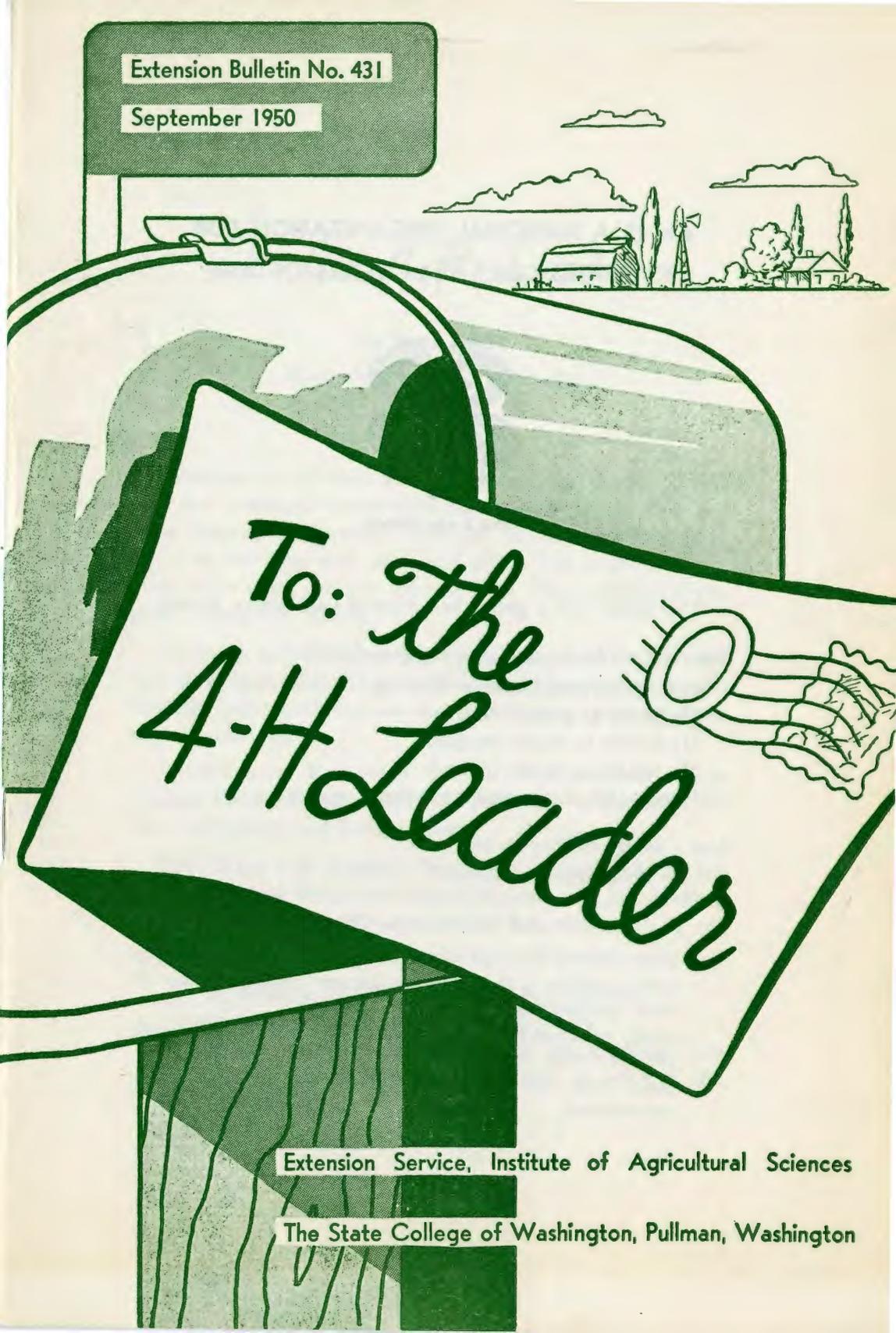


Extension Bulletin No. 431

September 1950



To: The  
4-H Leader

Extension Service, Institute of Agricultural Sciences

The State College of Washington, Pullman, Washington

**4-H IS A NATIONAL ORGANIZATION FOR  
BOYS AND GIRLS 10-21 YEARS OF AGE**



**This is our emblem**

The colors are a green background with white letters.

Four-H gives boys and girls a pledge to live by:

"I pledge my head to clearer thinking,  
My heart to greater loyalty,  
My hands to larger service,  
My health to better living,  
For my club, my community, and my country."

And a motto to live up to:

"To Make the Best Better."

The goals of 4-H club work are to help boys and girls be:

- good citizens through participation in community affairs.
- good neighbors through wholesome companionship in their community.
- good producers and efficient homemakers through project work.
- their best selves through good guidance in wider experiences.

# To the 4-H Leader

By Ruth Radir

Extension 4-H Club Specialist

Welcome to 4-H club work. You are joining over 200,000 men and women of vision who believe in boys and girls and their capacity for growth. You can do no more important job than working with boys and girls. The leadership you offer is the most valuable type known. The satisfaction you gain is deep and lasting.

Your job in 4-H is guiding young people. You cultivate our most important "crop" when you help boys and girls through projects, recreation, and community activities to be their best selves.

YOUR COUNTY EXTENSION SERVICE cooperates with you in bringing the opportunities of 4-H Club work to the 1,800,000 club members in the United States.

THE STATE AND FEDERAL EXTENSION SERVICES, authorized by the people of the United States through law, are working to make 4-H membership available to all youth.

4-H IS INTERNATIONAL

- in its scope with clubs in twenty-two countries.
- in its spirit of good will toward others.
- in its program of understanding and working with people no matter what race, creed, or color in the community.



## 4-H projects

Encourage boys and girls to plan a project, with their parents, that is suited to their farm and home. Project work is the main job in 4-H. They may choose from over thirty projects.

Beef	Sheep	Horticulture	Junior leadership
Bees	Swine	Bachelor's	Pheasant propagation
Dairy	Rabbits	Child care	Tractor maintenance
Forestry	Clothing	Craftsmanship	Food preservation
Gardens	Baking	Electrification	Home management
Goats	Entomology	Handicraft	Meal preparation
Potatoes	Field crops	Photography	Weather observation
Poultry	Horses		Home grounds beautification
			Soil and water conservation

Project work can make a real contribution to the enterprise of home and farm. It gives the club member something he can call his own, and helps him feel he is an important part of his family.

In some projects, such as gardening, the club members must do their work at home. At club meetings they learn to:

- use approved practices and materials.
- judge products.
- exhibit improved products.
- demonstrate practices that family and neighbors can use.

In other projects, like sewing or handicraft, members do some of their project work at club meetings. You'll find it worth while, in any case, to hold meetings at the home of each club member in turn.

Through your County Extension Service, you bring the best that science has discovered to your club members. See project bulletins and outlines for requirements in all 4-H projects.

*The local community* is where young citizens begin to take their part in the affairs of democracy. You can help them know their community by visits to health departments, libraries, processing plants, and the like.

Four-H boys and girls help in their homes and community by:

- inviting their folks to a picnic or rally.
- taking part in a cleanup campaign or Community Chest Drive.
- contributing to the safety of their farm and home.
- improving their own health and that of their community.



## *Size of a club*

The number of families, and how close they live together helps determine how many members your club should have. You will want five or more members so that club meetings can give them fellowship, fun, and experience in planning, working, and doing business together.

### ***the 4-H project club***

If they have the same project, the club is a 4-H Project Club. Large or small, it's fun and worth while to get together with other clubs occasionally

When some members carry a different project from the others, it is a multiple-project club. You will want to guide them in their selection so the club has no more than two or three projects.

Older boys and girls often want to take more than one project at one time. As they grow in experience, encourage them to increase their projects and to undertake several different ones.

In a large club or a multiple-project club, you will want a junior or assistant leader to help you.

### ***the 4-H community club***

If two or more clubs get together and plan, benefit by sharing each other's project work, and have good times, it is a 4-H Community Club. The Community Club can

- plan how to serve in the community.
- have social events.
- have demonstration programs.

### ***individual 4-H work***

A boy or girl may live too far from others to join a club. With your help, he can be a member of 4-H and share its benefits. You can get from your County Extension Service the materials he needs and show his parents what he can do to complete his project and keep his *4-H Record Book*.



## *What a 4-H club meeting is like*

A 4-H club meeting is a friendly gathering of boys and girls where they—

### ***learn through doing***

- how to carry on their project.
- keep records of what they have done.
- keep accounts of their purchases and earnings.
- carry on any business of the club such as planning a party, how to get in touch with clubs abroad, or how to help in their community.

### ***feel that the club***

- belongs to them.
- has important things to do.
- is a part of a big national organization with clubs in many other countries.
- has ideals to live up to.

### ***have good times***

- singing.
- playing games.
- working up skits or stunts.
- eating together.



## *Your job as a leader*

### ***demonstrations***

You help boys and girls in all their club activities to learn through doing. You use the demonstration method. This simply means you *show how* to do a particular practice,

such as measure flour, turn a hem, clean a spray gun, or mix feed for the calf.

The steps are:

- show how and tell why.
- give club members a chance to try.
- show and explain again, if necessary.
- let them practice.

As you use the demonstration method, you begin to call on boys and girls to demonstrate the next step in project work for the others. They learn, in this way, to give a method demonstration. See Extension Bulletin No. 412, *4-H Method Demonstrations*.

## ***judging***

As you work with club members on any phase of their project, you and they are constantly making judgments like good, better, best. You do this without thinking about it, talking about it, or planning to do it.

Judging in 4-H starts with this tendency we all have. You develop it like this:

- show them a topnotch product and point out its qualities, both good and bad.
- show a poor product so they can see the difference.
- as they work, emphasize the good things each has done.
- help them see the good things another member has done.
- encourage them to make adverse criticisms *only if* they can suggest something positive for their fellow members to do to improve.
- get them to want to improve.
- as they catch on, you can set up several classes of an article for them to judge.

In some projects, such as garden, home beautification, and livestock, your club will want to go on judging tours. In this way you help club members

- develop standards for products of farm and home.
- notice qualities of things they make, grow, and use.
- use evidence on which to base judgment.

## ***exhibits***

Club members have ideas on how to display the work of their hands. At the end of some project meetings, each has completed something to show the others.

For your club's first exhibits:

- set up their finished work at a club meeting.
- try different ways of displaying it.

An exhibit for parents:

- have this toward the end of the club year.
- make it a special occasion with refreshments and entertainment.

A community exhibit:

- plan it with neighboring clubs.
- have it at a meeting hall, in a store window or home.

After these experiences, your club is ready to take part in local and county fairs. They might be able to work with others on a special display for National 4-H Achievement Week or National 4-H Club Week, or have a 4-H float in your local festival or parade.

### ***keeping records***

Help members feel it is worth while to keep a record to

- have something they like to look at.
- show others what they have accomplished.
- be eligible for their 4-H pin at the end of the year.
- use to make new plans.

Use club time to write "What I did on my project today" in the *4-H Record Book*. One line will usually do to show what the member did at home and at the club meeting.

Have club members add a blank page to the *4-H Record Book* for pictures, such as a snapshot of the club and of themselves with their projects.

### ***help parents understand 4-H***

Clubs are successful when leaders:

- visit the parents of club members.
- invite them to club meetings.
- call on them to help plan and take part in community 4-H activities.
- put on 4-H programs at adult meetings.
- hold meetings, in turn, in homes of members, if possible.
- make parents feel they are essential for success in the 4-H program and that 4-H is valuable for farm, home, and community.

## *help find a sponsor for your club*

Granges, Farm Bureaus, civic clubs, all have youth committees. These committees are looking for chances to work with groups of boys and girls. Give them the opportunity to sponsor your club. Suggest that they can:

- cooperate in your local Demonstration Day, Achievement Day, fair judging tour.
- give educational awards, like a tour or trip that helps club members grow.
- help club members put their work before the community during National 4-H Club Week.
- help make National 4-H Club Sunday meaningful in the lives of 4-H'ers and the community.
- provide leadership when needed.

You and your 4-H Club accomplish more for the club and the neighborhood if you have community backing.



## *Where you can get help*

Your County Extension Agents aided by the Agricultural Extension Service of The State College of Washington cooperate with you.

They provide:

- project outlines.
- bulletins on projects.
- 4-H Record Books* and *4-H Secretary's Books*.
- help in organizing your club.
- guides on enrollment.
- bulletins on method demonstration, judging, and exhibiting.
- aids on recreation and health.

Your County 4-H Council helps you and your club—

Get acquainted with experienced leaders who may invite you to visit a club meeting.

Plan project work or activities for your club.

Understand the county program of 4-H Club work and take part in planning it.

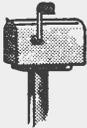
Participate in county-wide activities such as:

- rallies.

- picnics.
- Demonstration Days.
- fairs.
- county camp.
- Achievement Day.

Get training in:

- demonstrations.
- judging.
- exhibiting.
- project work.
- keeping records.



## *Your neighborhood needs 4-H*

Talk with interested parents, and boys and girls.

Team up with your County Extension workers and get necessary materials from them.

Hold a meeting of interested leaders, parents, and boys and girls.

Explain the aims of 4-H Club work and the fun, friendship, and community activities that it gives.

Have an experienced club member tell what he does in 4-H:

- carries the project he chooses to completion.
- attends meetings.
- keeps records and accounts.
- exhibits his products.
- learns to judge.
- gives demonstrations.

Tell what projects the club member may carry.

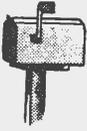
Have those interested sign up and write by their names the project they prefer.

Get the names and addresses of parents or other interested adults.

Give boys and girls Application-for-Membership cards for parents to sign.

Start with a small interested group. Your club will grow as it proves its worth.

Follow up with visits to homes. Help parents and boys and girls together decide on suitable projects. A good word about a son or daughter always pleases the parents.



## 4-H enrollment

Get the signed Application-for-Membership cards from boys and girls.

- put the names on Form R-8, *Active 4-H Membership List*, which you can get from your County Extension worker.
- sign and return this list to your County Extension Service.
- give each club member a 4-H membership card. Your County Extension Agent will send these to you when you have returned the R-8 Form. Club members can carry this card in their billfold; it admits them to the State 4-H Fair.
- send any corrections in membership in writing to the County Extension Office as they occur, before final enrollment date, June 15.
  - new members.
  - change of address.
  - change of project.
  - inactive members.

Be sure your 4-H members understand that all projects must be completed to qualify for completion at end of club year.

In 4-H Club work, once a member, always a member. Your County Extension Service keeps a permanent record card for every boy or girl who enrolls. If he becomes inactive, he can join a project club again without filling out another application. Some counties send out enrollment cards each year to get project intention.

See the *4-H Secretary's Book* for help in planning and conducting the first club meetings.



## First 4-H club meeting

### 4-H is fun — it's friendly

Play any simple lively game about 15 minutes.

Example: "Hot Potato," "Give."

Get recreation materials from your County Extension Agent.

### ***4-H has important things to do***

Tell about some of the tours and trips club members can plan and take. Have them think about what they can plan to do together for fun.

Help them feel that they belong to a

National club

Not more than 10 minutes

### ***4-H has ideals to live up to***

Learn the 4-H pledge

Not more than 5 minutes

### ***4-H has a job to do***

Have a display of articles made by club members who have worked a year or more on same project.

Tell club members some of the things they can do to start their projects. Let them decide what they will do.

Plan for next meeting

Not more than 30 minutes

—let one member volunteer to lead a game.

—ask them to think about whom they want for officers.

—ask them to think about a name for the club.

—decide on a regular date for meetings, such as second and fourth Wednesday after school.

—decide on the next meeting place. If possible, meet at each member's home in turn.

### ***4-H members can be relied on***

Not more than 10 minutes

Have a way of closing each meeting to help members have a feeling of belonging and of unity.

—all the members may stand in a circle.

—remind them what they need to bring to the next meeting, such as:

—project materials

—*Record Books*

—Sing a 4-H song and a patriotic song.

See Extension Bulletin, *Let's Sing with 4-H*.



## Second 4-H club meeting

Game — led by a member	15 minutes
Flag salute and 4-H pledge	
Elect officers	30 minutes

*In a larger club* you want to discuss committees that will be needed, such as:

- constitution.
- recreation.
- song-leading.
- program.
- health.
- membership.
- community service.

President asks for volunteers for committees.

*In a small club*, get every member on some committee.

Go over the constitution in the *4-H Secretary's Book* together

Plan activities together.

Members may take turns leading recreation.

Decide on a name for the club.

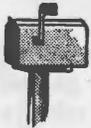
Project work. 30 minutes

As you show how, use the word "demonstrate."

Show them their *4-H Record Books*. 15 minutes

Closing as in first meeting 10 minutes

Show secretary, after the meeting, how to keep the *Secretary's Book*.



## How to help the officers

At the beginning of the year, you'll probably need to work with the officers outside the regular meetings and talk over the business for the next meeting. Think of yourself as a counselor or guide.

## ***president***

Help him to learn how to:  
open a meeting.  
handle motions and discussion.

## ***vice-president***

Help him be ready to take over in case the president is absent.

## ***secretary***

Have the secretary call roll.  
Show him *different ways* club members can respond.  
Explain what is important for the minutes of a meeting.  
Check to see if he is keeping his *Secretary's Book* up to date.  
Be sure he is ready each time to read the minutes of the previous meeting.  
Have him write letters and send notices as needed.  
Have him turn in his completed *Secretary's Book* at the end of the club year.  
Have him collect the club members' *Record Books* at the end of the club year.

## ***news reporter***

Have your club reporter:  
Fill out the club news card provided by your County Extension Service and send into the County Extension Agent right after the meeting. This will be used in local newspapers and in the County 4-H News sheet sent to you and all club members from your County Extension Office.  
Get extension Bulletin No. 418, *4-H Reporter's Handbook*, from your County Extension Agent.

## ***recreation***

Sometimes the recreation leader working with a committee plans and leads the games, stunts, relays, singing, folk games, and skits at each meeting. In some clubs each member takes a turn.

Check with the recreation leader to see if he has a plan for the next meeting.

You can get material with ideas for fun from your County Extension Agent.



## *Third 4-H club meeting*

Game led by member of recreation committee. 15 minutes  
Flag salute and 4-H pledge. 5 minutes  
Business — plan a trip to the County Agent's Office. 15 minutes

Project work. 30 minutes

As you show how, tell them you are demonstrating a method and that they can learn to demonstrate to help others.

How to keep records. 10 minutes

Closing. 10 minutes

If he needs it, give the president of the club further help after the meeting.



## *Fourth 4-H club meeting*

Roll call.

Ask members to answer with one sentence about their project. 10 minutes

Demonstration program.

Your club members may be ready to give simple demonstrations. Plan with them when each will give one at a club meeting. Record in the *4-H Secretary's Book* under "Program of Work."

Project work. 30 minutes

Fun led by recreation committee. 15 minutes

Closing. 10 minutes



## *Looking ahead in 4-H*

Attend your County 4-H Council meeting. Jot down dates of county events.

Use a club meeting, when you and club members feel ready, to plan for the rest of the year.

The 4-H Club year starts October 1 and ends September 30. Have your 4-H calendar on the wall.

Have the president show on the calendar county events such as:

- County Fair and County Camp.
- National Achievement Week in November.
- National 4-H Club Week in March.
- National 4-H Club Sunday in May.
- State 4-H Club Fair in late September at the State 4-H Club Fair Building in Yakima.
- National 4-H Club Congress in Chicago in late November, for boys and girls 14 and over who have been awarded trips as state winners in contests and project achievement.
- National 4-H Club Camp in Washington, D.C., for two boys and two girls 16 years old and over who are selected each year as the outstanding 4-H Club members in the state.

Have the club talk over what special events and activities they would like to take part in and fill in the calendar.



## *Completion in 4-H*

A member completes who

- carries out the project work he started.
- turns in to you his *Record Book* filled out to the best of his ability.

Completions in club work come when

- you have high standards.
- boys and girls take part in planning what they will do to meet these standards.
- parents understand 4-H and work with boys and girls at home.
- club meetings are friendly and fun.
- clubs meet throughout the year.
- clubs have meetings with other clubs and do things together in the community.
- club members feel they belong to an important organization with important things to do.

- club members feel they run their own affairs.
- clubs have a feeling of pride in the achievement of the group.

You send his *Record Book* to your County Extension Agent on the date agreed upon with him and your County 4-H Council. Your signature on the *Record Book* is usually taken to mean that the club member has completed his work to your, and his, satisfaction.



## *Recognition for 4-H club members*

Perhaps the most important recognition comes from day to day as you give a boy or girl a pat on the back for what he has done.

This may be for:

- effort he has made.
- being reliable in some small responsibility.
- thoughtfulness to others.
- accomplishment.

From month to month your club members have a chance to amount to something in their community by doing such things as:

- giving a demonstration for a rural or civic group.
- acting as a panel to explain 4-H Club work and put on a program of entertainment for such a group.
- putting up a window display for national 4-H Club Week to show what their club has done.
- giving demonstrations in a store window.
- putting on a radio program telling what they do in their club.
- helping out with community activities such as:
  - aid for crippled children.
  - helping needy boys and girls.
  - cleaning up a picnic ground.
  - decorating a meeting hall.
  - community fairs.
- having an international activity such as
  - corresponding with clubs in other countries.
  - exchanging scrap books and other materials.
  - making and sending needed articles.

Your club members each receive a 4-H pin at the end of the club year if they have completed their project work:

Bronze for the first and second years of club work.

Silver for the third and fourth years of club work.

Gold for the fifth and sixth years of club work.

Your club can receive a 4-H Charter granted by the Federal Extension Service at the end of its first year if you have:

—at least five members.

—a leader or assistant leader.

—elected officers.

—goals and program of work.

—held ten meetings.

—had a local exhibit.

—given at least one public demonstration.

—taken part in project judging.

—taken part in Achievement Day.

—at least 70 per cent completions.

For each succeeding year you can get a seal to place on your club's charter.

Fill out the card, *Application for 4-H Charter or Seal*, and send to the County Extension Office.



## *Your fellow workers*

### *the 4-H club junior leader*

If you can find a boy or girl in your community who has been in 4-H Club work for several years, have him or her work with your club as a junior leader. Even if he or she has had totally different project work, this junior leader can help with

—record-keeping.

—planning and conducting meetings.

—training 4-H officers.

—visiting 4-H'ers' homes.

—demonstrations.

—judging.

—exhibits.

—planning and carrying out special good times or community activities.

This young person can use junior leadership as his project. You can rely on him or her for lots of ideas and help. See

### ***an assistant leader***

In your neighborhood you may find a man or woman who cannot take full responsibility for a club, who is willing to work with you.

You can plan together to share the activities of the club in whatever way works out best for both of you.

### ***4-H Builders***

Four-H Builders are 4-H'ers 15 to 21 years of age in community or county-wide clubs, working together with community service as their chief activity.

If there is a Builders Club in your county, you can call on members for help. They may

- put on a model club meeting.
- give a simple demonstration.
- show club members how to keep records.
- help plan and carry out a 4-H officers' training school.
- show how to lead recreation activities.

### ***4-H leader trainers***

In some communities an experienced 4-H leader has given up his or her project club to help new leaders

- organize a club.
- get the new club started.
- bring training in any phase of 4-H Club work from the County Council meeting to the community council.

Ask your County Extension Agent if there is a 4-H leader trainer who can help you.

*More help for you:*

## MATERIALS ON PROJECTS

Project Outlines

*Aids Available—4-H Projects*, Extension Mimeo No. 661

Guide on Enrollment

Application for Membership

Form R-8, Active 4-H Membership List

4-H Membership Card

4-H Charter

4-H Club Seal

*4-H Method Demonstrations*, Extension Bulletin No. 412

*4-H Record Book*

*Secretary's Book*

4-H Leader's Kit

*4-H Leadership Health Guide*, Extension Bulletin No. 359

*Let's Sing with 4-H*, Extension Bulletin

4-H Leader's Health Kit

Mimeos on Recreation

*4-H Builders*, Extension Bulletin No. 394

*4-H Junior Leadership*, Extension Mimeo. No. 630

You can get all these materials from your County Extension Office.

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Published and distributed in furtherance of the Acts of May 8 and June 30, 1914, by The State College of Washington Extension Service, E. V. Ellington, Director, and U. S. Department of Agriculture cooperating.

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