand.

## (CHORUS)

Not alone for gold and silver  
Is Arizona great;  
But with graves of heroes sleeping  
All the land is consecrate!  
Oh, come and live beside us  
However far you roam,  
Come, help us build up temples  
And name those temples "Home."

## (CHORUS)