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University of Arizona

COLLEGE OF AGRICULTURE
AGRICULTURAL EXTENSION SERVICE



COMPILED BY
EMIL M. ROVEY

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College of Agriculture, Agricultural Extension Service

Chas. U. Pickrell, *Director*

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THE SYMBOLS OF 4-H CLUB WORK

The 4 H's

The 4 H's in Club work stand for head, heart, hands, and health. They represent the fourfold training and development which club members undergo. Their interpretation is clearly given in the following creed:

The creed

"I believe in Boys' and Girls' 4-H Club work for the opportunity it gives me to become a useful citizen.

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

I believe in the training of my heart for the nobleness it will give me to be kind, sympathetic, and true.

I believe in the training of my hands for the ability it will give me to be helpful, skillful, and useful.

I believe in the training of my health for the strength it will give me to enjoy life, resist disease, and make for efficiency.

I believe in the United States of America and in my responsibility for their development.

I am, therefore, willing to devote my efforts for the fulfillment of these things which I believe."

The emblem

The National 4-H emblem is a four-leaf clover with the letter "H" on each leaf. The H's stand for head, heart, hands, and health. The four-leaf clover signifies good luck and achievement. The emblem is protected by a copyright held by the United States Department of Agriculture.

Colors (green and white)

The white background of the 4-H flag symbolizes purity, and the green of the 4-H emblem is nature's most common color in the great out of doors and is emblematic of springtime, life, and youth.

HEALTH AND ATTRACTIVENESS

COMPILED BY EMIL M. ROVEY

We all want to be attractive and well liked. We want to make friends and keep our friends. There are a number of things that will help us achieve this desire. Good health is often the foundation of our attractiveness.

The following pages are your notebook. There is a sheet for you to check some of your good points and bad points. Every girl and boy have some things attractive and some things unattractive about themselves. If we know ourselves or see ourselves as others see us we can often correct the bad and make the good better.

Several club meetings during the year should be devoted to the study of health.

CHECK YOURSELF

In Column A check your good points.

In Column B check the points on which you need to work.

Cover up check mark in Column B when accomplished (colored stars could be used).

Health

	Column A Good points	Column B To improve
Do I sleep and rest 10 or 11 hours each day?		
Do I have a regular elimination (regular bowel movement) each day?.....		
Do I have good body posture (see p. 6).....		
Do I brush my teeth at least twice each day?		
Do I play or work in the open air and sunshine 2 or 3 hours daily?.....		
Do I wear clothing that is loose enough not to bind or make a red mark on my skin?		

Clothing

Do I keep my garments clean and pressed?		
Do I keep fasteners and buttons sewed on?		
Do I keep holes and runs in stockings and socks mended?.....		
Do I polish and clean my shoes regularly?.....		

	Column A Good points	Column B To improve
Do I have the heels level?.....		
Do I wear becoming styles?.....		
Are my colors becoming?.....		
Are my clothes suitable to the occasion?.....		
Food		
Do I get 1 quart of milk each day?.....		
Do I eat two or more servings of leafy, green, or yellow vegetables each day?.....		
Do I have one or more servings of to- matoes or citrus fruit each day?.....		
Do I have two or more servings of po- tatoes and other fruit and vegetables each day?		
Do I eat one serving of meat, poultry, fish, cheese, or dried beans each day?.....		
Do I eat an egg each day?.....		
Do I eat a whole grain cereal each day?.....		
Do I eat whole wheat or enriched bread at every meal?.....		
Do I eat only enough fats and sweets each day to make my food palatable?.....		
Do I eat at regular hours three times each day?.....		
Community		
Do I know whether or not the water supply is safe?.....		
Do I know whether or not the milk supply is safe?.....		
Do I help control the flies?.....		
Do I help control the mosquitoes?.....		
Do I help prevent accidents?.....		
Grooming		
Is my skin clear, healthy colored, with no blemishes?.....		
Is my hair glossy, free from oil and dandruff, and neatly arranged?.....		
Are my hands clean, soft, and my nails well shaped and clean?.....		
Is my body clean and free from odor?.....		

Column A	Column B
Good points	To improve

Personality

Am I unselfish and willing to share?
Do I refrain from "bossing" people? Am I pleased when others as well as I receive offices and honors?.....

Am I courteous and considerate of others and polite even under trying conditions?.....

Am I friendly? Do I smile and help make people feel happy? Do I speak kindly to others?.....

Am I dependable? Do I keep promises, act on committees, and return borrowed articles?.....

Am I punctual? Am I ready for meals and on time at school?.....

HOW I AM TO IMPROVE MY HEALTH AND ATTRACTIVENESS THIS YEAR

Select from Column B one or two things from each group to work on this year. List them below and list them in your Record Book with the other things you are to do this year.

.....

.....

.....

.....

You will read on the next few pages rules that will help you to have good health and to be more attractive.

You may get other information from books, magazines, or papers. These may be pasted on the scrapbook pages.

NUTRITION

We must eat foods that will supply *building material*—they make us grow and develop normal body stature. We must eat food that will supply *energy material*—they keep us warm and supply us with strength to work and play. We must eat foods that *regulate the body processes*—they keep our bodies in working order. A lack of any of these food materials may be shown by tired bodies with stooped shoulders and feet that lag, dull eyes, defective teeth, poor complexion, and oily hair.

POSTURE

Posture is determined largely by well fitting garments, good nutrition, freedom from fatigue, and good habits.

Good posture gives a simple dress or everyday suit style and smartness.

Signs of good standing posture

1. Feet parallel.
2. Weight balanced equally upon ball and heel of foot.
3. Abdomen flat.
4. Back—normal curves not exaggerated.
5. Shoulder blades — flat across back.
6. Shoulders even.
7. Head erect.
8. Ear, top of shoulder, hip bone, knee and ankle bone carried in a straight line.



Signs of good sitting posture

1. Hips well back in chair. Weight resting on full length of thighs.
2. All bending forward should be done from the hips.
3. Back should be flat.
4. Work should be raised to prevent drooping the head.
5. Feet should be placed together, parallel, and with one slightly in front of the other. The weight should be on the outer edge of the feet.

GET YOUR FIGURE IN LINE

If you do not have good posture these exercises will help you. Remember though, a well-balanced diet, plenty of rest and sleep, and well-fitting clothes help, too.

1. Stand with your heels about 4 inches out from the wall. Place your hips, shoulders, and back of head against the wall. Stretch upward, pull hips under, and touch small of the back to the wall.

2. Stand with your arms at your sides. Move your arms outward and stretch them upward until your hands touch above your head. Lower arms keeping the body in the straight position.

3. Walk around the room with a book balanced on the head. Also walk up and down stairs keeping the book balanced on the head.

CARE OF FEET

Selection of shoes and stockings

Check the shoes you buy for eight points:

1. Straight inner line to follow the line of the normal foot.

2. Length should extend $\frac{1}{2}$ to $\frac{3}{4}$ inch beyond great toe.

3. Width same as foot or $\frac{1}{4}$ inch narrower.

4. Full upper so there is no crowding of toes or pressure from toe caps and seams.

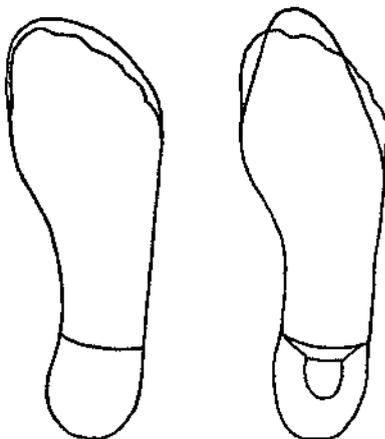
5. Broad low heel to serve as a firm foundation for the body.

6. Close fitting heel.

7. Flexible shank to allow free movement for arch muscles.

8. Flexible sole.

Select stockings or socks that are from $\frac{1}{2}$ to 1 inch longer than the foot.



Effects of high heels and pointed toes

1. Corns and bunions.

2. Poor posture.

3. Weak flat feet.

4. Unsettled nerves which make for cross disposition.

5. Displacement of organs of the body.

Foot exercise

1. Pick up pencil or marble with the toes.

2. Stand with feet parallel, 6 to 8 inches apart. Rise on the ball

of the foot, twisting heels inward and trying to grasp the floor with the toes.

CARE OF SKIN

1. For a clean skin, wash with a mild soap and lukewarm water each day. Rinse well. Don't forget neck and ears! Use your own towel and wash rag.

2. For a clear skin, drink 6 to 8 glasses of water daily, eat proper food, exercise, and keep toilet articles such as powder puff clean.

3. For a soft skin, lotions or creams may be used.

CARE OF HAIR

1. For clean hair, wash frequently to keep free of dirt, dandruff, and excess oil.

2. For shiny and glossy hair, brush daily to help keep it clean and to make it glossy. Eat proper food.

3. For neat, well-groomed hair, comb and arrange daily.

CARE OF BODY

For a clean body: (1) Take a bath daily (sponge or full bath); (2) use deodorants when needed; and (3) remove hair from underarm when necessary.

CARE OF HANDS

1. For clean hands, wash several times a day and rinse well.

2. For soft hands, dry well after washing. Use lotion or cream when needed.

3. For attractive nails, file nails to keep shape (do not bite nails), push cuticle back as you dry the hands, use cream or lotion on cuticle if it cracks. If nail polish is used it should be a natural shade to blend with the skin.

CARE OF CLOTHING

1. To have neat and clean clothing

a. Hang up dresses, shirts, or trousers when you take them off. They will not need to be pressed so often.

b. Arrange the clothes closet so that all garments may be hung on hangers, shoes are off the floor in boxes or shoe racks, hats are in boxes or on stands, and soiled garments are in laundry bags, baskets, or a box.

c. Arrange dresser drawers so different kinds of garments and articles are separated (in boxes, in sections made by partitions, or in cases).

d. Wash stockings or socks, undergarments, dresses, and shirts frequently. Wear clean socks or stockings and underwear daily.

A mild soap dissolved in lukewarm water is used to wash rayons, woolens, and silks. Rinse two or three times in lukewarm water. Squeeze water through material—never rub. After last rinsing lay garment in Turkish towel and press out excess water.

Hang on hanger or rod to dry. Do not use clothespins. For further directions in washing garments see *Washing Fine Fabrics*, C-71.

e. Press and iron clothing when needed. A low temperature iron should be used for all rayons. Acetate rayons melt when a hot iron is used. Rayons and fine cottons should be ironed or pressed on the wrong side with final press on the right side with a cloth under the iron. Woolens should always be protected by a pressing cloth.

f. Keep shoes cleaned and well polished. Have new caps put on heels to keep them level. When shoes get wet and muddy, clean them, place shoe trees in shoes or stuff with dry crumpled paper, and dry away from extreme heat. When shoes are dry, polish or oil them with castor oil or unsalted tallow or fat.

2. To have clothes in good repair

(Directions given in 4-H clothing bulletins.)

a. Sew fasteners and buttons on as soon as they become loose.

b. Watch heels and toes of stockings and socks for thin places. Darn them before there is a hole. Mend runs or holes in leg of stockings.

c. Mend rips and tears in garments as soon as they appear.

3. To conserve clothes

See *Extension Circular HD-C73*, "Pack Away Your Winter Clothing."

a. In summer pack woolens away clean with paradichlorobenzene flakes in a tightly sealed place.

b. Keep rubber goods clean, dry, and in a cool dark place.

c. Keep leather goods clean and pliable.

HOW TO GET ALONG EASILY WITH OTHERS

Social relations

Getting the most satisfaction out of living together is life's greatest art. This applies to all situations alike—in family, neighborhood, school, church, club, or business associations. The most popular people are those whose hearts are filled with genuine friendly consideration for others and who show it by helpful, kindly deeds and expressions. Good manners, if not the very foundation of success, are the handrail along the steep path to brilliant achievement.

Good manners

Good manners spring from a kindly heart and consideration of the rights and feelings of others. Rules of good behavior are designed to avoid embarrassing situations and to help people do and say the right thing at the right time. If these things are done skillfully it makes contacts with other persons easier and more pleasant. All the best in a person thrives and finds expres-

sion in an atmosphere of helpful friendliness. Great growth comes when you help others in this way. Good manners are acquired only by constant endeavor.

Introductions

We meet new people every day. What are the rules for introductions that provide an easy beginning for a good friendship?

1. Men are presented to women: "Miss Brown, may I present Mr. Baker." Or "Miss Mary Brown—Mr. Thomas Baker"; or "Miss Brown, this is Mr. Baker." Be sure to speak the names distinctly. For young people under 15, "Olive Jones, this is Donald Smith." Then say something to start them talking—"Donald is a second year dairy calf club member—won first at the county fair. Olive is in her third year clothing and second year meal planning—won sweepstakes for the best exhibit last year. She lives at Four Corners." Young ladies and girls are presented to very old or venerable men.

2. A young person is presented to an older one, and an unmarried to a married person unless there is a very great difference in age.

3. Response—simply "How do you do." Then start a conversation to find out about the new acquaintance or talk about mutual interests. Train yourselves to remember names—repeating them during the conversation helps. Worth-while friendships require time to grow. Proceed cautiously and carefully in your conversation.

4. Two men on being introduced shake hands. Whether you shake hands with an older lady depends upon her. She will extend her hand if she desires to do so. Do not refuse a hand even though it may be the grimy hand of a child.

5. You may introduce a newcomer or a friend to a group by saying "Friends, this is John Hamilton, a friend of ours from Detroit." John smiles and bows. Then introduce him to some one and ask them to circulate among the group.

Conversation

Conversation offers the best opportunity to learn and express interest and friendliness toward others. Some rules of conversation are:

1. Be a good listener—do only part of the talking.
2. Be careful of what you say, how it is said, and to whom you say it.
3. Find good things to say about people, if you talk about them. Avoid critical remarks.
4. Be careful not to interrupt; do not monopolize the conversation; draw others into it.
5. Talk about current affairs, good books; tell anecdotes if they fit in.
6. Watch your attempts at humor; do not make misstatements in an attempt to be funny, they may be misunderstood.

7. Keep the conversation flowing; avoid tiresome topics; do not talk about yourself or your affairs unless asked a direct question; return the conversation to other channels quickly.

8. Avoid slang; use good English.

Table manners

Good table manners are an evidence of good breeding. Rules for good table manners are:

1. Ladies precede their partners into the dining room.

2. The man on the left is the lady's dining partner. He sees that she is seated comfortably.

3. The hostess indicates when to be seated and when to begin eating. If you are not sure of how to proceed follow her example.

4. Do not hurry; it is often the cause of accidents.

5. Serving dishes are provided with spoons or forks for food which requires them. Use fingers only for firm foods which will not soil the fingers.

6. Never touch with your fingers any food not kept for yourself or not put on your own plate.

7. Second helpings: answer "Yes, thank you" or "No, thank you" as you desire. When passing your plate for second helping leave knife and fork on plate parallel to each other and on one side.

8. One should be careful not to give a poor impression by eating too fast, chewing with the mouth open, or talking while the mouth is full. A tooth pick should not be used in the presence of others.

9. Leave the table only when the hostess indicates or when excused for some unavoidable reason. Thank your hostess (or host) for the pleasure of the occasion when you leave.

General situations

When you receive a written or verbal dinner or an "R.S.V.P."¹ invitation, reply immediately. Be prompt at appointments. Above all things, be prompt at dinner engagements. As a guest in a home, inquire about the times meals are served. If you are a heavy sleeper request them to wake you in time for breakfast. Be prompt for meals. Be cheerful, clean, and neat on all occasions. Your reputation is being made with your hosts.

Join in conversation but if an argument develops do not take sides. Do not join in criticisms even if your hostess is making one. Contribute to a happy, even flow of conversation.

Whenever you receive a favor, thank the person doing it. Use "thank you's" on every suitable occasion—too many rather than too few.

When you return from a visit write a "bread and butter" thank you letter. Make it warm and genuine. This should be written to

¹"R.S.V.P." is an abbreviation of a French expression which means "reply if you please."

the host or hostess or to the sponsors, the chaperones, or ones in charge, or the donors of prizes, trips, etc., in which you may have taken part. This is the very least you can do by way of showing your appreciation. It is unpardonable to omit this courtesy.

When you receive money from home, be prompt in your "thank you" letter. When mom and dad do something or give you something—and they are doing it all the time—use a "thank you mom" or "dad." That is the least you can do.

All parties and trips should have a chaperon.

When you are on a trip with a party stay with the party. Do not leave except with the express approval and understanding of the chaperon or person in charge. Return promptly and as agreed.

If you are lost in a city or need information, ask a policeman or go into a store and ask a clerk or use the telephone. Do not talk to strangers. Look straight ahead when passing down the street. Watch your step at crossings. Go with the light. Do not hurry.

At dances a girl is on secure ground only where there is a chaperon and she has an escort. There is no occasion for dancing with a stranger. A gentleman can arrange an introduction if he really wants one. A girl may decline to dance with a gentleman by saying "Thank you, I prefer to sit this one out."

At a movie the lady follows the usher down the aisle. If there is no usher the lady follows her escort who steps aside while she takes her seat. The lady follows her escort out.

On the street the gentleman walks nearest the curb. He assists the lady in and out of the car.

Do not chew gum in public.

MY SCRAPBOOK
(Clippings, pictures, and notes)

Examine them carefully to see that they are really helpful and worth while, rather than just advertisements of some commercial product.

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HEALTH

"He who has health has hope,
And he who has hope has everything."
—Arabian Proverb

PLEDGE

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.

THE NATIONAL 4-H CLUB MOTTO

The 4-H motto, "To Make the Best Better," should be the aim of every club member and leader.

SLOGANS FOR EVERY CLUB MEMBER

The following are suggested slogans:

"To win without bragging, and to lose without squealing."

"Learn to do by doing."

"Plan the work--work the plan."

"To beat my own best record."

"To be true at all times to the 4-H pledge."

"To be a good co-operator in all worthy undertakings."

"To be a willing follower or a worthy leader in my turn."

"To be your own best exhibit."

THE 4 H's

One leaf is for Head,
And one is for Hand,
And one is for Health,
You know,
And God put another
One in for Heart,
If you search you
Will find
Where they grow.

But you must have hope,
And you must have faith,
You must love and
Be strong, and so,
If you work, if you wait,
You will find the place
Where the Four Leaf
Clovers grow.

