

WASHINGTON

4-H

PROJECTS



EXTENSION AGENTS' GUIDE
TO
PROJECT SELECTION
AND
PRINTED MATERIALS

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MATERIALS FOR AGENTS' REFERENCE AND USE

The materials listed in the last section of this publication for Extension workers are not listed in A Leaders Guide to Project Selection and Printed Materials.

Some of the materials listed in this section are written as guides for your use in planning and conducting leader-training programs.

Several of the publications listed are of interest to only a limited number of leaders and might be used by them as they help members plan their demonstrations or prepare exhibits.

The materials on records and reports and those relating to organizational procedures have been listed in the leader's copy only as they apply to specific projects and are needed by club members. A complete listing is included in this section for your use.

A guide for the distribution of 4-H materials is included at the beginning of the special section.

GUIDE FOR DISTRIBUTION OF 4-H MATERIALS

New 4-H Clubs:

The Club

- 4-H Club Charter
- Active 4-H Membership List

Club Officers

- Meetings the 4-H Way - each club officer
- Secretary's book - club secretary
- Treasurer's book - club treasurer
- Mr. Chairman - club president
- Display and Use of the Flag - club president
- 4-H is News - club reporter
- The Social Game - recreation chairman

Each Member

- Enrollment card
- Identification card
- Project material
- Demonstration bulletin (according to age)
- 4-H Record Book (beginning or advanced)
- Permanent Record Sheets
- Project Record Sheets

GUIDE FOR DISTRIBUTION OF 4-H MATERIALS (continued)

Leaders

- Leader Enrollment card
- Leader Identification card
- 4-H Leaders Guide
- Project Leaders Guide
- Washington 4-H Projects, E.M. 1976
- All other material to be given during training program

CONTINUING 4-H CLUBS

The Club

- Achievement Seal for Charter
- Active 4-H Membership List for Re-enrollment

Club Officers

- Meetings the 4-H Way - new club officers
- Secretary's Book - club secretary
- Treasurer's Book - club treasurer
- Mr. Chairman - club president
- Display and Use of the Flag - club president
- 4-H is News - club reporter
- The Social Game - recreation chairman

Each Member

Continuing members will receive

- 4-H Record Book (Green or Red)
- Project Record Sheet(s)
- Members project material
- Members Identification Card

New Member

- Enrollment Card
- Record Book
 - Permanent Record Sheet(s)
 - Project Record Sheet(s)
- Members Identification Card
- Demonstration Bulletin (according to age)

Leader

Continuing leaders will get identification card and Washington 4-H Projects, E.M. 1976

New leaders will get Leaders Identification Card, Enrollment Card, Leaders Guide, Project Leaders Guide, and Washington 4-H Projects, E.M. 1976

CONTINUING 4-H CLUBS (continued)

Leader (continued)

Continuing Leaders

Identification Card
Washington 4-H Projects, E.M. 1976

New Leaders

Identification Card
Enrollment Card
Leader's Guide, E.B. 545
Project Leaders Guide
Washington 4-H Projects, E.M. 1976

ANIMAL SCIENCE

BEEF

- E.B. 513 Corrals
- E.B. 518 Tying Rope Halters
- E.C. 262 A Stepped-Type Loading Chute
- EMP 40 A Livestock and Meat Manual - Judging
- F. 1916 Beef Cattle for Breeding Purposes
- F. 2126 The Farm Beef Herd
- C. 84 A Beef Cattle Corral
- (2760) Livestock E.M.'s and Short Numbers 1959 - 1965
- (2496) Washington Purebred Beef Cattle List

DAIRY

The Dairyman goes to Market

HORSES

- E.M. 2020 Statement of County Extension Agent for Washington Horse Breeders Association, Inc. - 8/61
- E.M. 2021 Lease-Ownership Agreement, Washington Horse Breeders Association, Inc. - 8/59
- Commercial How to Care for the Feet of Your Horses and Mules
- E.M. 2310 Application Form and Lease Agreement for Palouse Empire Appaloosa Mare Award - 7/63
- E.M. 2311 Statement of County Extension Agent - 7/63
- (2406) 4-H Horse Material Bibliography - 4/63
- (2276) Registry Associations for Light Horses - 10/62

SHEEP

PNW 34 Sheep Handling Equipment for the Farm Flock
 E.B. 505 Irrigated Pastures for Sheep
 EMP 40 A Livestock and Meat Manual - Judging
 STA.C 314 Sheep Buildings and Equipment
 F. 1330 Parasites and Parasitic Diseases of Sheep
 F. 2058 Sheep Raising on the Farm

SWINE

E.M. 1782 Save Pigs with Farrowing Stalls - 7/59
 EMP 40 A Livestock and Meat Manual - Judging
 USDA L. 429 The Meat Type Hog
 F. 1263 Breeds of Swine
 F. 1787 Internal Parasites of Swine
 E. 506 Irrigated Pastures for Hogs
 STA.C 313 Wheat as a Fattening Feed for Washington Livestock

ARTS AND CRAFTS

CRAFTS

E.M. 545 Directions for Rug Making - 3/52
 E.M. 1458 Tile of Tin and Plywood - no date
 E.M. 1591 Score Card for Judging Crafts - 2/54
 E.M. 1805 Peasant Painting on Wood - 4/63
 E.M. 1815 Recreation, Crafts, and Hobby Helps - 3/57
 EMP 37 4-H Leather Craft - Helps for Beginners
 EMP 38 4-H Basketry - Helps for Beginners
 EMP 39 Silk Screen

COMMUNITY DEVELOPMENT

BUILDERS

M.P. 771 Helping Rural Youth Choose Careers
 E.M. 2106 Youth Program Handbook - 1/61
 E.M. 2119 Some Washington Teenagers Speak - 10/59
 PA 393 Broader Horizons for Senior 4-H Programs
 PA 531 Career Exploration - A Guide for Extension Workers

COMMUNITY SERVICE

E.C. 303 Chairman's Blueprint for a Better Meeting

ECONOMICS

AGRICULTURAL MARKETING

- P.A. 439 Extension Workers Guide
- P.A. 439A Guide to County Planning - a supplement to Extension Workers Guide

ENGINEERING

TRACTOR

- E.M. 1522 4-H Tractor Maintenance Visual Aids. This is a list of eight pages of movies and slides that are available at the WSU Visual Aids Department for use in this program. 1963
- EMP 17 4-H Tractor Operators' Contest
- Commercial Tractor Dealers' Guide - Manual and Demonstration Guide for Farm Machinery Dealer
- FT 53 Farm Tractors - Basic Principles, Operation and Maintenance

HOME ECONOMICS

CLOTHING

- E.M. 944 Score Card for Judging Clothing - 1/62
- E.M. 944A Training Aid for Judging Clothing - 11/58
- E.M. 1401 Information Sheet - Penney Clothing Award - 1963
- E.M. 1980 Score Card for Judging 4-H Clothing Activity Contests - 1/63
- E.M. 1980A Training Aid for Judging Clothing Activity Contest - 1/63
- E.M. 2409 Planning the Dress Revue - 5/64
- E.M. 2316 State 4-H Dress Revue Score Card - 8/63
- E.M. 2174 Acceptable Standard for Judging Clothing - 2/63
- E.M. 750 Score Card for Judging Dress Revue - 11/58
- E.M. 750A A Training Aid for Judging Dress Revue - 11/58
- E.M. 2251 December 1964 - "1965 Clothing Activities" (Rev.)

FOODS AND NUTRITION

Additional References and Training Aids

- P.A. 599 Improving Teenage Nutrition - 1963
- E.M. 2364 4-H Foods and Nutrition Projects - Rev. 8/65
- E.M. 3004 1965-66 4-H Foods and Nutrition Activities (Rev. 8/65) (Ready in September)

Additional References and Training Aids (continued)

E.M.	322	Rating Sheet for Meal Preparation - 1964
E.M.	323	4-H Meal Preparation Work Sheet - 1963
E.M.	413	Training Aid for Judging Table Setting - 1951
E.M.	532	Meal Planning and Serving Training Aid - 6/65
E.M.	542	How Much Are You Getting When You Buy - 1957
E.M.	554	Score Card for Baking Powder Biscuits - 1951
E.M.	555	Training Aid for Canned Vegetables - 1964
E.M.	556	Training Aid for Judging Canned Fruit - 1964
E.M.	557	Training Aid for Judging Shortened Cakes - 1951
E.M.	558	Training Aid for Judging Cookies - 1951
E.M.	559	Training Aid for Judging Muffins - 1951
E.M.	570	Hostess and Host Meal Service Training Aid - 1951
E.M.	572	Training Aid for Judging Yeast Bread - 1958
E.M.	647	Training Aid for Sponge Cakes - 1953
E.M.	648	Training Aid for Judging Rolled Cookies - 1951
E.M.	649	Cooked Frostings - Training Aid - 1951 (with egg white)
E.M.	650	Cooked Icings - Training Aid - 1951 (without egg white)
E.M.	651	Training Aid for Yeast Rolls - 1951
E.M.	652	Fruit Pie Fillings - Training Aid - 1951
E.M.	653	Training Aid for Frozen Vegetables - 1951
E.M.	655	Pastry - Training Aid - 1951
E.M.	656	Training Aid for Judging Frozen Poultry - 1951
E.M.	657	Training Aid for Judging Frozen Fruit - 1951
E.M.	658	Eggs - Training Aid - 1960
E.M.	669	Evaluation of Frozen Fish Quality - 1950
E.M.	685	Training Aid for Food Preservation Contest - 1961
E.M.	719	Meal and Food Preparation Information - 1962
E.M.	871	Day's Meals to Judge (Rev.) - 1958
E.M.	900A	Meal Preparation Jr. Division (Rev. '65) (Sears Foundation)
E.M.	900B	Meal Preparation Sr. Division (Rev. '65) (Sears Foundation)
E.M.	1002	Plan Your Family's Food Supply - 1960
E.M.	1618	Sears Contest Rating Sheet
E.M.	1678	Training Aid for Canned Meat and Poultry - 1964
E.M.	1679	Training Aid for Canned Fish - 1964
E.M.	1891	Basics in Food Service and Meal Time Manners - 1959
E.M.	1981	Food Preservation Record - 1959
E.M.	1986	4-H Foods and Nutrition Projects Report Form - 1959
E.M.	2058	Training Aid for Meat, Poultry, Fish Preparation - 1960
PNW	38	Building Your Health - 1961
PNW	39	Improving Family Health Through 4-H - 1961
PNW	40	Learning About Community Health - 1961
PNW	41	Developing a Health Personality - 1961
PNW	42	4-H Health Guide (Leaders) - 1961

HOME IMPROVEMENT

E.M.	2484	Cut Outs for Planning Room Arrangements
E.M.	2380	Furniture Arrangements
E.M.	1900	4-H Home Improvement Judging Score Cards
E.M.	2538	Standards for Evaluating Furniture Arrangement
E.M.	2539	Standards for Evaluating Window Treatment
E.M.	2540	Standards for Evaluating an Ironing Center
E.M.	2541	Standards for Evaluating Lamp(s) for Study Area
E.M.	2542	Standards for Evaluating Kitchen Storage
E.M.	2543	Standards for Evaluating Small Rugs
Bul.	686	Space Standards for Household Activities
E.M.	2574	Decorator's Rules of Thumb for Problem Rooms
E.B.	562	Plan A Workroom
E.B.	533	Lighting Your Home
E.M.	2549	Chart of Man-Made Rug Fibers
E.M.	2558	Questions and Answers Relative to Buying Carpets
E.M.	2555	Curtain and Drapery Fiber Chart
E.M.	2562	Safety Underfoot
E.M.	2035	Pre-Plan for Home Furnishings
E.B.	555	Choosing Accessories for the Home
E.M.	2071	Window Treatment
E.M.	2063	Buying Furniture
USDA		Be A Good Shopper

Also see:

P	378	Basic File Material for Home Improvement (available only from Puyallup Office)
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"What Every Woman Should Know About Electricity" (Scriptographic booklet)
(This is also listed for Electric Project)

"How's Your Housepower?" (Scriptographic booklet)

"How to Make Homework Lighter" (Better Light Better Sight Bureau, 750 Third Avenue, New York 17, New York)

G.E.'s "Large Lamp Application Bulletin" TPC-10

FORESTRY

E.M.	1378	Directions for Making a Tree Measuring Stick (Biltmore or Hypsometer) - 3/64
E.M.	1553	Using Pentachlorophenol Solution and the Cold Soak Process in Demonstrating the Preservative of Fence Posts - 4/59
E.M.	1697	The Mathematics of the Cruiser's Stick - no date
E.M.	1735	For the Beginner in 4-H Forestry Club Work - 4/59
E.M.	1754	Forestry Contest - 2/60
E.M.	1820	Outdoor Survival Tips - 2/59
E.M.	1821	Learning to Pace Distances - 5/61
E.M.	1822	Fire Safety Tips - no date
E.M.	1823	Learning to Use the Compass - 5/59
E.M.	1892	Using Fire Safely in the Woods - 2/58
E.M.	1893	Figure 4 Box Trap - How to Make it - 2/58

FORESTRY (continued)

- E.M. 2000 Compass Quiz - 5/59
 E.M. 2001 Identification Contest - 5/59
 E.M. 2002 Pacing Contest - 5/59
 E.M. 2003 Forestry Quiz Questions - 5/59
 E.M. 2004 4-H Forestry Members General Information Check and
 Discussion Guide List - 5/59
 L 282 Know Your Watersheds
 F 2187 Managing the Family Forest - 5/62
 EMP 8 Measure Your Trees - Don't Guess
 PNW 5 Trees Against the Wind
 PNW 6 Raising Christmas Trees For Profit
 Raising Forest Tree Seedlings at Home - OSU, E.C. 651
 U. S. Forest
 Service First Aid Guide
 E.B. 540 Important Diseases and Decays of Trees Native to
 Washington
 E.M. 2199 4-H Forestry Aids - Planting Trees - 3/62
 EMP 19 Outdoor Cooking

PLANT SCIENCE

GARDEN

- E.B. 422 Home Gardens
 E.M. 2192 Insects of Home Gardens (revised annually)
 E.M. 3009 Garden Symphylan Control for Home Gardens (revised
 annually)
 E.M. 972 Individual Garden Score Card - 4/62
 E.B. 913A Beginning Requirements, Sears Food Production Contest -
 (Rev. '65)
 E.B. 913B Advanced Requirements, Sears Food Production Contest -
 (Rev. '65)
 E.M. 419 Suggestions for Selection of Fruits and Vegetables for
 Fair Exhibits - 12/54
 E.M. 1339 Guides for Scoring in Judging Garden Crops - 7/52
 E.M. 2094 Suggestions for Reasons on Vegetable Classes - 8/60
 E.B. 209 Storing Fruits and Vegetables

HOME GROUNDS

- E.B. 758 Plant Materials for Landscaping, Oregon State University
 E.M. 3003 Landscaping Helps for Home Grounds
 E.M. 2159 Hardy Flowers, Shrubs, Trees, and Vines for Washington
 Homes
 Bul. 546 Pruning Ornamental Trees and Shrubs
 H&G Bul. 80 Home Propagation of Ornamental Trees and Shrubs
 E.M. 1667 Roses in Your Garden
 E.M. 915 Home Grounds Beautification Score Card
 PNW 13 Arranging Flowers

ACTIVITIES - EVENTS - RECOGNITION - RECORDS

CAMPING

- E.M. 2395 Guide for selecting 4-H camp counselors - 4/64
- E.M. 2394 Ten Commandments for the camp instructors and counselors - 4/64
- Camper Guidance - A Basic Handbook for Counselors - limited supply
- E.M. 1243 Helping Manage Your County 4-H Club Camp - 1/60
- E.M. 1315 Standards for 4-H Camp Health and Safety - 1/60

CONTESTS, SCHOLARSHIPS, AND AWARDS

The Recognition Handbook for Agents

FAIRS

- E.M. 2203 By-laws of Washington State 4-H Fair Board

IFYE (International Farm Youth Exchange) and International Activities

- E.C. 322 International Farm Youth Exchange - Rev. 6/65
- E.M. 1647 International Farm Youth Exchange - 1/60
- E.M. 1803 Host Families "Adopt" their IFYE - 8/61
- E.M. 1894 IFYE Candidates - (Suggestions for Preparation of) - 2/61
- E.M. 2236 International Citizenship - What Can You Do? - 10/62
- E.M. 2336 Around the World - 9/63
- No Number International Farm Youth Exchange Program, National 4-H Foundation Publication
- No Number 4-H Promotes Friendship and Peace Through the People-To-People Program
- No Number IFYE Display Poster
- No Number Put Yourself in This Picture (4-H Peace Corps Projects)
- ESC 545 4-H Idea Around the World (Rural Youth organizations in other lands)

Country Study Sheets

- E.M. 2139 This is Iran - 7/61
- E.M. 2157 This is Sweden - 12/61
- E.M. 2158 This is Norway - 12/61
- E.M. 2198 This is Australia - 5/65
- E.M. 2208 This is West Germany - 5/62
- E.M. 2208A Three German Desserts - 2/65
- E.M. 2209 This is Luxembourg - 5/62
- E.M. 2224 This is Brazil - 7/62

IFYE (continued)

Country Study Sheets (continued)

E.M.	2225	This is Israel - 7/62
E.M.	2326	This is Greece - 8/63
E.M.	2327	This is the Netherlands - 9/63
E.M.	2255	This is Poland - 1/63
E.M.	2258	This is Japan - 1/63
E.M.	2261	This is the Federation of Rhodesia-Nyasaland - 2/63
E.M.	2283	This is New Zealand - 4/63
E.M.	2284	This is the Philippines - 4/63
E.M.	2299	This is Peru - 5/63
E.M.	2366	This is Ceylon - 12/63
E.M.	2413	This is Switzerland - 5/64
E.M.	2417	This is Taiwan - 5/64
E.M.	2418	This is Ireland - 6/64
E.M.	2437	This is Ecuador - 7/64
E.M.	2438	This is Finland - 7/64
E.M.	2439	This is Mexico - 7/64
E.M.	2440	This is Turkey - 7/64
E.M.	2461	This is Italy - 11/64
E.M.	2461A	Try an Italian Menu - 1/65
E.M.	2547	This is India - 5/65
E.M.	2548	This is Jamaica - 5/65
E.M.	2564	Sarawak - A Malaysian State - 6/65

Agents' References

E.M.	1692	IFYE - Host Family Application - 3/65
E.M.	1707	IFYE - Report of Host Family - 10/61
E.M.	1764	Why Have an IFYE Committee - 4/61
E.M.	1804	A Guide For Host Family Orientation Meetings - 3/57
E.M.	1848	Preliminary Application For IFYE Delegates - 1/60
OP	81	U. S. IFYE Delegates Conditions of Participation - 3/62 (official qualifications) -- may be ordered from State IFYE Leader

JUDGING

E.M.	1702	Score Card for Judging Reasons in 4-H Judging Contest - 7/62
E.M.	1780	4-H Judging Contest Score Sheet - 1957
Form	C50	4-H Registration Card For Judging Contests
Form	C51	Placing Card for 4-H Judging Contest - Senior
Form	C52	Placing Card - 4-H Judging Contest - Junior
Form	C53	4-H Judging Contest - Placing and Oral Reason Card
Form	C48	Washington 4-H Judging Contest Summary Card
Form	C58	Score Card for Evaluation of 4-H Electricity Exhibits
Form	C59	Score Card for Evaluation of 4-H Senior Members
Form	C60	Score Card for Evaluation of 4-H Entomology

JUDGING (continued)

Form	C61	Score Card for Evaluation of 4-H Home Improvement
Form	C62	Score Card for Evaluation of 4-H Forestry
Form	C63	Score Card for Evaluation of 4-H Woodworking
Form	C64	Score Card for Evaluation of 4-H Photography
Form	C65	Score Card for Evaluation of 4-H Clothing Exhibits
Form	C66	Score Card for Evaluation of 4-H Sponge Cake
Form	C67	Score Card for Evaluation of 4-H Shortened Cake
Form	C68	Score Card for Evaluation of 4-H Muffins
Form	C69	Score Card for Evaluation of 4-H Yeast Bread
Form	C70	Score Card for Evaluation of 4-H Garden Exhibits
E.M.	3004A	Some Judging Activities for 4-H Foods and Nutrition - 12/63

LEADER TRAINING MATERIALS

		Certificate for New Leader Training Completion
(2761)		Introduction - A Training Series for New 4-H Leaders
(2749)		Lesson 1 - 4-H History, Objectives, and Leadership Roles
(2745)		Lesson 2 - Meeting Basic Needs of Boys and Girls
(2763)		Lesson 3 - Teaching Methods - 8/65
(2768)		Lesson 4 - County 4-H Programs - 8/65
(2743)		Lesson 5 - Planning the Yearly 4-H Club Program
E.M.	2570	Guide for Organizing 4-H Clubs - 8/65
P.A.	95	Parents and 4-H Club Work
P.A.	111	Improving 4-H Clubs - 1/57
P.A.	203	Meeting the Basic Needs of First Year 4-H Club Members
USDA	257	Going Up? Higher 4-H Enrollment
USDA	89	When You Hold a County-Wide 4-H Club Event
P.A.	395	Let's Strengthen Our Local 4-H Leader Training
P.A.	518	Recognizing and Thanking 4-H Leaders
P.A.	511	Select the Leader for the Job
P.A.	597	Attitudes Toward 4-H - 10/63
P.A.	602	From School to Work - How Federal Agencies Can Help - 12/63

POLICIES AND PROCEDURES

E.M.	758	Washington State 4-H Policies
E.M.	760	Suggested 4-H Enrollment Procedures

PROMOTIONAL MATERIALS

E.C.	337	This is 4-H
P.A.	512	4-H Clubs
E.C.	349	4-H is Opportunity

POST CARDS

C.	7	A Few Notes on 4-H
C	14	Everybody's Coming

RECOGNITION

4-H Club Charter
 Achievement Seals for Club Charter
 Leadership Certificate
 Seals for Leadership Certificate
 Certificate - Honorary membership in the county 4-H
 leaders council

RECORDS AND REPORTS

E.M. 1931 4-H Unisort Record Keeping Systems - 9/58
 Unisort Card for Members
 Unisort Card for Leaders

Members Record Books and Project Add Sheets
 My 4-H Record Book - Red - younger members
 - Green - older members
 Page 9 - What I Did On My Project

- E.M. 1937 Community Service Record - no date
- E.M. 1947 Permanent 4-H Club Record
- E.M. 1949 Dairy Record - 8/61
- E.M. 1949A Individual 4-H Dairy Record - 7/61
- E.M. 1950 4-H Marketing Activity - 4/59
- E.M. 1952 Older 4-H Member Organization Reports - 4/59
- E.M. 1953 Junior Leadership Record - 4/59
- E.M. 1954 Clothing Record - 8/61
- E.M. 1956 4-H Electric Record - 4/59
- E.M. 1958 Livestock Record - 9/61
- E.M. 1959 Saddle Horse Record - 4/59
- E.M. 1960 Dog Record - revised this year
- E.M. 1961 Field Crops Record - 4/59
- E.M. 1962 4-H Home Grounds Record - 8/61
- E.M. 1963 Garden Project - Rev. 2/65
- E.M. 1977 Rabbit Project - 4/59
- E.M. 1978 Poultry Project - 4/59
- E.M. 1986 Foods and Nutrition Project - 11/60
- E.M. 1987 Weed Control Record - 9/59
- E.M. 2038 Recreation Record - 12/59
- E.M. 2140 Entomology - no date
- E.M. 2379 Pigeon Project - 1/64
- E.M. 1951 4-H Home Improvement Record - 1/65
- E.M. 2577 Knitting Record - 10/65

9/65
 dd