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State Club Leaders of Boys' and Girls' Club Work
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MICHIGAN AGRICULTURAL COLLEGE

EXTENSION DIVISION

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BOYS' AND GIRLS' CLUBS.

Junior Extension Work in Agriculture and Home Economics.



Club Leaders' Meet in Annual Conference to Receive Training in Leadership.

Michigan Agricultural College and U. S. Department of Agriculture Co-operating

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INTRODUCTION

The work of organizing and conducting Boys' and Girls' Clubs has reached such a point as to warrant the publication of a guide for Club Leaders. Because of the variety of conditions surrounding such clubs, it is more or less impossible to apply set rules. Fundamental principles, however, which have been developed through experience, may be stated. One of the objects of this guide is to offer suggestions for applying these principles.

Since new discoveries in Club Work are constantly being made it is desired that leaders will feel free to communicate such discoveries to the State Leaders. The exchange of ideas is a most valuable asset to club leaders.

Those having in charge the preparation of this bulletin wish to give credit to Mr. E. C. Lindeman for much of the material included.

Fundamental Principles of Boys' and Girls' Club Work

1. The most effective unit of organization for a club is the community or the neighborhood. The area of such a unit may vary, but it may be described as the area in which the people have common interests, and a common center. The school is frequently the center of such a unit.

2. The boys and girls should be organized into separate clubs. The boys' club and the girls' club of the same community may frequently hold joint meetings, but each club should have a separate project and its own officers and study meetings.

3. Each club should have a local, resident, adult leader who will be responsible for the management of the club throughout the entire year. Some teachers remain in the community throughout the year and make excellent leaders. When the leader is a teacher and she or he does not remain in the community during the summer months there should be a leader who is permanently related to the club.

4. Each club should have an advisory board made up from three to five adults of the community who will interest themselves in the work of the club.

5. Each club should take up a project and every member of the club should follow the same project. Clubs where each member is allowed to select his or her own project have been uniformly unsuccessful.

6. Clubs should hold regular meetings which are in charge of the officers of the club.

7. No club member should be permitted to consider his or her work completed until all of the requirements of the project have been met. This means that each club member, even in cases of failure, should make a report and write a story.

8. All of the work of the club members should be judged on the 4-point basis which includes quantity, quality, income, story and report.

9. Clubs should never be exploited for the purpose of advertising some commercial product, some organization or some individual.

10. Some means should be taken to conserve the values created through club work. Members should be encouraged to further their education. Achievement as a club member should mean achievement in life. Develop leaders.

11. Cash prizes should not be awarded for club achievement.

12. The local community club and its activities should receive more attention than phases of club work which are placed on a county, district, or state basis.

13. It is often desirable to hold a roundup or a club fair toward the end of the year's work in which every club in the community or county will have a part.

14. An Achievement Day should be held as a formal closing of the year's work. At this time awards may be given out, county champions announced and Certificates of Achievement presented.

Aims of Club Work.

During this period of our natural life, which seems in some respects over-organized, it is essential that every new organization have a sufficient motive and a wholesome and well-defined objective. Leaders should have clearly in mind the ultimate aim of boys' and girls' club work before any steps are taken toward organization.

There are four principal aims as a basis for Junior Extension Work (commonly called Boys' and Girls' Club Work)—the educational, the economic, the social, the vocational—and these may be stated as follows:

Through the proper co-ordination of hand work with head work, the child is led by means of economic responsibility and through an organized social group, to demonstrate the value of scientific agriculture and home economics. In other words, when a club member undertakes to carry out a definite home project in co-operation with all of the members of his or her group, the effect will be felt in the following ways:

Educational Life

1. Educational Life: The effect upon the educational life of the boy or girl is felt almost immediately when the club member undertakes a home project. These boys and girls begin at once to realize that education is not merely getting lessons out of books, but that education is an integral part of life. To raise good corn, good potatoes, good beans, or to complete good garments, can good products—so do any of these things well, means the direct application of the results of education, reading, writing, and arithmetic. A boy who cannot intelligently read the bulletins sent him will not hold his own as a club member. The girl who cannot figure the costs in connection with her canning project will not be a successful club member. But the boys and girls, who appreciate that only by the application of school work to home work can success be obtained, will take a new interest in the work of the school. There is a national motto for boys' and girls' clubs which states this principle in graphic form. It is called the 4-H's of achievement. It aims to visualize the fact that club work educates:

The HEAD to think, plan and reason;

The HANDS to be useful, helpful and skillful;

The HEART to be kind, true and sympathetic;

The HEALTH to resist disease, to enjoy life, to make for efficiency.

Economic Life

2. Economic Life: The usual method of handling the finances of a boy or girl is to dole out in small amount what is needed for necessities or for pleasures. The parents who pursue this course deprive the boy or girl of responsibility. It is the old method of charity. The child gets what he begs for and nothing more. There is no at-

tempt to make his allowance commensurate with the amount of home labor performed by the child. The boy or girl does not feel that it is pay for services rendered. Club work aims to give boys and girls economic responsibility. The corn club boy owns his acre, and he is responsible for its management. The garment-making club girl buys her own materials and does her own work. Through the home project, club members are expected to earn their own money. It is a noteworthy fact that children who know how money is earned are not likely to spend it carelessly. The economic responsibility which goes with club work is frequently the starting point for thrift, independence and self-respect.

Social Life

3. Social Life: Club work, as the term indicates, means organized effort. The boys who belong to a potato club have before them the task of producing good potatoes at a cost which will permit an adequate profit. In order to achieve this result, they band themselves together in the form of a potato club. Together they study the problems of soil, fertilizers, planting, diseases and potato culture. Whenever possible they all grow the same variety of potatoes. In some cases they purchase their seed co-operatively. This co-operative action is carried on by all of the various clubs in so far as it is practical. Girls who belong to a canning club feel the drudgery of canning slip away as they can together in a club. And, back of all of this group activity, co-operative study, co-operative work, co-operative play—there is the attempt to build the citizenship for the future co-operative community. One boy, who had caught the spirit of this phase of club work, said in his project report, "The object of the boys' potato club is to get all of the boys in the club to act like they were one." Through club achievement boys and girls learn to forget their own personal petty affairs in the broader business of community building.

Vocational Life

4. Vocational Life: Boys and girls make their vocational prejudices, if not their choices, very early in life. Club work aims to arouse in the boy and the girl a vital interest in the business of agriculture and the business of home-making before the prejudice comes. By giving boys and girls a partnership in the actual business of the home, the garden or the farm, they see this phase of life from an entirely different viewpoint. The boy will not study scientific agriculture with interest and enthusiasm until he is given responsibility for some particular agricultural operation. The girl will think slightingly of scientific home making until she undertakes to do the canning for the home; when she finds that through the club she can learn to can many vegetables which could not be saved by the old methods, a new interest surrounds the entire problem of the home.

This new vocational interest, which in so many cases develops into vocational training and choice, has another significance. Club members are called "demonstrators." The whole plan of this work con-

templates the used of organized groups of boys and girls for the purpose of making community demonstrations of the value of applied science in agriculture and home economics. Many clubs have developed demonstration teams, whose function it is to demonstrate the things which their club has taught them, to the people of the community at county fairs, state fairs, and other gatherings. The club members are taught to feel that it is their duty to pass on the good things which they have learned.

In summarizing these four cardinal principles of club work, it ought to be said that the great aim, after all, is not merely to turn out efficient farmers and home-makers, but to turn out efficient citizens. The boy or girl who has undertaken a club project and who carries it out to completion gets a business training which will be helpful in any walk of life. In other words, it is desired to give these club members a participation in the actualities of life, so that the experience will better fit them to meet all the conditions of life. As has often been stated, "Club work builds three ships—ownership, partnership, and citizenship."

PART I.

How to Organize Boys' and Girls' Clubs

There is now a general knowledge of boys' and girls' club work. Much has been written in magazines, farm papers and newspapers regarding this work. It is still essential, however, to have the community understand clearly what club work means before organization is attempted. There are still many misconceptions. Many people still think that club work means merely a contest to determine who can grow the largest number of bushels on an acre. In order to dispel some of these erroneous conceptions, it is a good plan to conduct an educational campaign previous to the organization period. This can be done through the local papers, at community gatherings, and in many other ways which will suggest themselves to the leaders. When community sentiment has been secured, the following steps may be taken:

1. Presentation of club work to children and to parents.
2. Enrollment of club members.
3. Election of officers and adoption of constitution.
4. Selection of project.
5. Selection of local leader and Advisory Board.
6. Appointment of committees.
7. Arrangements for place of meeting, time of meetings, programs, etc.

It is not essential that this procedure be followed out in exact detail, but this is the plan which has given best results. The following discussion of each of the above steps may prove helpful.

Presentation of Club Work

1. Presentation of Club Work to children and parents. It is always best to make this presentation at a meeting called especially for this purpose. An excellent plan is to hold a community meeting in the evening. At this meeting the people of the community are made acquainted with the principles of the work, its past achievements and its growth. Following this meeting there may be a special meeting for the purpose of organizing the club or making a more definite presentation to the children. Often it is best to hold this second meeting at the school on the following morning.

To the school teacher who is to be the local club leader, the following outline of procedure may be of value:

a. Preparation.

Talk it over with pupils and parents.

Teacher should be informed—enthused.

Children learn about it—discuss it.

Drill in language classes or with whole school on method of conducting meeting, etc.

b. Organization Meeting.

Meeting of parents and children.

Brief program planned by teacher:

Music.

Brief address on Club Work.

Games.

Decide on project.

Enrollment of qualified children.

Teacher or other adult to act as temporary chairman.

Appoint adult temporary secretary.

Election of officers:

President.

Vice-President.

Secretary.

Treasurer.

Choice of Advisory Board.

Appoint committees on

Program.

Constitution.

Motto.

(Possibly one member of Advisory Board on each Committee.)

Arrange for follow-up meeting.

Invitation as to place or vote on place of meeting.

Adjournment.

Enrollment of Members

2. Enrollment of Members: To secure a proper enrollment of club members is a task which deserves considerable study. Local leaders can do this much more efficiently than can leaders from the outside. The children should be made to feel that they are engaging upon an important venture. Club work should not be presented as being simple and easy. The right kind of boys and girls are never challenged by an easy job. Each club member should be made to feel that the obligation of membership is a serious one. In some cases it is a good plan to have the prospective club members sign a pledge, such as the following:

I,.....do hereby promise to abide by the rules and regulations of the.....club. I further agree to carry out my project, keep a report, write a story and make an exhibit.

Boys and girls should never be unduly urged or coaxed to join a club. At the time of enrollment, the organizer should secure the name of the club member, his or her address (including rural free delivery route), and age. Regular enrollment blanks for this purpose are furnished by the Boys' and Girls' Club Department of the Michigan Agricultural College. Club members should secure the consent of their parents before they sign the club pledge. The main point for the leader to guard against is the wholesale enrollment of children who are not likely to carry out their projects. Ordinarily clubs constituted within the following age groups attain best success:

- Boys from 10 to 13; the "pre-gang" age.
- Boys from 13 to 15; the "gang" age (early adolescence.)
- Boys from 15 to 18; the high school age (middle adolescence).
- Girls from 10 to 12; the pre-social or individualistic age.
- Girls from 12 to 14; the social or group age.
- Girls from 14 to 16; the altruistic age.
- Girls from 16 to 18; the young lady age. (High school.)

The above age groups vary considerably in various communities, and the groupings should be taken only as a suggestive guide. Leaders should work on the principle that the club which is composed of boys or girls of homogeneous or like desires, motive and aspirations will succeed in a larger degree than clubs composed of boys or girls of diversified desires, motives and aspirations. These characteristics depend in a large degree upon age, but not altogether. The work of the leader becomes simplified when such natural groupings can be made.

Election of Officers and Adoption of Constitution.

3. Election of Officers and Adoption of Constitution: It is a wise leader who understands how to lead a loosely composed group into a compact and organized unit. Much depends upon the election of officers. The club members should be warned against electing the most popular members for officers instead of those who can and will

work. The president should be chosen because he or she has manifested the qualities of leadership. The secretary should be chosen because he or she is accurate on details and can write well. If the warning is not given, the children will follow their natural impulse, which is to award the honors to those who at that time seem most popular. The election of officers should proceed with orderliness and precision. The club members should do as much of the actual work as is consistent with their abilities. All mistakes should be corrected and motions should not be allowed until properly stated.

The business interest which attaches itself to the club affairs will depend very largely upon the dignity of the first meeting.

The constitution will be useful and helpful only if it is simple and workable. In order to suit local conditions, it is sometimes advisable to appoint a committee to draw up a constitution to be voted upon at the succeeding meeting. A simple form of constitution is given below:

A Model Constitution for Boys' and Girls' Clubs

Article I. The name of this organization shall be the..... club.
(school, township, county, etc.)

Article II. The object of this club is to increase the agricultural, educational and social advantages of.....
(name of geographical unit)
through home projects, entertainments, lectures, fairs, exhibits, etc.

Article III. All boys and girls living.....between
(geographical unit)
the ages of 10 and 18 years shall be eligible for membership.

Article IV. Sec. 1. The officers of this club shall consist of a supervisor or leader, a president, a vice-president, a secretary, and a treasurer; in addition there shall be chosen three adults (men and women) who shall act as an Advisory Board.

Sec. 2. A majority vote shall constitute an election.

Article V. Robert's Rules of Order shall govern the meetings of the club.

Article VI. The order of business for all regular meetings shall be as follows:

1. Call to order.
2. Roll call.
3. Reading of minutes of last meeting.
4. Addition or corrections to the minutes.
(Lectures, talks by guests, etc., may be introduced here)
5. Reports of committees.
6. Old business.
7. New business.
8. Voting in new members.
9. Considering new names for membership.
10. Adjournment.
11. Recreation or refreshments.

Article VII. Committees for special purposes may be appointed by the president at any time.

By-Laws

Article I. There shall be an annual (or monthly) due of.....to
(amount)
be paid by each member for the purpose of defraying cost of entertainments, exhibits, etc.

Article II. The officers shall be elected by ballot at the annual election in.....of each year.
(month)

Article III. The regular meeting of the club shall take place aton the.....
(name of building) (day of month)

Article IV. Sec. 1. A quorum shall consist of.....
(usually two-thirds)
of the membership of the club.

Sec. 2. This constitution may be amended by a vote of.....
(two-thirds)
of the members present at any regular meeting.

Duties of the Officers

The President

1. Calls the meeting to order.
2. Announces the order of business.
3. Puts all questions and motions.
4. Decides points of order.
5. Decides the votes.
6. Calls another member to the chair if he or she wishes to take part in the debate.

The Vice-President

1. Performs all the duties of the President in case he or she is absent.

The Secretary

1. Keeps the minutes of all meetings.
2. Handles all correspondence.
3. Sends or posts notices for meetings.
4. Reads the minutes of the previous meeting.
5. Acts as chairman in case both President and Vice-President are absent.

The Treasurer

1. Collects all dues and moneys.
2. Keeps an account of all moneys collected and paid out.
3. Pays bills when ordered by the President or Secretary.

The Advisory Board

1. Assists the club in choosing projects.
2. Secures prizes for fairs, exhibits, and contests.
3. Assists in all co-operating community affairs under club auspices.
4. Secures or acts in the capacity of judges, witnesses, etc.

The County Representative

1. Attends all county meetings.
2. Reports county affairs to the club.
3. Assists in arranging for county contests, fairs, exhibits, etc.

Selection of Project

4. Selection of Project: The fundamental basis of all the activities of the club is, of course, the economic project which the members are to carry on at their home. The club should be organized for a definite purpose, and that purpose is to carry out a home project on a scientific and business basis. Greatest care must be taken in the choice of the project.

It should—

- Fit the age of the member;
- Meet some community need;
- Be a standard project for which instructions have been prepared;
- Begin and close at a definite time.

It is apparent that it would be unwise to select the corn-growing project for boys in a community where corn cannot be matured. Likewise, it would be unwise to select a hot school lunch project for girls in a school where the hot lunch is already being served on a regular basis.

In the selection of a project it would be well to keep in mind the requirements for carrying on the various projects. As an aid in selecting the project the following table of requirements is given:

CROP PROJECTS

I. Corn Project:

1. Boys 10-14 years old grow $\frac{1}{2}$ acre corn.
2. Boys 14-18 years old grow 1 acre corn.
3. Keep record of cost, time and income.
4. Write story of work done.
5. Make standard exhibit at Club Fair.

II. Bean Project:

1. Boys 10-14 years grow $\frac{1}{2}$ acre beans.
2. Boys 14-18 years grow 1 acre beans.
3. Keep record of time, expense, labor, and income from work.
4. Make standard exhibit at Club Fair.

III. Potato Project:

1. Boys from 10-14 years old grow $\frac{1}{4}$ acre potatoes.
2. Boys from 14-18 years old grow $\frac{1}{2}$ acre potatoes.
3. Keep record of time, expenses, labor, seed, income, etc.
4. Make standard exhibit at Club Fair.

LIVE STOCK PROJECTS**I. Pig Project:****a. The Pork Production Project**

- (1) Each boy required to raise one or more pigs from breeding time to maturity, keep a record of his work.

b. The Breeding Project

- (1) Each boy required to raise one or more pure bred registered gilts from weaning time to time of breeding and keep a record of his work.

c. The Sow and Litter Project

1. Each boy to raise one or more litters from the sow raised in the breeding project (b) and keep a record of his work.

II. Sheep Project:

1. Each boy is required to feed and care for three or more sheep for a period of one year. He is also required to keep an accurate record of the feeds fed, the time spent and the expenses and income from the work.

III. Calf Project. (Beef or Dairy):

1. Each boy is required to feed and care for one or more calves for a period of one year. He must keep a record of the expense for feed, labor, etc., as well as a record of the income.

Projects for Girls**I. Canning Project:**

1. Can the required amount of fruits and vegetables by using the cold-pack method.
2. Keep an accurate record of all products canned, the hours spent at canning, the value of the canned products and all other items required in the report furnished. A story of the season's canning experiences must also accompany the report.
3. Make an exhibit of canned products consisting of two jars of fruits, two jars of greens and two jars of vegetables.

II. Garment Making Project:

1. Make three garments.
2. Draft pattern for one garment.
3. Write report and story.
4. Exhibit work done.

III. Hot School Lunch Project:

1. Complete at least three weeks of work; that is, one week as cook, one as housekeeper and one as bookkeeper.
2. Fill out a report at the completion of the project showing the cost of materials, the number served, etc. Data for this report is secured from the president of the club.
3. Write an original story entitled, "How we carried on our School Lunch Club."

All clubs will be more successful if they are made permanent. To this end it is advisable to have a project for the winter season as well as for the growing season. The garment making project is adapted for a winter project. Many garment-making clubs become canning clubs in the spring and summer. The handicraft project is an excellent one for a winter activity for the boys' crop production clubs. The rotation of projects will depend very largely upon local conditions. It will be found that the club will have greater cohesive powers if little or no time is left between the completion of one project and the beginning of another.

A point in connection with projects which has received considerable discussion in the past is this: Is it better to have all of the children of a single club undertake the same project, or shall they be permitted to choose any project which their individual desires prompt? It is coming to be generally accepted that the single project for all the members of a club brings far greater success than the club which includes several projects. By choosing a single project, the club members learn to submerge their own personal interests for the larger interests of the community. The supervision for a single project is simple and effective; the supervision for mixed projects is bound to be less effective, and naturally is far more difficult.

Selection of Local Leader and Advisory Board

5. Selection of Local Leader and Advisory Board: The system of boys' and girls' clubs in Michigan contemplates the organization of a club on a purely community or neighborhood basis. The teacher is very often the organizer and the social leader for the clubs. It is essential, however, to have additional leadership. The club is intended to be a permanent community organization. The teacher may not return the following year. The club members need most attention during the summer months, when the teacher is rarely on the ground. By the local leader is meant some man or woman who is interested in boys and girls, and who knows something about the project to be undertaken. In this regard it may be mentioned that the former quality—a distinct liking for children and an interest in their welfare—is far more important than a technical knowledge of the project. The latter can be taught; the former cannot. In every community there is a man or woman who has within him or within her the dormant qualities of leadership. This is the teacher's big opportunity: to discover such leadership, to train it and to give it a definite task. In every live club there is enough for the teacher to do along lines of social activities, recreational activities, arranging for programs, exhibits, etc., so that the additional help of the local leader should be more than welcome.

In choosing the local leader it is often wise to allow the club to have some voice in the selection. Children are surer guides in many cases than are the adults. Instinctively, they know whom they would respect and follow. The local leader has come to be so important a factor in successful clubs that it is almost accepted as a general prin-

ciple that no club should be organized until the local leader has been secured. The County Club leader may sometimes decide in his own mind upon the right local leader and then get the club members to choose the same leader. In many counties there are being held special schools of instruction for training such leaders, and each year at the Michigan Agricultural College there is a special ten-day school for this purpose. To be able to exercise such leadership is coming to be looked upon as a worthy challenge and an honorable community service.

The Advisory Board, like the local leader, is a part of the machinery of club organization which was once looked upon as desirable, but not essential. More and more it is coming to be recognized that club work must have a definite relationship to the community. Its very foundations must rest upon community sentiment. This sentiment is secured most effectively when more than one person in the community is actively interested in the work of the club. The Advisory Board makes the connection between club and community. Its members assist the teacher and the local leader in arranging the affairs of the club. The services of the Advisory Board are especially useful at the time of the club exhibit or fair, the club picnic, the club play festival, the club demonstration, and in fact, at all times when it is desired to bring the club and the community together. There are usually from three to five members on such Boards. One of the common duties of an Advisory Board member is to visit a certain number of club plats or projects during the season. In the case of the garden clubs, each Advisory Board member selects a number of club members who live nearest his or her home and makes it a point to visit these boys and girls regularly for the purpose of inspecting the progress of the project. In some cases they actually do the scoring of the project. Thus, if there were thirty-five members in a garden club, and the club had an Advisory Board consisting of five members, each Advisory Board member would have seven projects to visit. The advisory board should meet frequently with the local leader for the purpose of discussing the progress being made by club members. In this manner it is a comparatively simple matter to bring the necessary assistance or encouragement to those club members who happen to be meeting with failure.

Perhaps one of the greatest values of the Advisory Board lies in the fact that it becomes virtually a training school for future leaders. It is the teacher's or club leader's opportunity for developing resident leadership which will go on with the work of the club even after the teacher or leader is gone. It is becoming customary to seek Advisory Board members from the ranks of such organizations as Women's Clubs, Granges, Gleaner Arbors, Farmers' Clubs, and other organizations rendering community service. The Advisory Board offers such organizations an excellent opportunity for rendering valuable assistance to the boys' and girls' clubs.

Appointment of Committees

6. Appointment of Committees: At the first meeting of the club it is usually a good plan to have the president appoint a few working

committees. The more work the club members are given to do the more interest will they take in the club and the greater will be their personal development. If the president is inexperienced it is well to give him some instructions about the appointment of committees, in order to prevent duplication of effort, and also for the purpose of giving everyone something to do.

Arrangements for Place of Meeting, Etc.

7. Arrangements for place of meeting, time of meeting, programs, etc.: The success of any organization depends largely upon two things: First, a worthy and sufficient motive; second, a continued wholesome and active interest. In order to have the club do the most successful work the members must maintain this interest in their club and their community. Regular club meetings will do more to keep up this interest than any other single element. It is well to open club meetings at the appointed time, proceed with the program as outlined and adjourn on time. Suggestions for programs will be given in the discussion on "The regular club meeting."

PART II

How to Conduct Boys' and Girls' Clubs

There is a slogan which is used in connection with boys' and girls' clubs which reads as follows: "There are three 'ups' in club work: The start-up, the follow-up and the close-up. If you cannot follow up, it is better to close up before you start up." Nearly all the failures in club work may be traced to a lack of a systematic follow-up program. It is comparatively easy to organize boys and girls into clubs, but to get them to actually carry out their projects is a task which demands careful thought and constant interest. To one who has spent his life in work with children it seems almost criminal to organize a club under the glow of enthusiasm and then to allow them to fail in their promises because of lack of interest on the part of the leader. Children should never be allowed to consider themselves failures. When this thought first enters the mind of the child, it brings with it a contamination which many children never overcome. It is the duty of those who organize clubs to see that the work of the children is followed up in a systematic manner.

Club work is followed up in the following ways:

1. The regular club meetings.
2. The personal visit to the club member's home.
3. The printed bulletins and instructions provided by the Michigan Agricultural College, the U. S. Dept. of Agriculture and the Club Leaders.
4. Published reports and instructions in the local papers.
5. The letter from the club leader to the club member.
6. The club field demonstration.

The Regular Club Meetings

1. The Regular Club Meeting: The regular meeting of the club held weekly, bi-weekly, or monthly is the club's own method of follow-

up. The keynote of successful club meetings is "Interest." Boys and girls will not attend meetings regularly unless they are sure that the meeting will be interesting. One of the most common reasons for failure in club meetings is the unwillingness of leaders to place responsibility in the hands of the club members. It is so easy for adults to forget their own childhood desire for responsibility and most adults underestimate the ability of boys and girls. As is the case in all successful leadership, one must learn to get things done by having others do them. Boys and girls are naturally desirous of "belonging" to something, of being loyal to some group or organization, but leaders must keep ever in mind the fact that the "belonging" instinct depends upon personal activity. The club must be "theirs," and they must feel that they are performing the functions of members.

Club meetings, in order to contribute to the success of the club, should:

- a. Be regular.
- b. Start on time, and dismiss on time.
- c. Have a definite program.
- d. Always have some business to transact.
- e. Rotate officers.
- f. Be conducted by the club members with the leader assisting as unostentatiously as possible.
- g. Never be "bossed."
- h. Have a definite period for:

Business.

Songs.

Games.

Parliamentary practice.

Papers and discussions.

The year's program for club meetings should be worked out in advance. In case outside speakers are to be invited be sure to make arrangements in advance. Always be ready with some sort of program in case such speakers are obliged to cancel their engagement. Use local talent so far as it is available, or can be developed.

Club meetings may be held at the school, the church, the Grange Hall, the Gleaner Hall or in the homes of club members. Experience thus far indicates that meetings held at the homes of the various members give the best results. In many cases, however, this is not desirable. In order to accustom the people of the community to the use of a certain center it is advisable to promote the holding of meetings at such a center. Even in such cases, frequent meetings at homes are recommended.

The following sample program may serve as a guide to leaders in making up their own club programs:

7:30 p. m. Meeting called to order by the president. Roll call answered by giving names of the important agricultural products of the community.

7:40 p. m. Reading of the minutes of the previous meeting.

7:45 p. m. Discussion of old business.

7:55 p. m. Discussion of new business.

8:00 p. m. Program:

a. Music: Club Song.

b. Talk: "How I Selected My Seed Corn," by a club member.

c. Discussion by members of the club.

d. Talks: "How I Plan to Keep My Project Record," by club member.

e. Discussion by members of the club.

f. Music.

g. Recitation.

h. Games.

8:40 p. m. Discussion "For the Good of the Club."

8:50 p. m. Parliamentary drill.

9:00 p. m. Adjournment.

In making out a year's program for the club, the leader should keep the following points in mind:

1. Suit the program to the season.
2. Programs occurring near holidays should be made appropriate.



Combining Pleasure with Business.

3. Provide programs which will bring in the mothers and fathers.
4. Do not copy other programs; be original.
5. Special meetings for special purposes serve to keep up interest.
6. Vital community problems should form a part of the year's program.
7. Arrange your program so that it does not conflict with other important community interests.

A few suggestions for special meetings are here given:

1. Pioneer Meetings (with exhibits).
2. Michigan Agriculture.
3. Michigan Industry.
4. Michigan Mining.
5. Michigan History.
6. Our School.
7. Michigan's Educational Institutions.
8. Birds and Agriculture.
9. Food Conservation.
10. Patriotic Meeting.

Leaders should not fail to use the resources of their immediate community as well as the resources of the State in making up programs. For assistance in securing speakers and other help correspond with:

1. Extension Division, Michigan Agricultural College, East Lansing.
2. Extension Department, University of Michigan, Ann Arbor.
3. State Department of Public Instruction, Lansing.
4. State Normal College, Ypsilanti.
5. Western State Normal School, Kalamazoo.
6. Central State Normal School, Mt. Pleasant.
7. Northern State Normal School, Marquette.
8. State Historical Commission, Lansing.

There are a large number of individuals and institutions which may be called upon for assistance in giving pageants, dramas and various types of entertainments. Leaders may write the Junior Extension Department of the Michigan Agricultural College for assistance in securing help.

Always provide for outside speakers in advance. Many clubs are disappointed in their programs because they allow the matter of engaging speakers to be neglected until within a few days of the time of the meeting. Speakers should be engaged at least one month in advance.

The Personal Visit to the Club Member's Home

2. The Personal Visit to the Club Member's Home: No amount of printed instructions or letters can take the place of the personal visit. Here the club member and the club leader come into actual personal contact on a mutual basis. The leader is received in the corn field, the potato patch, the garden, the barn or the kitchen. He enters the home through the avenue of its most vital interests. The

kitchen reception is human and unaffected, while the parlor reception is always stiff, formal and unsatisfactory. When the club leader enters the home on the basis of his interest in the boy or girl and the work which he or she is doing, he has immediately banished all of these superficial barriers which prevent people from being their true and best selves.

The county agricultural agent, home demonstration agent, the county Y. M. C. A. secretary, the county school commissioner, the teacher of agriculture, the teacher of home economics, and the teacher, all desire, providing their vision is broad, to reach the homes of their communities. There is no better approach to the homes than through the meeting of the club and the personal visit to the club member's home.

No specific advice can be given in regard to the frequency of such visits. Some clubs demand visits as often as once each week, while others may be followed successfully with a monthly visit. The frequency of visits is somewhat definitely related to the project and to weather conditions. Many a club member might be saved from the ignominy of defeat and failure if the personal visit could be timed properly. Generally speaking, it is the visit which comes when obstacles seem greatest that does the most good. Garden club members do very well until hot weather, insects and diseases appear. It is then that they need that little word of encouragement which has meant the difference between success and failure to so many of us.

The club leader or the Advisory Board member should have a definite schedule of visitation whenever this is possible. It is a mistake to make such visits in the form of a surprise, which is intended to catch the club member off his guard. A letter a few days in advance will place the visit on a more normal basis. The purpose of the club visit is not to "catch" someone who has not been doing good work; it is rather to help the club member to do his very best. Further than that, its purpose is to place the club member and the club leader in such relationship that there will be mutual understanding and mutual helpfulness. The club leaders who are loyal about their visits are the ones who receive the best training from club work.

Four maxims may guide the club leader in the conduct of the personal visit:

1. Be friendly and natural; an air of superiority never accompanies good leadership.
2. Have a definite purpose for your visit; be ready to offer practical and seasonable advice if it is needed.
3. In order to teach, you must place yourself in the teachable state of mind; the club member may have discovered something new to you.
4. So conduct your personal visit that at its close some member of the family will say, "come again."

Although it is not always feasible or desirable, the personal visit has frequently been markedly successful in taking others on the visitation trip. Bankers, business men, farmers, teachers, and other interested people may be induced to accompany the leader on such trips. This tends to dignify the visit, and causes pride in the boy or the girl, and more often causes family pride.



A Visit to a Community Garden will Often Result in Better Home Gardens.

Printed Bulletins and Instructions

3. **Printed Bulletins and Instructions:** It is the plan of the Boys' and Girls' Club Department to furnish a bulletin, a report blank and seasonal instruction sheets for each project. Formerly this material was mailed directly to the club member. It is now mailed to the club leader, who in turn distributes it among the members. This plan was inaugurated because it was found that it strengthened the local leadership when the material came through him.

The bulletin explaining how to carry on the project is intended as a guide to the club member in his work. These bulletins must be

written from a state-wide standpoint, and consequently may not always fit precisely into local conditions. The bulletins should be supplemented by advice from the best farmers in the community. Each club member should receive his bulletin and his project report blank soon after the club is organized. These may be used as a basis for study in the club meetings.

Emphasis should be placed on the project report blank. This should be thoroughly explained; it has been found to be a good practice to give each club member two report blanks. One may be left in the school, where it may be used as a part of the school arithmetic, and the other may be kept at home. In this way the teacher may be able to give assistance in the mathematical aspects of the report. The club leader should always ask for the club report when he or she makes a personal visit to the club member's home. The most valuable advice can be given when the club member and the club leader are together on the ground where the work is being done.

Additional instructions may be prepared and sent out by the county or local leaders. Many county agricultural agents have found it possible to prepare regular sets of instructions suited to the needs of the particular county. When this is done, it should be kept constantly in mind that if the material is to be read and applied by the children, the language must be simple and direct. It is a mistake to furnish such instructions too frequently or in too large quantities. Send only that which can be read quickly and can be applied in the immediate future.

Club leaders should always order extra copies of all literature used in connection with the projects of their clubs. This will do away with the dangerous delay which often results when the literature must be mailed from a distance.

Published Reports and Instructions

4. **Published Reports and Instructions in Local Papers:** The local paper furnishes a valuable medium for disseminating instructions to club members. It is a very important cog in the follow-up machinery, and club leaders should learn to use it. However, it must be used judiciously. Many club leaders have fallen by the wayside because they failed to take advantage of this, which is in many cases the most efficient publicity medium in the community as a follow-up agency; and many others have fallen by the wayside because they used this medium injudiciously.

A few words of guidance may prove helpful. Briefly stated, the principles of utilizing this form of publicity are as follows:

1. Use newspapers for notices of meetings, fairs, exhibits, and other club functions.
2. Use newspapers for timely advice in regard to the various projects.
3. Use newspapers for publishing the results of club members, achievement stories and other club attainments.
4. Keep your own name and personality in the background. There is a "saturation point" in personal publicity. It is a wise leader who knows when this point is reached.

5. Although there is a maximum of danger in using your own name in publicity, there is a minimum of danger in using the names of your club members and local leaders.
6. Prepare your newspaper material carefully, and avoid the sensational. Submit written material. Keep carbon copy for personal files.

The Letter from the Club Member

5. The Letter from the Club Leader to the Club Member: Next to the personal visit, in importance, should be placed the personal letter. Every normal child enjoys the advantage of receiving a letter. If this letter carries with it the personal, human note, its effect will be worth the while.

The purely local leader will not find it necessary to use the letter-writing method of follow-up to any great extent. The county leaders will be forced to use it frequently. A distinction should be drawn between a letter and a notice or an instruction sheet. When the purpose is merely to notify the club members of some event or to instruct them in some particular operation, it is desirable to mail such material out in the form of a notice or an instruction sheet. Attempts to make such material take the form of a personal letter are frequently made, but even the child knows instinctively that there is a difference.

By the personal letter is meant the letter which is written in answer to an inquiry, the letter which is sent out to encourage the club members in the face of obstacles, the letter which is intended to create a closer bond of association between the leader and the boys and girls. It may seem trite to offer suggestions for letter writing, since each individual will develop his or her own peculiar style, but nevertheless there are a few suggestions which have been found to be helpful. In sending such letters it is worth while to observe the following simple rules:

- a. In writing a letter to a boy or girl, assume that you have his or her confidence and friendship.
- b. Omit all long and uncommon words. As in the case of the personal visit, one of the requisites of a good leader is to be able to place one's self on the level of those who are to be led. The air of superiority reveals itself in letters; it should be avoided scrupulously.
- c. Come to the point of your letter as quickly and as directly as is consistent with courtesy. In other words, be courteous, but not too courteous.
- d. Answer questions briefly but practically. If you cannot furnish the information requested, try to secure it or direct your correspondent to the proper sources.
- e. A short, friendly letter to a boy or girl is better than a long, discursive one. A personal letter is like a conversation. We prefer to see our friends often. An overdrawn letter, like an overdrawn conversation, may become a bore.
- f. Again, and above all, maintain the personal, friendly, human attitude. If you are honestly interested in the welfare of your boys and girls, your letters will indicate it.

Although it may seem presumptuous to add a word about writing and spelling, it still seems necessary. Your letters are factors in the moulding of the character of your club members. They will watch your spelling and your grammar more accurately than will the adults.

The Club Field Demonstration

6. The Club Field Demonstration: The club demonstration is a valuable and important part of the follow-up program. At the demonstration all of the members of the club (or in some cases all of the club members of a township or even a county) are brought together for the purpose of teaching an important operation. The leader may wish to demonstrate:

- a. The control of certain insects or diseases.
- b. An approved method of cultivation.
- c. How to test seeds.
- d. How to plant.
- e. How to select live stock
- f. How to use the one-period cold pack method of canning.
- g. How to use some new and useful stitches.
- h. How to operate an incubator.
- i. How to bake economy breads.
- j. How to keep records on projects.

Demonstrations which the club members give themselves will be discussed later. The field demonstration is thus named because it is a demonstration conducted by a field agent or representative of the Junior Extension Department working in some local community of the State.

Such demonstrations are extremely valuable; the leaders should be certain that:

- a. The demonstrator knows exactly what is to be demonstrated.
- b. Arrangements have been made in advance so that the demonstration will run smoothly.
- c. An attendance has been assured.
- d. The demonstrator does not attempt to teach too much at one time.
- e. Equipment within the reach of the club members is used.
- f. The demonstration does not end until every club member can actually make use of the process taught.
- g. The demonstration should be seasonal, practical and simple.

The important thing to remember about a demonstration is that it must actually be a demonstration. Never substitute a talk when a demonstration has been promised. Use every resource to put on the demonstration in spite of all handicaps. To give a talk when a demonstration has been promised often brings harmful results.

Every club member may become a demonstrator in the following five ways:

- (1) By demonstrating at home to himself, his family and to the neighbors.
- (2) By demonstrating before his club group. This will be demonstration of either things or facts.
- (3) As a member of a club demonstration team giving public demonstrations. This will be a typical team demonstration.
- (4) As a member of his club group giving a field demonstration. This may be given at a field meeting.
- (5) As a volunteer local club leader. This will be the outgrowth of club training and will allow the former member to demonstrate what he has learned of club work by acting as leader of a local club.

PART III

Club Activities

The saying that "All work and no play makes Jack a dull boy" has an application relative to Boys' and Girls' Club Work. The club member should be given the opportunity of taking a part in some phase of club work other than just that of carrying on his or her project. The activities most used in this connection may be named as follows:

1. Club Visitation Day.
2. The Club Picnic.
3. Club Festivals, Pageants, Field Days, Etc.
4. The Club Demonstration.

Club Visitation Day

1. Club Visitation Day: Club members belonging to the same club and living in the same community will naturally visit each other. They will be interested in the methods used and the progress attained by their fellow club members. This sort of visitation which should be encouraged and organized is wholesome and desirable. It may be called the "intra-club visitation." When all the members of a local club go in a body to visit another club, such visitation may be called "inter-club visitation." Excellent results may be obtained in this manner. The visitation day should be set aside in advance and all preparations made. Automobiles may be recruited for transporting the club members to the place of visitation. A program may be arranged and specialists may be called on for the purpose of giving demonstrations. The aim of the visitation day should be to educate the club members and to bring about a better social feeling between clubs. A series of such visitation days to cover the entire county will do much in the way of creating and maintaining club and community spirit.

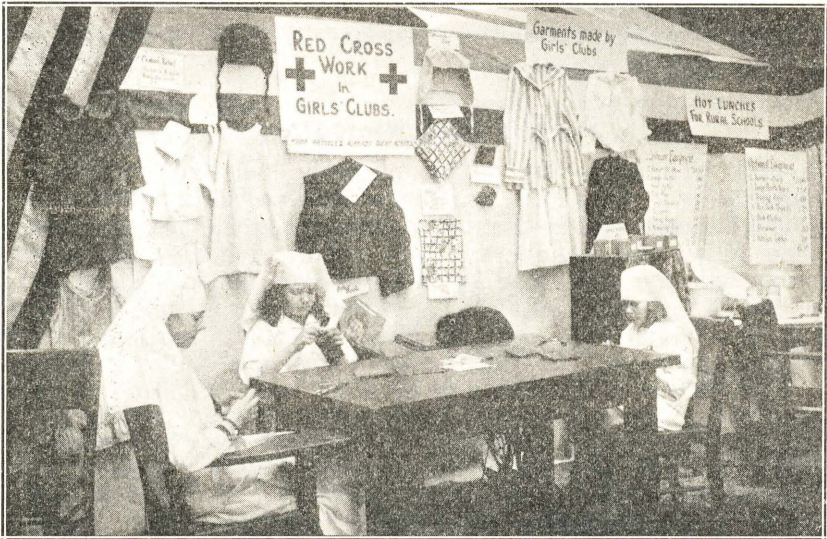
The Club Picnic

2. The Club Picnic: Every club should hold several picnics during the summer season. Nearly all of the rules which go toward making the regular meeting a success will also hold for the club picnic. The following summary of suggestions may be of assistance:

- a. Select the date for the picnic in advance.
- b. Make provisions for transportation.
- c. Plan a program which will include:
 - (1) Group games.
 - (2) Competitive games.
 - (3) Contests.
 - (4) Song.
 - (5) Regular time for lunch.
 - (6) Program of speeches and recitations.
- d. Provide for an alternative place of meeting in case of inclement weather.
- e. Have enough adults on hand to provide proper leadership for games, contests, etc.
- f. Have every minute of the time filled with some form of activity.

Club Festivals, Etc.

3. Club Festivals, Pageants, Field Days, etc.: There are a large number of special events which may be conducted by and for the club members. All of these events tend towards greater interest and solidarity. The extent and nature of such events will depend upon



The Program is so Adaptable that Club Members Enter Emergency Activities.

the resourcefulness of the leaders and the amount of assistance which may be enlisted.

a. Club Festivals may be conducted for the sole purpose of celebrating some holiday. They may take the form of a play day. Group games and contests may take up the greater portion of the time. The leader should, as in the case of all other events discussed, plan things so thoroughly that there is no idle time.

b. Pageants may be written by local people or secured from the outside. There are a number of pageants which have been written especially for boys' and girls' clubs. There are others depicting the development of agriculture, the history of the community, etc.

c. Field Days are events which bring the club members together for the purpose of games and contests.

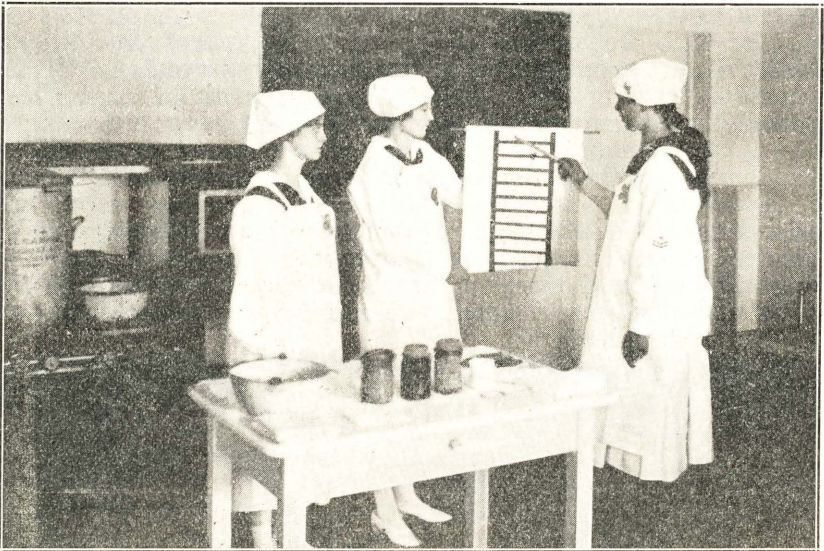
All of the events mentioned above may be used for educational purposes. While they are specifically for social purposes the occasions may be used to emphasize some particular phase of club work.

The Club Demonstration

4. The Club Demonstration: This is a type of demonstration which is conducted not "for" the club, but "by" the club. One of the principles underlying club work is that of using the club as a means for demonstrating approved practices in agriculture and home economics to the community. By a series of competitive demonstrations those members of the club who prove to be the most adept at demonstrating are selected to represent the club as members of a demonstration team. Usually a team consists of three members with an alternate. One member of the team usually does all of the talking while the others do the work. State club leaders may be called upon to assist in training such teams. The following suggestions should be helpful to local leaders:

- a. Select demonstration team by actual competition and not out of favoritism.
- b. Members of the team should wear the National Club insignia—the Four-H Cloverleaf. Girls' teams also wear the standard club apron and cap.
- c. The speaker (usually called Number One) should be prepared to give a lucid description of club work in general. The speaker should then:
 - (1) Tell about the local club and its work.
 - (2) State the purpose of the demonstration.
 - (3) Give the stages or steps to be followed in the demonstration.
 - (4) Describe each step as it is being performed by the other demonstrators.
 - (5) Give reasons for each step.
 - (6) Afford an opportunity for the audience to ask questions.
- d. Demonstrations are made more successful by the introduction of some real club spirit. This may be accomplished by having the club or the members of the team give some club songs and yells.

- e. The leader should not only correct the language and the construction of the demonstration talk, but the leader should also adapt the talk to the time necessary for the operations. In other words, there should be no moments during the demonstration when something is not being said or done.
- f. The demonstration is the best method for bringing the community to appreciate the real value of the club's work. Be sure to advertise so that an audience will be assured. Use the demonstration team at community or county fairs and other community functions.
- g. Be sure that proper preparations have been made for the demonstration. The team should not be handicapped by lack of materials.
- h. The demonstrators should stand on a platform and the audience should be seated.



Since Extension Work is Demonstrational, Michigan Encourages this Form of Club Activity.

There is a wide variety of operations and practices which may be demonstrated by means of demonstration teams. The following are suggestive:

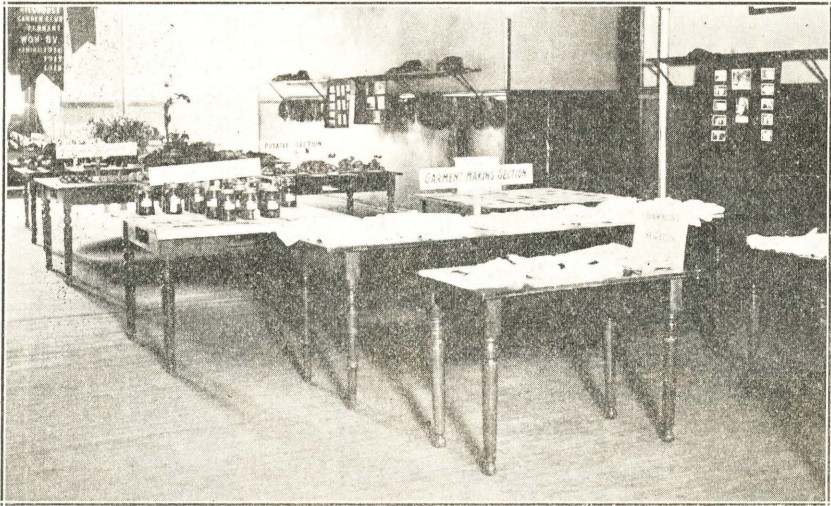
1. The one-period cold pack method of canning.
2. Drying fruits and vegetables.
3. Selecting seed corn.
4. Stringing and curing seed corn.
5. Selecting seed potatoes.

6. Selecting seed beans.
7. Treating potatoes for diseases.
8. Preparing spray mixtures.
9. Cutting seed potatoes.
10. Seed testing.
11. How to select club products for an exhibit.
12. Preparing vegetables for market.
13. Selecting the laying hen.
14. Candling eggs.
15. Judging all kinds of live stock.
16. How to tie useful knots.
17. The use of carpenter's tools.
18. Constructing a handicraft exercise.
19. Making a storage pit for vegetables.
20. How to prepare a hot school lunch.
21. Baking Breads.
22. Food substitutes.
23. Using the common stitches.
24. Drafting a dress pattern.
25. How to cook vegetables.
26. How to make Red Cross articles.

PART IV

How to Close Up Boys' and Girls' Clubs

Much has been said relative to organizing boys and girls into clubs and of following up the activities of those clubs, but there still remains the subject of closing up the year's work. Without a definite time and method of bringing the work of a club to an end, the elements of completeness will be lacking. The boys or girls should know when and how his or her work has to end.



Often Several Clubs Combine and Thus a Larger Exhibit is Made Possible

Local conditions will often determine the best procedure in connection with the closing up of club work. In a very general way, however, three methods of closing up club work may be named:

1. The club exhibit.
2. Prizes and awards.
3. The Club Achievement Day.

The Club Exhibit

1. The Club Exhibit: The club exhibit is in a sense a demonstration, for it visualizes for the community the results of the work of the club. No club member may be said to have completed his or her project until an exhibit has been made. This fact should be continually impressed upon the minds of club members. Many boys and girls do not make exhibits because they feel that their product is not worthy. The exhibit gives the opportunity for comparison and for improvement. One of Michigan's State Corn Champions took fourteenth place in his first exhibit. He continued for four years until he finally im-

proved his work so that he became the champion corn grower of the State. The exhibit is the place where standards are fixed and where the club member focuses his or her aim upon an ideal. In spite of poor weather conditions, poor home support, poor follow-up—in spite of every obstacle the club should hold an exhibit. It is the climax of the year's work and without the exhibit no club can hope to succeed. The writer has seen club exhibits consisting of only three exhibits which formed the nucleus for a future large and successful club in the community.

As a guide to leaders the following suggestions are offered:

- a. Set a definite date for the exhibit.
- b. Have all club members hand in their stories and reports in advance of the exhibit. These should be judged before the day of the exhibit.
- c. Insist on a standard exhibit as outlined for each project.
- d. No exhibit is considered complete unless accompanied by a report and a story.
- e. The exhibits should be put in place on the day or evening preceding the exhibit, if possible.
- f. Have the club members prepare charts for the exhibit. Such charts may show in graphic form the results of the club's work; facts such as average costs per unit, total and average yields, total and average profits, members completing all requirements of project, etc., may be shown by means of charts.
- g. Photographs of club activities enhance the value of the exhibit.
- h. Demonstrations may form a part of the exhibit program.
- i. Judging contests between members of the club should be conducted.
- j. The exhibitors may be scored and placed on the day of the exhibit, but it is a good plan to have a separate day for the awarding of the premiums. Such a day is called "Achievement Day."
- k. Plan your exhibit so that it may be seen by the largest possible number of people.
- l. Do not allow the exhibit to come too long a time after the completion of the project. It is recommended that winter projects, such as garment-making and handicraft, be exhibited in the spring. These may be set as part of the graduation exercises. All clubs conducting summer projects should hold their exhibits before the Christmas holidays.
- m. All exhibits should be judged on the 4-point basis which includes quality, quantity, income and report and story.



Each Garden is Represented by a Basket of Produce.

In concluding the discussion of exhibits it may be said that the emphasis should be placed on the local and on the county exhibit. The main purpose of the club is to develop local resources. There was a time when great emphasis was placed on more or less spectacular state exhibits. It is now generally conceded that the local exhibit, followed by a county exhibit, is by far of greater importance.

Prizes and Awards

2. Prizes and Awards: Achievement should be awarded. Life is one constant struggle for a prize. Everyone who does worthy work expects to be rewarded. In work with children, however, the prize has often over-shadowed everything else. Boys and girls have been led into a type of thinking which makes the prize greater than the achievement. In many cases prizes have caused the downfall of the clubs. All of the arguments which go to substantiate the viewpoint here expressed cannot be given. The following principles have been deduced after a long period of experimentation:

- a. Cash prizes should not be awarded for club achievement.
- b. All of the members of a club who complete all requirements of the project should receive an equal award.
- c. The 4-H emblem is recommended as a suitable award for all who complete their projects.
- d. Savings account (of at least one dollar) should be substituted for the cash prize.
- e. Scholarships, educational trips and other premiums which have an educational significance are recommended.
- f. Prizes shall be awarded only on the 4-point basis.
- g. Ribbons for the first four places are recommended.
- h. Pennants and cups are premiums which have lasting value.

Exhibits, as well as demonstration teams may be selected by competition in the local club group. Winners may then compete in the county exhibits or demonstration contests. These winners then go to the district and then to the State exhibits and contests. Winners of State Championships may then represent their State at inter-state meetings, inter-sectional exhibits and demonstration contests may then be held between winners of inter-state meetings.

The Club Achievement Day

3. The Club Achievement Day: It has been found advisable in many cases to have an Achievement Day which is distinct and separate from the club exhibit. Formerly nearly all clubs held their exhibits and awarded their premiums on the same day. The Achievement Day is generally held a short time after the exhibit. It should be conducted in co-operation with the school and should be so arranged that the entire school is permitted to hear the program. There are two kinds of Achievement Days. One is held by the local club for the purpose of honoring those club members who have completed their projects. The other is a county Achievement Day in which all of the clubs of the county take part. This event should follow or be a part of the county club exhibit.

Following the County Achievement Day, a State-wide Achievement Day may be held. At this time the county champions may be brought to the Agricultural College for one or two days during the Annual Farmers' Week. Here the winners of the State Championships may be announced, honors and awards presented, etc. Arrangements may be made for instruction in live stock judging for the boys and in cooking for the girls, educational trips to points of interest, such as State Capitol, Public Institutions, Manufacturing Establishments, etc. This plan allows for suitable recognition to winners of State Championships which could not be given without this state-wide Achievement Day.

In order to clarify this idea the plan of one of the counties of Michigan is here given.

1. From September to November each of the local clubs holds an exhibit. At this time each club member makes an exhibit and hands in a story and report. The exhibit and the stories and reports are judged. Judging contests, talks by club members and talks by the judges are a part of the program. The members are instructed in regard to making better exhibits and improving their reports and stories.
2. Following these local exhibits there are local achievement programs held at the schools in the communities where the clubs exist. At these meetings the scores are announced and prizes are awarded. Each club member who has scored 65 or above on the 4-point basis is told to make an exhibit at the county exhibit.

3. In November the county exhibit is held at some central point in the county. Exhibits are made by individual clubs and also by individual members. The judging of the reports and stories is usually done the evening before the exhibit. The judging of exhibits is performed in the morning. In the afternoon a program is carried out. The main object of the program is to teach standards; that is to assist the club members in selecting exhibits and in rendering more accurate reports and more interesting stories. Entertainment features are also introduced and club judging contests conducted.
4. On the same day or shortly following the county exhibit is held a County Achievement Day. The purpose of this meeting is three-fold:
 - a. To climax the work of the season.
 - b. To bring the work of the clubs before the public.
 - c. To lay plans for the work of the next season.

Although the following is not the actual program carried out in this county it will suffice to indicate the general character of such a program:

- 10:00 a. m. Club songs and yells.
- 10:15 a. m. Short reports by local club leaders.
- 10:45 a. m. Address by invited speaker.
- 12:00 a. m. Luncheon with short talks.
- 1:30 p. m. Club songs and yells.
- Demonstrations by club groups.
- Reading of best stories and reports by club members.
- Awarding of medals and honors.
- Announcement of plans for coming season.

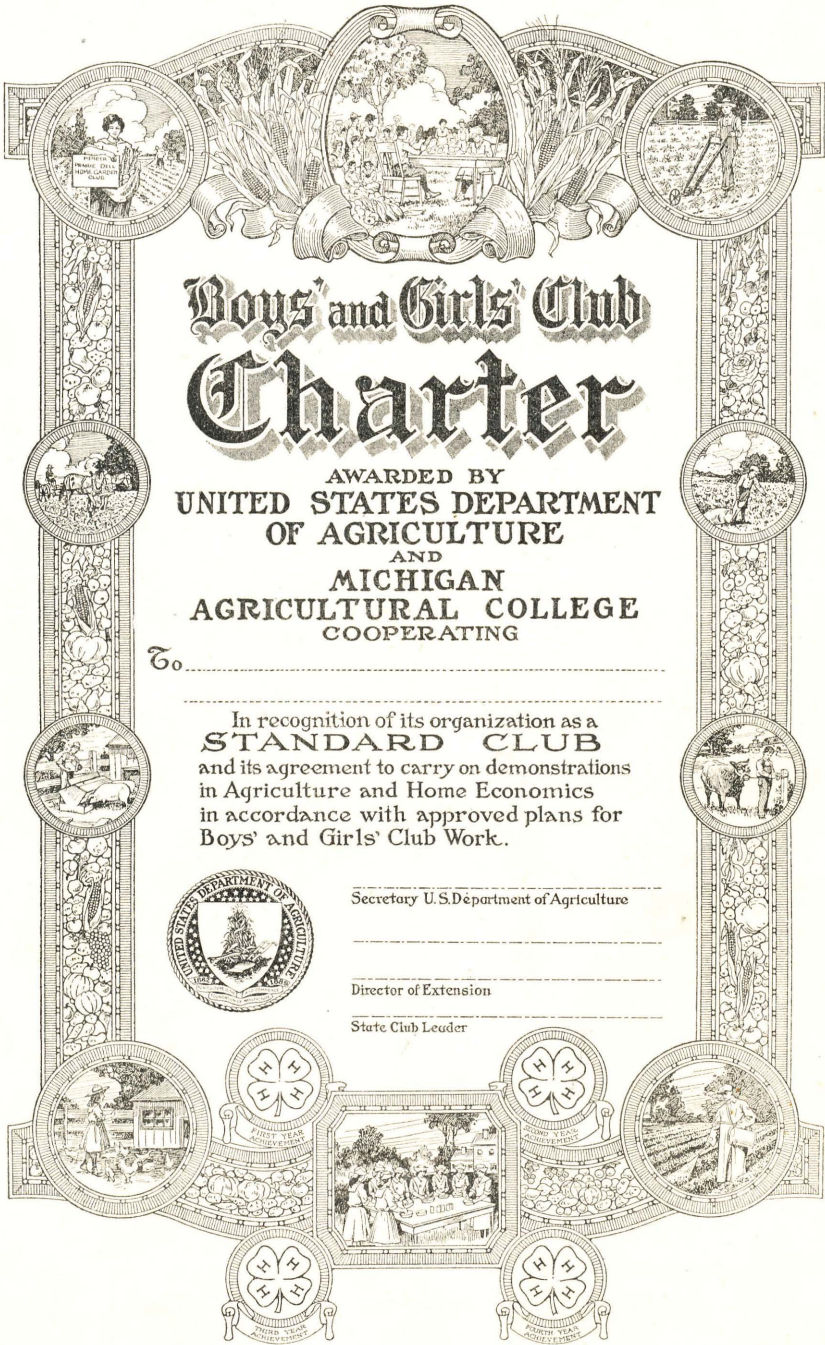
Local conditions will determine the character of these programs. Recitations and musical numbers may be introduced. The Pledge to the Flag may be given. Group games may be used and in various other ways the program may be enlivened and made to serve the purposes mentioned above. In some cases the banquet is held in the evening. In some cases the achievement program comes the day following the exhibit.

Some day set aside for the purpose of honoring the achievement members of clubs is essential. The satisfaction of having completed one's task comes with such a meeting. It leaves the club work in such shape that it may then be taken up with new vigor. Without an Achievement Day the work of the club members lacks that element of completeness which may mean the loss of interest and the lack of inspiration. Every club and every county should have an Achievement Day.

Requirements for a Standard Club

1. A standard club shall have a membership of at least five working on the same project.
2. There shall be a local club leader in charge during the club year.
3. There shall be a local club organization with the necessary officers and duties.
4. There shall be a definite club year program of work.
5. There shall be held at least six regular club meetings during the club year. The secretary shall be required to keep definite record of these meetings and also of the progress of each member.
6. A local exhibit shall be held annually.
7. There shall be a demonstration team which must give at least one public demonstration in the community.
8. At least 60 per cent of the members must complete the project and file a final report with the State Club Leader.
9. A judging team shall be chosen by competition between the members.
10. An Achievement Day shall be held during the club year.
11. The club shall hold a membership in the farm bureau or other county club organization.
12. When the first four requirements have been met, a standard club charter will be issued. When all the requirements have been met, a National seal of achievement will be awarded.

This Bulletin
Was Prepared by the State Leaders
of
Boys' and Girls' Club Work
of Michigan
1919



Boys' and Girls' Club Charter

AWARDED BY
**UNITED STATES DEPARTMENT
 OF AGRICULTURE**
 AND
**MICHIGAN
 AGRICULTURAL COLLEGE
 COOPERATING**

To.....

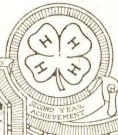
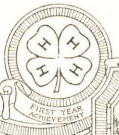
In recognition of its organization as a
STANDARD CLUB
 and its agreement to carry on demonstrations
 in Agriculture and Home Economics
 in accordance with approved plans for
 Boys' and Girls' Club Work.



Secretary U.S. Department of Agriculture

Director of Extension

State Club Leader



When Certain Requirements are Met the Club Receives Recognition in the
 Form of a Charter.