The Organization and Direction of Girls' 
4-H Clubs in Food Projects

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URBANA, ILLINOIS
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The Organization and Direction of Girls' 4-H Clubs in Food Projects

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This circular has been prepared for local leaders of food clubs. The material is divided into three parts: first, 4-H club organization; second, suggestions for leaders; third, food projects. The first part contains the necessary detailed information for organizing the club group. The second part presents some of the problems frequently met in conducting a food club and offers suggestions for their solution. The third part gives the purpose, the minimum requirements, and suggested topics for discussion for the meal planning and preparation, bread, baking, and food preservation clubs. All programs of meeting should be planned from these suggestions, with emphasis on food selection in relation to health, which is the theme of all 4-H club work in foods.

This circular is supplemented by the Meal Planning and Preparation, Bread, and Baking Manuals, which are arranged for the use of club members.

I. 4-H CLUB ORGANIZATION

ESSENTIALS FOR SUCCESSFUL CLUB ORGANIZATION

Before a girls' 4-H club can be successfully organized in a community there must be—

1. A local leader or leaders. These women must be interested in the work of the project, interested in working with girls, and eager to uphold 4-H club standards and ideals.
2. At least five girls of club age who wish to become members.
3. Enough interest to secure cooperation between the parents and the girls, so that the members may do their club work successfully.

REQUIREMENTS FOR MEMBERSHIP

Members enrolling must—

1. Be between the ages of 12 and 20 inclusive.
2. Attend meetings.
4. Complete the minimum requirements of the project.
5. Make an exhibit.
6. Hand in a complete record book to the local or county leader.

When the above requirements have been met, and a copy of the club's program for the year has been approved by the specialist in girls' 4-H club work, a standard club charter will be issued.
Application to be recognized as a standard club must be made each succeeding year in the same manner, together with the statement that the club already has a charter.

A Standard Achievement Club

1. Must be a standard club.
2. Must hold at least six regular meetings during the club year. The secretary must keep detailed records of these meetings.
3. Must hold at least one exhibit during the club year.
4. Must have a demonstration or judging team which gives at least one public demonstration in the home community.
5. At least 60 percent of its members must complete the work and hand in record books to local or county leaders.
6. Must hold an Achievement Day at the close of the club year.

When the above requirements have been met, the club is eligible for a gold standard achievement seal (see application blank, page 27, Secretary's Record Book), which will be awarded by the specialist in girls' 4-H club work.

RECORDS

Each girl should understand just what is required in her record book when she begins the work of the project. If the leader explains this record in detail at the first meeting, time will be saved later. At each meeting the leader should inspect the record book of each member (every few weeks she should go over these books in detail), as members are encouraged in good record keeping if the work is inspected frequently.

If the leader has difficulty in getting the members to bring their record books to the meetings, it may be a more satisfactory plan for her to keep all the books and have the girls make their records at each meeting.

The Secretary's Record Book, if properly kept, contains much valuable information about the club, and should be preserved carefully. The leader should go over the book with the secretary when the club is organized, and during the year should give the secretary help and inspiration in keeping her records up to date and in good form. At the close of the year the leader and club members should score the club (score card found on pages 29 and 30 of the Secretary's Record Book). The leader should see that the book is completed and turned in to the county leader.

INDIVIDUAL AND TEAM DEMONSTRATIONS

Individual and team demonstrations should be included in the program of every club. Simple demonstrations given by the club leader or individual members, lasting from ten to fifteen minutes and dealing with one problem, such as setting the table or making whole wheat
bread, will be most helpful in getting subject matter before the club and in developing leadership among the girls. Each member should be given a chance to take some part in the club program during the year, either thru work on committees, discussions, or demonstrations (individual or team).

A public team demonstration is required at some time during the club year if the club is to receive a standard achievement seal. For this demonstration, a team of two members should be selected from those who have shown the greatest ability in demonstrating in club meetings.

Frequently this public demonstration is given on Achievement Day. Some counties have had 4-H club teams demonstrate at Home Bureau or other group meetings. If a county contest is held to determine the representatives of the county at state events such as the state fair, members of this team will be prepared to compete with other club teams.

**JUDGING THE FINISHED PRODUCT**

Judging the finished product is a part of the work of each food project. The score card for each product should be carefully explained by the leader when the members are ready to begin the preparation of the product. This explanation may be given more thoroughly by demonstrating the use of a score card. Practice in the use of score cards will tend to raise the standard of products prepared by encouraging the club mem-

![Fig. 1.—A Meal Planning Demonstration Given by Illinois Girls](image-url)
ber to note results obtained in her own work. As soon as a problem, such, for example, as unshortened cake, has been taught, each member should bring to the next meeting a sample of a similar product which she has made. Each girl should score her own product, using the score card, which has been explained previously by the local leader. The leader should check the scores as each member finishes her work, and bring to the attention of the class any interesting or unusual problems. After a member learns to use the score card, she should score the products of others. Frequent practice of this kind should be given.

A team demonstration on the judging of baked or canned products, included as a part of the Achievement Day program, may be used to fulfil one requirement for a standard achievement club.

![Image of two girls with a score card for yeast bread]

**Fig. 2.—A Team Demonstration on the Judging of Yeast Bread**

Practice in judging with a score card will raise the standard of products by encouraging the club member to score results of her own work.

A judging contest for members grouped in teams of two may be held at the last meeting of the club. It is customary for members to judge individually, the average of the scores of both team members making the team score. After the members have handed in their papers, the leader should explain and give reasons for the placing of each class of products, in order to make the contest educational. Such a contest adds to the interest of the project.

**EXHIBITS**

Each local club should have an exhibit in its own community to which the mothers and friends of the club members should be invited. No member should be permitted to exhibit her products unless her record book is up to date. All products exhibited should be carefully
prepared for display. In most cases the local exhibits should be non-competitive, but if the products are to be judged and prizes are to be awarded, the premium list should be carefully prepared by the local leader with the assistance of the county leader. Ribbons or premiums should be given on the product alone, without consideration of the records. If so desired, separate premiums may be given on the record books.

The club leader should encourage the members who have done the best work to send an exhibit of their best products to the county and state fairs.

**FINAL REPORTS**

If the record has been well kept, the making of a summary report will be simple. These summary reports should be prepared *immediately after the work of the project is completed*. No club member has finished her work until she has handed in her record book with the summary report properly made.

**CLUB CHAMPIONS**

From each local club there should be chosen as club champions one or two girls who have done unusually good work. The leader, alone or with the help of the club, will choose these outstanding girls on the following basis:

- Quality of work .................. 25 percent
- Quantity of work ................. 25 percent
- Interest and activity in club ...... 25 percent
- Records and final report .......... 25 percent

Total .................................. 100 percent

Each champion will be required to make a written report of her experiences in club work. These stories, together with the champion's record and summary reports and the recommendations of the local leader, should be submitted to the county leader for the selection of county champions.

County champions are chosen by the county leader on the same basis upon which club champions are chosen. Club trips or special prizes are sometimes awarded to them.

**ACHIEVEMENT DAY**

Achievement Day is the day on which the completion of the work of the project is celebrated. The local achievement day should be a part of the program of meetings of each 4-H club. In most clubs it is held during August, September, or October. The type of program varies with the type of club. The program may include an exhibit, the secretary's report, a few good reports of members, a team or individual demonstration, a talk by an adult, and recreation.
On this day achievement pins are awarded to those members who have completed the minimum requirements of the project, made an exhibit, and handed in a completed record book. If the club has earned an achievement seal, it also should be awarded at this time. Such a program held in the community presents an opportunity for the club members to show the results of their work and serves to interest parents in promoting 4-H education.

In some places a county achievement day is held in October or November. At this time leaders and members from each club attend and participate in the program. A program may be arranged to include reports of club work and activities by local leaders and members, a noon luncheon, an exhibit, talk by an outside speaker, election of county officers, presentation of county awards, and group recreation. A program of this kind, which serves to build a stronger county 4-H club organization, might be included to advantage in the plan of work of each county.

**CLUB PINS**

Pins may be worn as the insignia of Illinois club members and leaders. A member who has enrolled and begun the work of her project is entitled to wear the silver membership pin. Every member should be encouraged to look forward to earning the enameled achievement pin, which may be worn by those who have completed the minimum requirements of the project, made an exhibit, and handed in a completed record book. A leader is privileged to wear a leader’s pin as soon as her club is organized.

Club pins are usually supplied by the Farm Bureau or Home Bureau under whose supervision the work is conducted. They may be obtained at the following prices: membership pin, 5 cents; achievement pin, 17 cents; leader’s pin, 20 cents.

**CLUB MEETINGS**

4-H clubs carrying on food projects should meet every week or alternate weeks. Clubs which meet during only a few months may find it necessary to have some extra meetings in order to complete the minimum requirements.

While the work of each year’s project usually takes from three to six months if meetings are held every two weeks, the rapidity with which the members complete their work will vary considerably. A year-round program should be planned if possible, for the most successful clubs are those which need not be reorganized each spring. 4-H clubs in food projects meet only during the summer months for definite work. These clubs can retain the active interest of the members during the winter by meeting once a month for discussion and for social activities.
At each meeting there should be a business session presided over by the officers, the presentation and discussion of problems, group work, and a period for recreation with games and songs.

All the work of the project should be supervised by the club leader in so far as it is possible. It seems desirable in food club work to have the principles taught by discussion and by individual demonstration, either by the leader or by a member, at the club meetings. The members may then in the required home work apply the principles so learned. Leaders should request that samples of products prepared by the girls at home be brought to the following meeting, where they will be discussed and scored.

THE FIRST CLUB MEETING

When the initial membership is secured, a time and place should be set for the first meeting. The county club leader, in most cases, should take charge of this meeting. She should—

1. Explain the plans and details of the working of the club and of the project. (Even tho this has been explained previously it should be reviewed at this time.)

2. Preside during the election of a president, a vice-president, and a secretary-treasurer.

3. Explain the duties of the secretary. These include the sending of a copy of the enrollment to the county leader, the keeping of the record of attendance, and the writing of the minutes of each meeting in the Secretary's Record Book (supplied by the Home Economics Extension Service).

4. Have the members choose a name for the club.

5. Have them decide on a time and place of meeting.

6. Have them adopt the constitution outlined in the Secretary's Record Book or recommend the appointment of a committee to draft a simple constitution and by-laws to be presented at the next meeting.

7. Recommend the appointment of a committee to make out a program of meetings for the year.

8. Distribute and explain: (a) the manual to be used for the project in which the girls are enrolled, (b) the Home Making Record Book.

9. Discuss the list of equipment needed.

10. Make plans for the work of the next meeting.

11. Have the members play one or two games and sing some club songs.

PLANNING THE PROGRAM OF MEETINGS

A well-planned program of meetings made at the beginning of a project will aid in making the club successful. This program may be
made by the leader and the whole club if there are only a few members or by the leader and a program committee if the club is large. It should be so planned that the club will meet the requirements of a Standard Achievement Club.

The following steps give one method which has been used successfully in planning a program:

1. Secure from the county leader a list of the dates of such county events as the club tour, the picnic, the county fair or exhibit, and the county demonstration contest. There should be no conflict in dates between club and county events.

2. Determine the date by which the work of the project should be completed and reports handed in.

3. Set the dates of club meetings, as, for example, every Tuesday, or the first and third Wednesdays of the month. With the aid of a calendar, list the dates when the meetings will occur (this will avoid the loss of a meeting because of a holiday).

4. List the dates when matters of organization will be considered, such as election of officers, approval of the program of meetings, making application for recognition as a standard club, handing in record books, and making application for an achievement seal.

5. Plan the dates for local events, such as a picnic, a tour, the local achievement day, exhibit, and team demonstration.

6. Set the dates on which certain problems are to be demonstrated in the club meetings, keeping in mind the requirements of the project.

7. Set the dates for scoring the products.

8. Determine how frequently the club wishes to have discussions relating to the work of the project. From the list of suggested topics given for each year’s work in the leaders’ literature, select those topics which are timely for discussion at the various meetings, or use topics suggested by the members or leaders.

9. Determine the policy for assigning these topics, whether it shall be done at the first meeting or from meeting to meeting.

10. Submit the program as planned to the club for approval or revision.

11. Instruct the secretary to keep a copy of the approved program in her record book, and to send a copy to the county leader, who will forward it to the Home Economics Extension Service. It is probable that the county leader will want duplicate copies in order that she may have one for her own files. The application for recognition as a Standard Club, which will be found on page 25 in the Secretary’s Record Book, must also be filled out and sent to the county leader, together with a copy of the enrollment, in order that recognition of the club may be granted.

Following is a suggested program of meetings:
ORGANIZATION AND DIRECTION OF FOOD CLUBS

A TYPICAL PROGRAM OF MEETINGS

First Year Meal Planning and Preparation Club
1925—Hancock County

WIDE AWAKE CLUB OF ADRIAN, ILLINOIS
Mrs. A. M. Shaw, Leader

May 28—Business

Organization (see First Club Meeting, page 9)

Home work
Keep list of foods eaten for breakfast, dinner, supper, and between meals for two consecutive days and bring to next meeting
Bring record of correct weight and height to next meeting

Recreation
Games, music

June 4—Business

Meeting called to order by president
Roll call
Reading of minutes of last meeting
Additions or corrections to minutes
Old business
New business
Adopt program of meetings
Apply for charter (see page 25, Secretary's Record Book)

Discussion
Report of home work done by each girl
Planning meals

Demonstration and group work
How to use the food habit score sheet
Each member score own food habits the first time
Each member prepare personal weight chart
How to record weekly weighings

Records
Leaders explain—
Keeping of Home Making Record Book
Keeping of notebooks (see Home Work, page 15)

Home work
Plan and bring menus for two consecutive weeks. Hand to leader for correction

Recreation
Games, music

June 18—Business

Appoint committee to plan picnic
Appoint committee to plan club activity to earn money for treasury

1Up to this point the business procedure should be the same for each meeting; therefore only new business will be suggested in the following meetings.
2This should precede the discussion of special topics at each meeting.
3Recreation should close the program for each meeting.
Discussion
Review last lesson
Planning meals (continued)
Criticism of a menu for one day to illustrate proper use of food rules

Demonstration
Show by food pictures an ideal menu for a girl of club age for one day

Records
Record work for previous week in Home Making Record Book
Record notes in notebook
Plot weight on chart

Home work
Re-work menus for two weeks to be handed to leader
Plan a picnic menu

July 2—Business
Plan demonstration for team
Complete picnic plans

Discussion
Place of cereals in the diet
Criticism of picnic menus, with choice of one to be used for club picnic

Demonstration
Cereal cookery
Dishwashing

Home work
Prepare a cooked cereal 6 times as a breakfast or supper dish
Wash dishes 2 times, improving method and making a time study of the operation

July 10—Club picnic
July 16—Business
Select demonstration team and plan for training
Complete plans for club activity to earn money for treasury

Discussion
Place of eggs in the diet

Demonstration
Egg cookery

Home work
Prepare eggs 4 times as a breakfast or main dish
Wash dishes 2 times showing improvement in method and time consumed in the operation

July 18—Club activity to raise money for treasury
July 28—County demonstration contest
July 30—Business
Plan demonstration meal for club mothers and assign tasks for each member

*The record keeping for each week should include the items listed here.*
Discussion
Milk and cheese in the diet

Demonstration
Making a cream soup

Home work
Prepare milk dishes 3 times
Prepare cheese dishes 4 times
Wash dishes 2 times

August 6—Business
Plan exhibit and program for local achievement day
Appoint committee to plan club exhibit at county fair

Discussion and demonstration
Table service and etiquette

Home work
Prepare and serve 3 breakfasts taken from corrected menus
Prepare milk dishes 3 times
Clean kitchen 3 times (after 3 meals)

August 13—Business
Complete plans for Achievement Day
Complete plans for guest luncheon for mothers

Discussion
Fruits and vegetables in the diet

Demonstration
Vegetable salads and fruit salads

Home work
Prepare and serve 3 suppers taken from corrected menus
Prepare fruit dishes 4 times
Prepare vegetable dishes 4 times
Wash dishes 2 times, making a final comparison of methods used
Clean kitchen 3 times (after meals)

August 20—Business
Score the club (see score card, pages 29-30, Secretary’s Record Book)

Discussion
Summarize work of previous meetings, score food habits for last time,
and complete weight chart

Demonstration
Guest luncheon for mothers

Home work
Prepare Home Making Record Book and notebook to be handed in
August 27

August 27—Local Achievement Day and Exhibit
II. SUGGESTIONS FOR LEADERS

ARRANGEMENTS FOR CLUB MEETINGS

Finding an adequate place for meetings and securing material for the demonstration of food principles at club meetings are some of the problems which arise in conducting a food project.

Any kitchen equipped for home use and large enough to seat the girls is adequate for club meetings. A regular high school food laboratory may be used, but the home kitchen is often more practicable.

Materials for individual or team demonstrations may be contributed either by the member at whose home the meeting is being held or by other members appointed to supply them. They may be purchased from a fund raised either by uniform assessment or by concerted efforts of club members. The club group should decide on one of these methods.

SECURING INTEREST AND COOPERATION

The interest of the club member working on a food project may be kept by making an appeal to her from the standpoint of the relation of food to her own health and to that of her family; allowing her to participate in an individual or team demonstration and to take the responsibility for the success of a meeting; and planning for her to exhibit her work at the local or county fair. Frequently the noon lunch in the rural school offers an opportunity for the trained girl to put her knowledge into practice. Each member will perhaps assume the responsibility of promoting the hot school lunch in the community in which she belongs.

Since the work of the food projects is done in the home kitchen, the mother of each club girl should be invited to a meeting in order that she may grasp the significance and purposes of the project. Misunderstanding on the part of parents is largely the cause of the girls not being allowed to practice in the home kitchen.

GROUP TEACHING

The leader should give from ten to fifteen minutes to group teaching at the beginning of each meeting. A discussion of the principles involved in the work of that meeting should be presented, in such a way that the girls will not only get the information they need for a particular problem but will be stimulated to think and to form judgments for themselves. The preceding lessons should be reviewed in so far as they are related to the work in hand.
SUBJECT MATTER PRESENTATION

Subject matter to be presented to the club group should be thoroughly understood and well organized by the leader to insure clearness in presenting it to the club group. The leader should plan her lessons in advance, using the suggestions and references given in this circular. The lecture-demonstration method seems best suited for the teaching of foods.

GROUP WORK

Each girl should participate in the meeting. This may be done by taking part in discussion, judging her own or other products made at home and brought to the meeting, calculating cost of recipes, exchanging experiences on the problems assigned for home work, and keeping the Home Making Record Book.

HOME WORK

The actual work required in a food project should be done at home. The group should be given a definite amount of work to be accomplished during the interval between meetings. Samples of the products baked, prepared, or preserved should be brought to the meeting to be scored and results discussed by the group. The home assignment should be made, taking into consideration the work as outlined by the club in the program of meetings (page 11). Home work should be recorded in the Home Making Record Book and checked by the leader.
Notebooks may be kept to supplement the work of any food project. These books may contain: (1) notes taken on discussions given by the leader; (2) results of individual-or team demonstrations on problems relating to each lesson; (3) plans for the meals of a day or a longer period; (4) additional or new recipes used by the member with cost of each per serving.

RECREATION

Recreation should be a part of each club meeting. Games and discussions on music and books are planned for this purpose. The leader should obtain outlines and literature for recreation from the county Home or Farm Bureau office.
III. FOOD PROJECTS

MEAL PLANNING AND PREPARATION

Purpose of Project

The purpose of the meal planning and preparation club is to maintain the health of the family by teaching the members to improve home practices in the choice and preparation of foods.

First Year

At the end of the first year each 4-H club member should know and should be able to demonstrate the following:

1. How to plan meals for a day or a week as a unit.
2. How to plan meals using the food rules.
3. How to use food habit score card.
4. How to weigh and measure height to compare with height-weight-age table.
5. How to chart periodic weight.
6. How to plan meals, utilizing materials at hand.
7. How to plan, prepare, and serve breakfasts and suppers.
8. How to plan, prepare, and serve a club picnic.
9. How to measure materials accurately.
10. How to care for perishable food.
11. How to proceed in preparing a meal.
12. How to season food properly.
13. How to prepare and serve beverages.
14. The underlying principles in cooking milk, cheese, eggs, cereals, fruits, and vegetables.
15. How to select suitable utensils for food preparation.
16. How to select and use simple table equipment.
17. How to serve foods at proper temperatures.
18. How to make the table and food attractive.
19. How to use good table etiquette.
20. How to clear a table correctly.
21. How to wash dishes and utensils.
22. How to put away table linen and keep it in proper order.
23. How to put away dishes and cooking utensils and keep them in order.
24. How to clean the kitchen after a meal.
25. How to take care of dish cloths and towels.
Second Year

In addition to the work covered in the first year meal planning project, each 4-H club member should know and should be able to demonstrate—

1. How to plan meals suitable for the seasons.
2. How to plan, prepare, and serve simple dinners.
3. How to plan refreshments for special occasions.
4. How to plan, prepare, and pack a school lunch.
5. How to plan utilization of left-overs.
6. The underlying principles in cooking milk, eggs, cheese, meat, cereals, fruits, and vegetables.
7. How to prepare and serve desserts.
8. How to prepare and serve fruit and vegetable salads.
9. How to arrange kitchen equipment for convenience.
10. How to care for garbage.

Minimum Requirements for the Meal Planning and Preparation Club

First Year

Each 4-H club member should—

1. Write menus for 2 consecutive weeks to be handed to club leader.
2. Prepare and serve 3 breakfasts and 3 suppers taken from menus as planned above.
3. Plan and assist with preparation and serving of one 4-H club picnic.
4. Prepare the following dishes for the required or other meals:
   a. Cereals 6 times, as a breakfast cereal, dessert, or main dish.
   b. Egg dishes 4 times, as a breakfast or main dish.
   c. Milk dishes 6 times, as a creamed vegetable, soup, dessert, or main dish.
   d. Cheese dishes 4 times, as a salad or main dish.
   e. Fruit and vegetables 4 times each as supper or breakfast dishes.
5. Wash dishes 8 times.
6. Use food habit score card and keep weekly record of weight during the project.
7. Keep a record of the kind of dishes prepared and the number of servings from each dish.
8. Make an exhibit.
9. Hand in a completed record book to local or county club leader.
Second Year

Each 4-H club member should—

1. Write menus for 2 consecutive weeks during the summer and for 2 consecutive weeks during the winter.

2. Prepare and serve 5 dinners taken from menus as planned above.

3. Plan and assist with the preparation and serving of one 4-H club party and one afternoon tea.

4. Plan school lunch for district school for 3 weeks, giving one dish to be prepared at school and a supplementary lunch to be brought from home.

5. Plan rearrangement of kitchen to facilitate ease in food preparation.

6. Prepare the following dishes for the required or other meals:
   a. Meat 4 times in 4 different ways.
   b. Fruits 6 times, as a salad or dessert.
   c. Vegetables 6 times, buttered or creamed, salad, or soup.
   d. Desserts 6 times, as a pudding, custard, fruit, or pastry.

7. Wash dishes 8 times.

8. Use food habit score card and keep weekly record of weight during the project.

9. Keep record of number and kind of meals served.

10. Keep record of kinds of dishes prepared and the number of servings from each dish.

11. Make an exhibit.

12. Hand in completed record book to local or county club leader.

Subjects for Discussion for Meal Planning and Preparation Clubs

First Year

I. How to plan meals by the day and by the week
   Basis for planning—food rules
   Skeleton plan for each meal
   Necessity for variety in texture and flavor
   Marketing suggestions

II. Necessity for careful planning of meals
   Relation of food to health (maintenance of positive health)
   Value of milk, fruit, and vegetables
   Economy of planning

III. Cereals
   How to buy cereals
Value in diet
Preparation as breakfast and supper dishes

IV. Eggs
Preservation
Value in diet
Preparation as breakfast or supper dishes

V. Milk and cheese
Care of milk during and after milking
Value in diet
Preparation as breakfast and supper dishes

VI. Fruits and vegetables
Selection
Value in diet
Preparation
Variety in ways of serving

VII. Table service
Setting table
Meal service
Table etiquette

VIII. Picnic food
Suitable combinations and quantity
Best methods of preparing, packing, and serving

Second Year

I. Planning dinner
Basis for planning
Skeleton plan for dinner
Necessity for variety in texture and flavor

II. The kitchen
Arrangement of equipment to save labor
Care of kitchen

III. Meats
Selection
Value in diet
Preparation
Care and use of left-overs

IV. Vegetables and fruits
Selection
Value in diet
Preparation
Variety in ways of serving
V. Desserts
Choice in relation to menu for day and members in the family
Importance of desserts containing fruit or milk
Use of left-overs

VI. Serving the dinner
Setting the table
Types of service

VII. Refreshments for an afternoon tea or party
Suitable combinations considering guests and time of day
Ways of serving a tea
Ways of serving a 4-H club party

VIII. The school lunch
Place of the lunch in the meals for the day
Value of a hot dish
Preparing and serving
Necessary equipment for serving a hot dish

BREAD MAKING

Purpose of Project
The purpose of bread clubs is to teach club members to bake light, palatable, and easily digested bread, and to know its place in the diet. Each 4-H club member should know and should be able to demonstrate—

1. How to recognize types of flour suitable for making yeast bread and quick bread.
2. How to select proper equipment for baking yeast bread and quick bread.
3. How to measure food materials accurately.
4. How to recognize desirable qualities in the finished product and score them.
5. Correct habits of personal cleanliness in handling food and equipment.
6. How to prepare leavened mixtures.
7. Proper temperatures for baking leavened mixtures.
8. How to study and judge a recipe
   Correctness of proportions
   Methods of combining materials
   Time and temperature for baking
   Tests when done
   Standard for the product
   Care of finished product
Nutritive value
Place with other foods on a menu
Number of servings
Cost of recipe

9. How to make a desirable product using whole wheat or graham flour.
10. When it is desirable to do home baking for the family.
11. How to select standard brands of ingredients used in bread making.
12. How to care for ingredients used in bread making.
13. How to minimize energy and time expended in preparation of products by systematic arrangement of materials and equipment.
14. Simple oven tests.
15. How to use thermometer for baking.
17. How to utilize left-overs.
18. How to judge yeast bread and quick bread.

Minimum Requirements for the Bread Club

Each 4-H club member should—
1. Bake 12 batches of quick bread, including 4 types.
2. Bake 6 bakings of yeast bread, using whole wheat or graham flour twice and milk every time.
3. Keep a record of the kinds and amounts of products baked.
4. Make an exhibit of baked products.
5. Hand in a completed record book to the local leader or county leader.

In addition to the minimum requirements, the club should study the relationship of food to health, with special emphasis on the place of bread in the diet. If the club so desires, the minimum requirements may be increased.

Subjects for Discussion for Bread Clubs

I. Place of bread in the diet
   Food value of bread
   Value of bread made with milk
   The kinds of food which should accompany bread to make a satisfactory diet

II. Equipment for bread making
   Standard equipment
   Labor-saving equipment
III. Hard and soft wheat flours
   Comparison of the two as to texture and color. Tests used in discriminating between the two
   Uses for each type
   Characteristics and care of whole wheat and graham flour
   Value of coarse flours in the diet

IV. Leavening agents for quick breads
   Types of baking powder
   Use of soda with sour milk and molasses
   Proportions

V. Yeast in bread making
   Conditions necessary for development of yeast in bread making
   Effect of temperature on bread making

VI. Judging yeast bread and quick bread
   Use of score card

VII. Variations of yeast breads
   Making of Parker House rolls, or hot cross buns

VIII. Variations of quick breads
   Making of graham muffins, fruit muffins
   Making of short cake

BAKING

Purpose of Project

The purpose of baking clubs is to teach club members to make light, wholesome, and digestible products and to know the place of desserts in the diet. In addition to the work listed under the bread project (page 21) each 4-H club member should know and be able to demonstrate—

1. How to increase or decrease a recipe to meet family needs.
2. In what recipes oils and butter substitutes may be used.
3. How to vary standard pastry recipes to include maximum amount of fruit and milk.
4. How to judge when it is practical to use commercially baked products.
5. Place of all pastry products on the menu, with particular attention to children’s diet.
6. How to judge cakes, cookies, and pies.

Minimum Requirements for the Baking Club

Each 4-H club member should—

1. Make 10 cakes, including shortened and unshortened.
2. Bake 4 batches of cookies, including drop and rolled.
3. Bake 4 pies, including one-crust and two-crust.
4. Make 2 puddings, including one using left-overs.
5. Keep a record of the kinds and amounts of products baked.
6. Make an exhibit of baked products.
7. Hand in a completed record book to the local or county leader.

In addition to the minimum requirements, the club should study the relationship of food to health, with special emphasis on the place of desserts in the diet. If the club so desires, the minimum requirements may be increased.

*Subjects for Discussion in Baking Clubs*

I. Desserts, their place in the diet
   - Choice in relation to menu of day
   - Desserts for children

II. Fruit desserts and milk desserts
   - Place in plan of meals for day
   - Variations, including use of gelatin

III. Comparisons of flours for use in making bread and pastry
   - Characteristics of hard and soft wheat flour with tests
   - Processes used in manufacture of flour with reasons for each

IV. Leavening agents used in desserts
   - Kinds of leavening agents used
   - Characteristics of each
   - Effect upon finished products of method of combining leavening agents with other ingredients

V. Baking of desserts
   - Oven temperatures for baking
   - Use of thermometer and indicator
   - Simple oven tests
   - Simple methods of heat control

VI. Judging
   - Use of score cards for judging baked products

VII. Cake making
   - Methods of mixing
   - Variations of standard recipes
   - Cookies as a variation of cake making
   - Baking
   - Cooling
VIII. Pastry

Standard proportions
Methods of mixing
Manipulation of dough
Kinds of pie best to use in planning meals

FOOD PRESERVATION

Purpose of Project

The purposes of food preservation clubs are to teach club members to preserve fruits, vegetables, and eggs; to use the most suitable method of canning; and to make a family budget for canned products.

First Year

At the end of the first year each 4-H club member should know and should be able to demonstrate—

1. How to protect foods from molds and bacteria.
2. How to sterilize foods.
3. Causes for and prevention of spoiling of food.
4. How to observe personal cleanliness in handling food and equipment.
5. How to care for canned fruit and vegetables in the home.
6. How to can available products at reasonable prices.
7. How to preserve eggs.
8. How to select suitable equipment for canning.
9. How to judge finished products.
10. How to care for fresh fruits and vegetables in the home for varying lengths of time.
11. How to plan procedure and manipulation of equipment and materials to save time and energy.
12. How to select the best brands of commercially canned products.

Second Year

In addition to the work covered in the first year food preservation project, each 4-H club member should know and should be able to demonstrate—

1. How to plan menus to include canned products.
2. How to determine amount of food to preserve for family for one season.
3. How to test fruits to determine the presence of pectin and acid.
4. How to make pickles, jam, jellies.
5. How to preserve products using various methods.
6. How to judge finished product.
Minimum Requirements for Food Preservation Clubs

First Year

Each 4-H club member should—
1. Learn methods of canning and can at least 30 quarts, including 3 fruits and 3 vegetables.
2. Learn to preserve eggs in water glass, using this method to keep at least 5 dozen eggs for winter use.
3. Keep a record of the kinds and amounts of products preserved.
4. Make an exhibit of preserved products.
5. Hand in a completed record book to the local or county leader.

Second Year

1. Can at least 30 quarts of fruits, vegetables, and meats.
2. Make at least 10 glasses of jelly.
3. Make at least 5 pints of jam or preserves.
4. Make at least 5 quarts of pickles.
5. Make a canning budget for family.
6. Keep a record of kinds and amounts of products preserved.
7. Make an exhibit of preserved products.
8. Hand in a completed record book to the local or county leader.

Subjects for Discussion for Food Preservation Clubs

First Year

I. Reasons for preserving food
   Conservation of surplus
   Variety in diet throughout year

II. Methods of canning
   Advantages of each

III. Types of canners
   Pressure cooker
   Steamer
   Hot water bath

IV. Small equipment and tests for quality
   Tin cans
   Jars
   Rubbers

V. Steps in canning

VI. Canning for exhibit and for home use
VII. How to label and store canned products
VIII. Judging of canned products

Second Year

I. Types of spoilage in canned products; cause and prevention
   Fermentation
   Putrefaction
   Flat sour
   Botulinus

II. Jelly making properties of fruits

III. Pectin
   Tests for pectin
   How to supply pectin

IV. Jam and fruit butter
   Use of by-products from jelly making

V. Pickling as a form of food preservation

VI. Meat canning

VII. Canning budget

VIII. Judging contest
LIST OF LITERATURE AVAILABLE
(From Home Economics Extension Service, University of Illinois,
Urbana, Illinois)

For Organization
Enrollment blank
Secretary's Record Book
Song Book
Manual of Play and Games

For Work of the Food Projects
Home Making Record Book
Meal Planning and Preparation Manual
Bread Club Manual
Baking Club Manual
Fats and Oils in Cookery: Cooking Temperatures
Some Points in the Making and Judging of Bread
Suggestions for Making Jelly, Jam, Butter, and Marmalade
Farmers' Bulletins, U. S. Department of Agriculture (see mimeographed circular
"How to Use Literature for Girls' 4-H Clubs")

Books That May Be Helpful
Feeding the Family (revised edition), Rose. Macmillan Company, Chicago
Food Facts for Every Day, Florence Winchell. J. B. Lippincott & Company, Chicago
Newer Knowledge of Nutrition (revised edition), McCollum. Macmillan Company
Boston Cooking School Cook Book (revised), Fannie M. Farmer. Little, Brown & Company, Boston
Food Products (revised edition), Sherman. Macmillan Company, Chicago
Food Planning and Preparation, Mabel T. Wellman. J. B. Lippincott & Company, Chicago

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H. W. Mumford, Director