

THE NATIONAL
HOME BUDGET



HOUSEWIFE'S DAILY RECORDING EXPENSE BOOK
AND HUNDREDS OF VALUABLE AIDS TO THE HOME



START ANY TIME
COMPLETE RECORD FOR A YEAR

show Tax

Feb 3 - 4
7 - 3
8 - 4
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Home Budget for
37 Seymour, Ind. family in 1945

25



THE HOME BUDGET

NO progressive individual or family should operate without system. The first step toward putting the home on a business basis is the adoption and placing in operation of a budget plan which will regulate spending and saving. This budget plan is dividing the income and keeping an accurate record of household expenses. The successful individual or family should show an annual financial gain. This surplus acquired through the medium of a budget is the key to comfort, progress and prosperity. It paves the way toward savings accounts, investments, and acquisition of a home.

*System takes the Guesswork out of Expenditures.
It is Insurance against Life's Adversities.*

HOW TO USE THE BUDGET RECORD

This book aims to convert you to the use of a budget system in the home by its simplicity and elimination of all useless detail. It is planned as a working record for every day in the year. It may be kept as easily by a novice as an experienced bookkeeper.

Its purpose is to produce systematic saving.

On the opposite page sample budgets have been prepared for the average family. Select the one which applies to your income and family, and then proceed as follows:

The budget record is arranged in the logical order of expenditures, first making provision for all cash receipts and income; and then deducting from the total income for the month the itemized expenses for that month.

INCOME

Let us start our BUDGET sheet together. Have you any cash in your pocket that has been left over from last month? Enter this amount on the first line of the Income section marked "BALANCE BROUGHT FORWARD," and extend this same amount across that line into the column marked "MISCELLANEOUS INCOME," and again into the column "TOTAL INCOME FOR WEEK."

The five succeeding lines provide for the four or five weeks of the month. Each week, entry should be made of all money received. The source should be entered into the "RECEIVED FROM" column, and the amount received entered in its proper section. At the end of the week, the various entries should be added across, giving the total income for the week, and that total entered into "TOTAL INCOME FOR WEEK" column.

The line below the fifth week is for "TOTAL RECEIPTS AND INCOME." At the end of the month, each receipt column should be added and the total entered on the "TOTAL RECEIPTS and INCOME" line, and we then have the total income received from each individual source.

By adding the "TOTAL INCOME FOR WEEK" column, you will obtain the total income for the month. The total income for the month should be entered in the section "SUMMARY FOR MONTH GRAND TOTAL." For this entry there is a line provided marked "TOTAL MONTH'S INCOME."

EXPENDITURES

The expenditure section is divided into four groups: FOOD, OPERATING EXPENSES, ADVANCEMENT and RECREATION, and SAVINGS. An effort has been made to include all typical items of expense that occur in each classification. Extra lines are provided so that entry may be made of any unusual item of expense in your particular family, which may refer to these groups and which has not been provided for.

You will note that there are thirty-one columns, one for each day of the month. On the first day of the month entry should be made in column No. 1 of every expenditure, making the entries on the proper lines provided for such expenditures. At the end of the day, column No. 1 should be added, and the total entered on the bottom line marked "TOTAL DAILY EXPENDITURES." This procedure should be followed out daily.

It will be interesting to know what each item of expense amounted to for the month. For this purpose, a column has been provided next to column No. 31. In this column marked "TOTAL FOR ITEM" should be entered the total sum of each item of expenditure. This is done by adding the entries across from 1 to 31 inclusive. To the extreme right, a column has been provided marked "TOTAL FOR GROUP." The "TOTAL FOR ITEM" column of each individual group should be added, and the total entered on the last line of that group in the "TOTAL FOR GROUP" column. The four "TOTALS FOR GROUP" should be added, and the grand total entered on the "TOTAL DAILY EXPENDITURES" line.

This done, the total expenses for the month should be entered in the section "SUMMARY FOR MONTH GRAND TOTAL" on the line "TOTAL MONTH'S EXPENSE." By deducting the "TOTAL MONTH'S EXPENSE" from the "TOTAL MONTH'S INCOME," you will have a balance on hand at the end of the month which balance should be brought forward to the next month's "BUDGET" sheet.

You are now ready to start your second month's "BUDGET."

RATIO OF BUDGET

BUDGETS FOR COUPLES DISTRIBUTION PLAN FOR MONTHLY INCOME

Income per Month	100	125	150	175	200	250	300	350	400	450	500
Savings	10	17	20	30	35	50	60	70	90	115	125
Food	27	35	40	40	42	45	50	58	65	70	80
Shelter (Rent, etc.)	30	30	40	43	50	60	75	85	100	100	110
Clothing	15	20	25	27	30	35	50	50	55	60	70
Operating	10	12	14	18	23	30	35	45	45	55	65
Advancement & Recreation	8	11	11	17	20	30	30	42	45	50	50

BUDGETS FOR MAN, WIFE AND CHILD

Income per Month	100	125	150	175	200	250	300	350	400	450	500
Savings	4	9	15	20	25	40	50	60	75	80	90
Food	32	32	40	45	50	55	65	72	80	80	80
Shelter (Rent, etc.)	30	32	40	45	50	60	70	75	85	100	125
Clothing	20	25	25	32	35	45	50	65	70	80	80
Operating	10	16	17	18	20	25	35	40	50	60	65
Advancement & Recreation	4	11	13	15	20	25	30	38	40	50	60

BUDGETS FOR MAN, WIFE AND 2 CHILDREN

Income per Month	125	150	175	200	250	300	350	400	450	500
Savings	5	9	15	20	35	45	55	70	80	90
Food	40	47	50	53	60	67	75	80	80	80
Shelter (Rent, etc.)	32	40	45	50	60	70	75	85	100	125
Clothing	25	28	35	40	50	55	65	75	80	80
Operating	16	18	20	20	25	35	40	50	60	65
Advancement & Recreation	7	8	10	17	20	28	40	40	50	60

BUDGETS FOR MAN, WIFE AND 3 CHILDREN

Income per Month	125	150	175	200	250	300	350	400	450	500
Savings	4	5	11	15	28	40	45	65	75	85
Food	53	57	60	60	65	70	75	80	80	80
Shelter (Rent, etc.)	32	40	45	50	60	70	75	85	100	125
Clothing	22	28	32	42	47	57	65	75	80	85
Operating	10	15	20	20	30	35	50	55	60	70
Advancement & Recreation	4	5	7	13	20	28	40	40	55	55

NOTES: The above figures are based on a study of family expenditures and prices throughout the United States. They will serve their purpose as a guide in making the family budget. Experience will teach where adjustments are necessary.

Items under Savings, Food, Shelter, Clothing, etc. are classified in detail on the Daily Expense Record Sheets in this book. The figures given for Savings are minimum.

BUDGET FOR MONTH OF Feb 1945

INCOME		RECEIVED FROM														SALARY	DIVIDENDS	
BALANCE BROUGHT FORWARD																Feb-8	162.08	
1. WEEK ENDING																Feb-23	180.52	
2. WEEK ENDING																Prnts	32.36	
3. WEEK ENDING																		
4. WEEK ENDING																		
5. WEEK ENDING																		
TOTAL RECEIPTS AND INCOME																	\$2,719.18	
CASH EXPENDITURES																		
FOOD	BUTCHER - FISH		23			189	40	51		41	28		160					
	BAKER - GROCERIES		21	89		43	60	36	48	150	161	50	10	36	38			
	MILK AND CREAM		62				13	26			39				22			
	FRUITS AND VEGETABLES		63	124			60	63			94	105						
	MEALS OUTSIDE																	
	DRINKS							30				100		10	25			
	ICE Feed & Foms		660	5.00										240				
	GAS - LIGHT - HEAT - PHONES											280	284					
	RENT Int																	
	TAXES				54						54	54	11.20	11.16				
	INSURANCE - FIRE - THEFT						132		5.5									
	HOME EQUIPMENT - REPAIRS								55	69	20	70	160					
	FARES AND LUNCHES		1.20	2.51			5.10	11.53				202						
	CLOTHING - FOOTWEAR			2.51								202						
LAUNDRY - TAILOR											175	50						
ALLOWANCES			50															
HAIR CUTS						60												
OPERATING	THEATRES - AMUSEMENTS									20	20	20						
	EDUCATION AND MUSIC																	
	AUTO EXPENSE																	
	CLUBS AND LODGES																	
	CHURCH AND CHARITIES																	
	MEDICAL AND DENTAL SERVICE																	
	DRUG SUPPLIES																	
	TOBACCO - BOOKS - PAPERS																	
	GIFTS - SERVICES - ETC.																	
	Hobbies																	
	BANK ACCOUNTS																	
	THRIFT CLUBS																	
	LIFE INSURANCE																	
	SECURITIES																	
BUILDING AND LOAN SHARES																		
TOTAL DAILY EXPENDITURES																		

"It is not so hard to earn money as to spend it wisely"

INTEREST	LOANS	INVESTMENTS	MISCELLANEOUS INCOME	TOTAL INCOME FOR WEEK	SUMMARY FOR MONTH GRAND TOTAL													
					TOTAL MONTH'S INCOME	\$ 374.96												
					TOTAL MONTH'S EXPENSE	283.46												
					BALANCE 1/22/45	\$ 91.50												
CARRY THE ABOVE BALANCE TO THE NEXT PAGE						793.50												
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL FOR ITEM	TOTAL FOR GROUP
80	40	11	26	39	47	94	500	500	125	80	68						15.23	16.74
54	36	15	26	39	47	94	500	500	125	80	68						5.04	6.25
130																	1.20	1.81.5
500	500																36.15	14.18
																	14.30	3.45
02	02	120															9.69	24.58
																	8.87	2.25
																	3.73	1.60
50	50																1.60	11.29
																	6.00	6.00
																	2.20	1.00
																	6.00	49.20
																	283.46	

GROUP TOTAL TO BE CARRIED TO SUMMARY BLOCK UPPER RIGHT HAND CORNER

BUDGET FOR MONTH OF

NAME OF COMPANY	POLICY No.	KIND OF INSURANCE (Amount on Each)
1. North British + Mercantile	855631	House 3500 - Farm - 1500
2. Providence Wash Ins. Co	1457	House 1500
3. Aetna Fire Ins Co	2065	Drug, Marine, Fuel & B. Goods 1hr
4. Ohio Casualty. Co	3345246	Car \$5, Each Person \$10, F to 20,
5. R Ma.		
6. M B a.	25410	Life.
7. Buchanan & Kelly		Clifford + Mabel.
8. Paid Life Ins Co	89366552	Life Ins for Marion B.
9. " " "	82623087	" " John C
10. " " "	17582645	Life for Marion C.
11. " " "	3436191	" " " "

MEMORANDA

TOTAL AMOUNT	RATE	PREMIUM	EXPIRATION			REMARKS
			Mo.	Day	Year	
5,120.00	60	54.04	JUNE	15	-4	Home at Seymour Ind
1500.00	280	53.41	May	-10-	45	Filing Station
1650.00		18.98	Dec	-13-	46	Home at Blount Ind
			Mar	-4-	45	
aid. 2000.00						m. odd Month
2000.00						due every Month
1000.00	each.					
		25¢ weekly				Dec 14 - 1931
		" "				June 16 - 1930
		.15 weekly				April - 6 - 190
1000.00		pay up - -				Oct - 11 - 19:

MEMORANDA

ETIQUETTE

Salutations—In the city, or on a crowded thoroughfare, or when pressed for time, or when the acquaintance is merely formal, it is not necessary to say anything when making a passing acquaintance on the street. From a man a nod and a pleasant smile are sufficient, and from a gentleman, a nod and a smile for a man, and a bow accompanied by the lifting of the hat for a lady or for a man friend who is walking with a lady.

In a small place where everyone knows everyone else, or on a quiet street or a country road, or when meeting a person who one knows well, the occasion calls for a brief but courteous word of greeting, such as "Good morning," "Good evening," "Good day," "How do you do," "How are you?" The bluff "Hello," long reserved for telephone use, is a perfectly suitable greeting between men of similar age and position, and between young people who are on informal terms of acquaintance. But even Sweet Sixteen, if blessed with any breeding, does not "sing out" to the man she met for the first time at a dance the night before, a hilarious "Hello, Mr. Brown." Nor does the college student salute his venerated preceptor with "Hello, Professor," while between men and women past their teens, and still more, between women and men it is wholly out of place. A salutation is nothing if it does not signify a courteous recognition of the person saluted, and it should be given and returned graciously.

"How do you do?" when employed as a formal salutation, calls for nothing save a bright "Quite well, I thank you," or the simple return salutation "How do you do?" There is no greater evidence of social inexperience as to take it literally, as a demand for personal information which one is only too eager to supply, as to the state of one's health or material progress.

Posture in Company—A stiff attitude causes discomfort to the onlooker as well as to oneself, but to lounge, "slump" or "spill oneself" about in the presence of others implies disrespect. It may be seen clearly why throwing oneself at full length on a couch, or a man sitting with one leg crossed over another, or a woman sitting on her foot, or anyone standing in a disjointed attitude which compels the clinging for support to the corner of a mantelpiece or other article of furniture, should be ill-mannered. But one must merely accept the fact, while abandoning the search for the remote reason why etiquette forbids a woman to stand with arms akimbo, or a man with his hands in his pockets.

Making uncouth sounds or monotonous noises, such as jingling keys, drumming with one's fingers on wood or window-panes, tapping on the ground with the foot, or even violent swinging of the foot, superfluous clearing of the throat, all escape-valves of nervousness that make the hearers nervous by contagion, and proclaim their perpetrator as ill at ease—are among the forbidden things, for in good society people are supposed to be always perfectly poised.

In a social gathering it is rude to turn one's back without apologizing, or if it can in any way be avoided; and it is awkward to cross a room directly unless for some manifest purpose. To move in haste is undignified.

Public Display of Emotion is forbidden by etiquette. We owe it to those around us to maintain a wholesome restraint. We need not be wooden Indians; but if we cannot govern our rage, repress our grief, conceal our fear or our anxiety, to ne down the voice to the level pitch of self-control, or keep our hilarity within bounds, we should withdraw our company. Composure is the hall-mark of good breeding, and furthermore it is a protection against the ill-breeding of others. Anger, above all other emotions, should be protected from reaching the surface, because it peculiarly places us at the mercy of spectators.

Relation to Domestic — To treat a domestic as a menial is somewhat of an inconsistency in a land where it is considered that "all men are equal," and it is largely responsible for the acknowledged dissatisfaction that exists "below stairs." The servant in the house should be treated with the same simple dignity that should mark the conduct of any employer towards his or her employee. Courtesy begets courtesy, whether it is in the drawing room, the kitchen or the shop, and the housewife who desires the perfect service that assures daily comfort in the home should never forget that the employee who is responsible for that comfort is a human being who will react to kindness and consideration far more satisfactorily than to harsh or dictatorial methods.

The waiter in the restaurant, the hatboy, the boot-black and all others who line the pathway of your daily life and whose job it is to see that it's "pleasant going," will perform their tasks in grace and efficiency in measure to the courtesy and appreciation with which their service is received.

Tippling was undoubtedly intended as a graceful acknowledgment, though latterly degenerated into an irritating but necessary evil. If servitors received a living wage, the custom would not be necessary. However, under existing conditions tipping has become more or less obligatory. In restaurants and hotels the amount of the tip seems to be regulated more by the size of the bill than by the importance of the service rendered. Ten per cent of the amount is the accepted amount to be given, although the temperament of the giver has its influence. The generous man rarely gives as little as ten per cent. The guest in a home usually feels inclined to leave on his bureau a small acknowledgment of service for the maid or valet whose attentions have helped to make the visit a pleasant one.

Mannerisms—Each generation seems to develop new mannerisms, both of speech and conduct. Current slang, the "flapper slouch," exaggerated enthusiasms for the latest sports, games and other hobbies, all come in this category. Sometimes a person's diffidence or nervousness will account for a "mannerism." While some of these things tend to give interest to the personality, yet exaggeration of any kind is to be avoided in society. Frequently the "unusual" is misunderstood and can easily, and if thoughtlessly indulged in, give an appearance of ill-breeding, whereas conformity to accepted speech and manners can never be misconstrued.

ETIQUETTE

Conduct in Crowds—Always bear in mind that courtesy does not stop with closing of the drawing room door. A gentleman is a gentleman, and a lady a lady wherever he or she may be, and the greatest frequently comes in the moments of great agitation. In the subway, in the theatre, in any place where crowds congregate, often comes the fine opportunity to prove one's ability to maintain poise and indulgence in anger often leads to further irritation to one's self and those about one, and may result in other much unpleasantness or ridicule.

Personal Comments, obviously audible or uttered sotto voice, are unpardonable. Dislike of a person, his appearance or his manners, is better kept to one's self, not only because of offense that may be given to the person in question but because the embarrassment usually ensuing creates an awkward situation for all present.

In the Family Circle the atmosphere is naturally more relaxed than that of the social circle, yet there is no excuse for relaxed courtesy even in intimate life. Modernism does not condone a lack of filial respect. No young person should be guilty of disrespect to his or her elders. Parents too often forget the responsibility of example. There should exist an unflinching courtesy between the elder members of the family, and it should be remembered that a similar bearing of the elders toward the younger members of the family will not only set a proper example but will exact a proper reciprocity.

The "Unthinkables of Table Etiquette"—

Admitting pet animals to the dining room, and still worse, feeding them.

Whistling or singing at the table or drumming on it with knife or fork.

Eating, drinking, or sipping noisily.

Leaving the spoon standing upright in the cup.

Pouring from the cup into the saucer, either to drink from the saucer or to cool the drink.

Tucking a napkin in at the neck.

Leaving the table and coming back again (unless summoned by important business).

Moving one's chair with a jerk or a scrape.

Conveying food to the mouth with a knife, or with the back of the fork.

"Nagging" at children.

Chewing visibly.

Serving one's self from a general dish with one's own spoon, knife or fork.

Cutting food up into small pieces before attacking it.

The use of the toothpick in the presence of others anywhere.

Passing unfavorable remarks regarding the food.

Table Talk in good society, whether guests are present or the family are by themselves, is cheerful, light even to gayness, but never boisterous. Dignity and tranquillity should attend the conversational part of a meal, as well as its other features. Family friction, teasing and acrimonious discussions, distressing upon all occasions, are simply lamentable at the table. Topics particularly barred by etiquette include illness, and its symptoms, deaths, crimes, details of the toilette, discussions of expenses or household worries, and ill tidings of any sort.

Children at the Table—If there is a trained nurse or governess, a mother may be justified in barring the child from the family table during babyhood; but it is not wise to leave him to be fed behind scenes by an ordinary servant, unless assured that her table manners will set the child a good example. The simple old-fashioned plan is usually the best and most practicable—that of having the child at the table for three meals a day, from the beginning of his high-chair period, sitting beside the mother, and receiving the benefit of her training and the example of his elders. A child should be allowed to take part in conversation during meals, but monopolization or interruption of the conversation should not be tolerated.

The directions, even rebukes, which are necessary in showing a child what he should or should not do at the table, should be administered firmly but in a gentle voice.

Etiquette of Table Implements

Whenever there is doubt as to the proper implement to use for conveying food to the mouth, remember that where one can use one's fork, one never uses fingers, knife or spoon. Neither knife, fork or spoon after using should be laid down on the table cloth. The spoon, after stirring the cup, should lie in the saucer, and the knife and fork, when not in use, rest on the plate. When one has finished, he lays knife and fork side by side on the plate. Neither the knife nor the fork should be gripped tightly, the knife of course, is always held in the right hand, and the fork with the left hand while the piece of food is being cut off. Bread is broken with the hand into pieces of convenient size for buttering, but to crumb it is distinctly bad manners. The knife does not touch croquettes, or made dishes, desserts, nor any food that can be cut or separated by the fork. Asparagus, to the great relief of the dainty, is now handled with the help of the fork rather than the fingers. Hot muffins, rolls, biscuits are broken with the fingers, not opened with the knife.

At the table, one does not drink from a glass or cup—one sips (and quite silently). In absorbing liquids from a spoon, one sips from the side, not the point, of the bowl. One never tilts a soup plate forward.

A baked potato is removed from the skin, and the skin laid aside on the bread and butter plate.

It is not decent to eject food after taking it into the mouth. However, rather than swallow a cabbage worm or risk in choking on a stubborn piece of gristle, one may quietly come to one's rescue behind a corner of the napkin. Of course pits of cherries, plums and grape seeds are frankly removed from the mouth by thumb and finger. Orange seeds are unobtrusively ejected into the spoon with which one is eating the fruit.

TABLE APPOINTMENTS

The Formal Dinner

One may well make use of the fingerbowl as a vessel for a fish or fruit compote. This maintains the low-line of the table, and many beautiful shapes may now be had in other type low-set dishes. The tall and often rather clumsy fruit-cocktail container is still used on the more formal table. While all informal table settings are kept fairly low—the more formal we become, the higher rise our candlesticks, candelabra or decorative centerpiece.

Strong colors whether in linen, glass, or china, are for the informal table only. Designs are shown to best advantage on plain or neutral ground.

A Model Ensemble.

For the more-or-less formal dinner table.

The table should be of standard size. On most occasions it will be covered with a linen damask, lace or other tablecloth.

A silence cloth or other table pad is always used to protect the table. A white linen damask cloth is, of course, the most correct table covering for a really formal dinner, but conceding a point of formality, it is possible to use a pale ivory or eggshell as this often makes a better color scheme with one's service, plates, glass, etc.

The China, Glass and Silver

An interesting dinner service is of English porcelain of a deep ivory color with a central floral motif in old blue, green and tan.

For this rather unconventional grouping, a service plate, either a large plate of porcelain, or in the texture of Wedgwood would be most suitable.

In colored stemware, a clear topaz glass is good, also the new French blue glass—with a "Tudor" English rock crystal design in an old Waterford design with "Georgian" goblets may be used for either luncheon or dinner.

As to silver, a simply designed and heavily plated silver flatware having simplicity line and symmetry, is best suited to a table ensemble which claims neither formality nor informality.

Placement

The water goblet and the wine glass are placed to the right of the cover and in an oblique line. Vichy or orange juice is often served in the wine glass.

At a formal dinner bread and butter plates are not used nor are butter spreaders as butter is not served.

Salt and pepper shakers to-day are mostly of crystal. Often in the low, open crystal salt boat, with taller crystal pepper shaker. One pair between each two guests is usual.

No courses are on the table before the arrival of the guests, therefore the napkin is placed directly in front of the guest and upon the service plate.

Folding the Napkin

If the napkin is square, 22 inches or 24 inches, fold once through the center in half. Fold inward from the right side, one third from the left side, one third leaving an equal division in the center. Now fold over and over three times and press well into fold.

If the linen is monogrammed, on the corner, fold out the last third instead of in. But if monogrammed in the best way, 2 to 3 inches upward from selvedge and in middle (though not center of napkin), the first fold explained will show the monogram correctly placed.

Silver placement; Six pieces are used only.

To the right of cover—from outside inward;

1. Soup spoon. 2. Small dessert knife (for fish or entree). 3. Large dinner (meat) knife.

Left side; Inside, the salad fork nearest service plate, next the dinner fork and the entree or dessert fork, to the outside.

Etiquette

In these days of smaller homes and smaller tables, we avoid the appearance of overcrowding and bring in all spoons on the courses.

The fork for the fish compote and a spoon for the fruit compote on the small 6-inch glass plate which is generally used under the fish or fruit cocktail glass and also under the low sherbert glass.

Lace doilies are to-day, not so commonly used, but if used, they must be under the small glass plate, and not on top.

If a finger bowl is used, the lace doily is used under it, and it is customary for the guest to receive both doily and glass bowl before the fruit is served.

Many people group their ensemble around some valuable centerpiece of Dresden, crystal or silver. However, the center piece should be rather neutral, giving added scope for color in flowers, fruit or candles.

Color Continuity

Many people feel that the dinner table is not as gracious as one would wish—when the soft glow of candlelight is absent. Candles may be included in this ensemble but they must be ivory and not a strong color. A point worthy of note is that if candles are placed on a table, they should not be used as a decoration but must be lit. Should there be more than four people the table requires either four candlesticks or a central candelabra which usually allows of six candles. These should be of graded lengths and of a non-drip make.

A dinner table set for eight people requires either a fairly high bowl of flowers as a centerpiece or a candelabra. The type discussed in the ensemble.

Common Stains and How to Remove Them

Blood and meat juice. Use cold water; soap and cold water; or starch paste.

Bluing. Use boiling water.

Chocolate and cocoa. Use borax and cold water; bleach if necessary.

Coffee and tea. (Clear)—Use boiling water; bleach if necessary. (With cream.) — Use cold water, then boiling water; bleach if necessary.

Cream and milk. Use cold water, then soap and cold water.

Egg. Use cold water.

Fruit and fruit juices. Use boiling water; bleach if necessary.

Grass. Use cold water; soap and cold water; alcohol, or a bleaching agent.

Grease and oils. Use French chalk blotting paper or other absorbent; or warm water and soap, or gasoline, benzine, or carbon tetrachloride.

Iodine. Use warm water and soap; alcohol; or ammonia.

Ink. Try cold water; then use an acid or bleach if

necessary.

Iron. Use oxalic acid; hydrochloric acid; salts of lemon; or lemon juice and salt.

Kerosene. Use warm water and soap.

Lampblack and soot. Use kerosene, benzine, chloroform, ether, gasoline, or carbon tetrachloride.

Medicine. Use alcohol.

Mildew. If fresh, use cold water; otherwise try to bleach with javelle water or potassium permanganate.

Paint and varnish. Use alcohol, carbon tetrachloride, chloroform, or turpentine.

Perspiration. Use soap and warm water; bleach in the sun or with javelle water or potassium permanganate.

Pitch, tar and wheel grease. Rub with fat; then use soap and warm water; or benzine, gasoline, or carbon tetrachloride.

Scorch. Bleach in the sunshine or with javelle water.

Shoe polish. (Black.)—Use soap and water; or turpentine. (Tan.)—Use alcohol.

Water. Steam or sponge the entire surface of water-spotted materials.

COLD DRINKS AND PUNCHES

Combine in the order given all the ingredients except the carbonated water and ginger ale. Let stand one hour. Strain over cracked ice and add water and ginger ale. Garnish with thin slices of orange. Makes about 1½ quarts.

Oriental Punch

¾ c. sugar	1 inch stick cinnamon
1½ c. water	Juice 3 lemons
Rind 1 lemon	1 c. ice water
3 whole cloves	Fresh mint
1 tsp. chopped crystalized ginger	

Combine the sugar, water, lemon rind cut in thin shavings, cloves, cinnamon and ginger and boil five minutes. Cool and strain. Add the lemon juice and ice water. Garnish pitcher with bunch of fresh mint. Makes about 1½ pints.

Cider Punch

1 qt. sweet cider	1 c. sugar
Juice 6 lemons	1 qt. mineral water

Combine cider, lemon juice and sugar. Let stand a few hours. When ready to serve, add a large piece of ice, (more sugar if necessary) and the mineral water. Makes about two qts.

Fruit Eggnog

1 egg	¾ c. condensed milk
2 tbsp. fruit juice	¾ c. ice water
nutmeg	

Beat the yolk of the egg until thick. Add the fruit juice. Blend the condensed milk and ice water and add. Pour into a tall glass and top with the well-beaten egg white. Sprinkle with nutmeg and serve. Serves one.

Orange Eggnog

1 egg	1 tbsp. lemon juice
½ c. orange juice	1 tbsp. powd. sugar

Beat the egg thoroughly. Add the orange juice, lemon juice, and powdered sugar. Serves 1.

Iced Tea Punch

Juice 2 lemons	4 c. boiling water
Rind 2 lemons, grated	2 tbsp. tea
Rind 1 cucumber	½ c. sugar
cut in long strips	1 c. crushed ice
Fresh mint	Juice 2 oranges
	Rind 2 oranges, grated
	2 tbsp. finely chopped fresh mint

Pour freshly boiling water over tea and mint. Let stand three minutes. Strain. Add lemon juice and rind, and the cucumber rind. Let stand three hours. Pour over crushed ice or ice cubes, add one lemon cut in thin slices. Garnish with fresh mint. Makes about 1½ quarts.

Iced Coffee

Do not attempt to use left-over coffee chilled. Make coffee fresh, and make it double strength, as for after-dinner coffee. Pour this hot coffee over cracked ice in tall glasses. Pass a pitcher of cream, and a bowl of sweetened whipped cream with it.

Iced Chocolate

2 squares unsweetened chocolate	Few grains salt
1 c. cold water	3 tbsp. sugar
	3 c. milk

Put chocolate, cut in small pieces, and water in top of double boiler. Cook over direct heat until chocolate is melted and blended. Add salt and sugar. Boil four minutes, stirring constantly. Place over hot water, add milk gradually, stirring constantly. When hot, beat until light and frothy. Cool. Just before serving pour over cracked ice in tall glasses. Stir well, top with whipped cream. Serves 6.

Fruit Punch

1 c. sugar syrup	½ c. hot Orange Pekoe Tea
½ c. raspberry syrup	2 tbsp. lemon juice.
2 tbsp. lemon juice.	1 c. carbonated water
½ c. grated pineapple	1 pt. dry ginger ale
¼ c. maraschino cherries	

KITCHEN WEIGHTS, MEASURES, ETC.

- 4 large tablespoonsful = ½ gill
- 1 teacup = 1 gill
- 1 common sized tumbler = ½ pint
- 2 cups = 1 pint
- 2 pints = 1 quart
- 1 tablespoonful = ½ ounce
- 1 large wine glass = 2 ounces
- 8 quarts = 1 peck
- 4 cups flour = 1 pound
- 2 cups solid butter = 1 pound
- 4 quarts = 1 gallon
- 2 cups granulated sugar = 1 pound
- 3 cups cornmeal = 1 pound
- 2½ cups brown sugar = 1 pound
- 2 cups solid meat = 1 pound
- 2½ cups powdered sugar = 1 pound
- 16 ounces = 1 pound
- 2 tablespoons butter, sugar, salt = 1 ounce
- 4 tablespoons flour = 1 ounce
- 16 tablespoonsful = 1 cupful
- 60 drops = 1 teaspoonful
- 8 saltspoonsful = 1 teaspoonful
- 3 teaspoonsful = 1 tablespoonful
- 4 tablespoonsful = ¼ cupful
- 1 cup shelled almonds = ¼ pound
- ¼ pound cornstarch = 1 cupful

Cup Measures*

- 1 cup granulated sugar = ½ pound
- 1 cup butter = ½ pound
- 1 cup lard = ½ pound
- 1 cup flour = ¼ pound
- 1 cup rice = ½ pound
- 1 cup cornmeal = 5 ounces
- 1 cup raisins (stemmed) = 6 ounces
- 1 cup currants (cleaned) = 6 ounces
- 1 cup bread crumbs (stale) = 2 ounces
- 1 cup chopped meat = ½ pound

* Approximate only.

Time Measure

- 60 seconds = 1 minute
- 60 minutes = 1 hour (hr.)
- 24 hours = 1 day
- 7 days = 1 week (wk.)
- 4 weeks = 1 lunar month
- 13 lunar mo., 1 day, 6 hr., or
- 12 calendar months = 1 year
- 365 days, 5 hr., 48 min., 48 sec. = 1 year

Ship's Time

Hours	12.00	12.30	1.00	1.30	2.00	2.30
Bells	8	1	2	3	4	5
Hours	3.00	3.30	4.00	4.30	5.00	5.30
Bells	6	7	8	1	2	3
Hours	6.00	6.30	7.00	7.30	8.00	8.30
Bells	4	5	6	7	8	1
Hours	9.00	9.30	10.00	10.30	11.00	11.30
Bells	2	3	4	5	6	7

Circular Measure

- 60 seconds (") = 1 minute (')
- 60 min. = 1 degree (°)
- 30 degrees = 1 sign
- 90 deg. = 1 rt. angle
- 360 degrees = 1 circumference

Equivalents of Capacity

(All measures are level full)

- 3 teaspoons = 1 tablespoon
- ½ fluid ounce = 1 tablespoon
- 16 tablespoons = 1 cup
- 2 gills = 1 cup
- ½ liquid pint = 1 cup
- 8 fluid ounces = 1 cup
- 1 liquid pint = 2 cups
- 16 fluid ounces = 2 cups

Lbs. per bu.

- Apples, 45
- Barley, 47
- Beans, dried, 60
- Beets, 56
- Bran, 20
- Buckwheat, 48
- Cabbage, 50
- Carrots, 50
- Cement, 100
- Charcoal, 20
- Cucumbers, 50
- Currants, 40
- Grapes, 48
- Grass seed, 14
- Hominy, 60
- Lime, 80
- Oats, 32
- Onions, 50
- Peaches, 48
- Peanuts, 22
- Pears, 50
- Peas, green, 56
- Peas, dried, 60
- Plums, 64
- Potatoes, 60

Lbs. per bu.

- Cherries, 56
- Chestnuts, 50
- Clover seed, 60
- Coal, 75
- Coke, 40
- Corn, shelled, 56
- Corn, ear, 70
- Cornmeal, 50
- Cranberries, 40
- Potatoes (sweet) 54
- Quinces, 48
- Rice, 45
- Rutabagas, 60
- Rye, 56
- Rye-meal, 60
- Salt (coarse), 85
- Salt (ground), 62
- Sand, 100
- Timothy seed, 45
- Tomatoes, 60
- Turnips, 60
- Walnuts, 50
- Wheat, 60

U. S. or Federal Money

- 10 mills (m.) = 1 cent (ct.)
- 10 cents = 1 dime (d.)
- 10 dimes = 1 dollar (\$)
- 10 dollars = 1 eagle

English or Sterling Money

- 4 farthings (far.) = 1 penny (d)
- 12 pence = 1 shilling (s)
- 20 shillings = 1 pound (L)
- 21 shillings = 1 guinea (G.)

French Money

- 10 centimes = 1 decime
- 10 decimes = 1 franc (fr.)

Normal Heights and Weights of Adults

Height	Weight	Height	Weight
5 ft. 1 in.	128 pounds	5 ft. 7 in.	158 pounds
5 ft. 2 in.	135 pounds	5 ft. 8 in.	166 pounds
5 ft. 3 in.	142 pounds	5 ft. 9 in.	173 pounds
5 ft. 4 in.	149 pounds	5 ft. 10 in.	181 pounds
5 ft. 5 in.	152 pounds	5 ft. 11 in.	186 pounds
5 ft. 6 in.	155 pounds	6 ft. 0 in.	190 pounds

WEIGHTS, MEASURES, ETC.

Long Measure		
12 inches	= 1 foot	
3 feet	= 1 yard	= 36 inches
5½ yards	= 1 rod (perch)	= 16½ feet
40 rods	= 1 furlong	= 660 feet
8 furlongs	= 1 mile	= 5,280 feet

Surveyor's Measure		
7.92 inches	= 1 link	4 rods = 1 chain
25 links	= 1 rod	10 chains = 1 furlong
	8 furlongs	= 1 mile

Mariner's Measure		
6 feet	= 1 fathom	
120 fathoms	= 1 cable length	
7½ cable lengths	= 1 mile	
5,280 feet	= 1 statute mile	
6,087 feet	= 1 nautical mile (knot)	

3 marine miles = 1 marine league

Metric Length		
Millimeter (.001 meter)	=	.0394 inch
Centimeter (.01 meter)	=	.3937 inch
Decimeter (.1 meter)	=	3.937 inches
Meter	=	39.37 inches
Decameter (10 meters)	=	393.7 inches
Hectometer (100 meters)	=	328 ft. 1 in.
Kilometer (1,000 meters)	=	.62137 mile
		(3,280 ft. 10 in.)

Myriameter (10,000 meters) = 6.2137 miles

Cloth Measure		
2¼ inches	= 1 nail	4 nails = 1 quarter
	4 quarters	= 1 yard

Square Measure		
144 square inches	= 1 square foot	
9 square feet	= 1 square yard	
30¼ square yards	= 1 sq. rod (sq. perch)	
160 square rods	= 1 acre	
640 acres	= 1 square mile	
36 square miles	= 1 township	

Metric Surface		
Centare (1 square meter)	=	1,550 sq. in.
Are (100 square meters)	=	119.6 sq. yds.
Hectare (10,000 square meters)	=	2,471 acres

Surveyor's Square Measure		
62.73 sq. in.	= 1 sq. link	
625 sq. links	= 1 sq. rd.	
16 sq. rd.	= 1 sq. chain	
10 sq. chains	= 1 acre	
640 acres	= 1 section*	
36 sections	= 1 township	

* United States Measurements.

Dry Measure		
2 pints	= 1 quart	4 pecks = 1 bushel
8 quarts	= 1 peck	196 lbs. flour = 1 barrel
The standard bushel contains 2150.42 cubic inches.		
Most States have established a table of equivalent weights which govern sales of commodities by the bushel. In Pennsylvania the following equivalents apply to such sales (Act of April 21, 1921):		

Metric Dry		
Milliliter (.001 liter)	=	.061 cubic inch
Centiliter (.01 liter)	=	.6102 cubic inch
Deciliter (.1 liter)	=	6.1022 cubic inches
Liter	=	.908 quart
Decaliter (10 liters)	=	9.08 quarts
Hectoliter (100 liters)	=	2.838 bushels
Kiloliter (1,000 liters)	=	1.308 cubic yards

Printing	
1 point	= 1/72 inch
12 points	= 1 pica
6 points	= nonpareil
1 line	6 pt. type = 6/72 inch

Cubic Measure	
1,728 cubic inches	= 1 cubic foot
27 cubic feet	= 1 cubic yard
128 cubic feet	= 1 cord of wood or stone
1 gallon	contains 231 cubic inches
1 bushel	contains 2,150.4 cubic inches

A cord of wood is 8 feet long, 4 feet wide and 4 feet high.

A perch of masonry contains about 25 cubic feet.

Brickwork	
500 bricks	= 1 cu. yd.—(8¼ x 4 x 2¼ in. bricks with mortar joints not over ⅜ in. thick).
575 bricks	= 1 cu. yd.—(8¼ x 4 x 2¼ in. bricks with ½ in. mortar joints face brickwork).

Miscellaneous	
3 inches	= 1 palm
18 inches	= 1 common cubit
1 barleycorn	= ⅓ inch
9 inches	= 1 span
21,888 inches	= 1 sacred cubit
2½ feet	= 1 military pace
1 hand	= 4 inches

Liquid Measure		
4 gills	= 1 pint	4 quarts = 1 gallon
2 pints	= 1 quart	31½ gallons = 1 barrel
2 barrels	= 1 hoghead	

Apothecaries Fluid Measure	
60 minims	= 1 fluidrachm
16 fluidounces	= 1 pint
1 minim	= 1 drop water
½ fluidounce	= 1 tablespoonful
8 drachms	= 1 fluidounce
8 pints	= 1 gallon
1 drachm	= 1 teaspoonful
1½ fluidounces	= 1 wineglass
4 fluidounces	= 1 teacup (approx.)

Metric Liquid	
Milliliter (.001 liter)	= .0338 fluid ounce
Centiliter (.01 liter)	= .338 fluid ounce
Deciliter (.1 liter)	= .345 gill
Liter	= 1.0567 quarts
Decaliter (10 liters)	= 2.6418 gallons
Hectoliter (100 liters)	= 26.418 gallons
Kiloliter (1,000 liters)	= 264.18 gallons

Counting		
12 units	= 1 dozen (doz.)	12 dozen = 1 gross
12 gross	= 1 great gross	20 units = 1 score

Weights—Avoirdupois Weight	
27.344 grains (gr.)	= 1 dram
16 drams	= 1 ounce (oz.)
16 ounces	= 1 pound (lb.)
14 pounds	= 1 stone*
2 stone	= 1 quarter*
4 quarters	= 1 hundredwt.
20 hundredwt. (cwt.)	= 1 long ton = 2,240 lbs.
100 lbs.	= 1 quintal (short cwt.)
20 cwt.	= 1 short ton

Troy Weight	
24 grains	= 1 pennyweight
20 pennyweights	= 1 ounce
12 ounces	= 1 pound

ON WEIGHT REDUCING

Safe and sane reducing diets average about 1,100 calories per day. Here are a variety of foods listed with their caloric values. For a harmless, easy reducing diet, follow these lists in building your menus. (Where not stated otherwise, a single normal portion is indicated).

Meats and Fish

	Calories
Dried Beef	100
Creamed dried beef	100
Hamburger steak	100
Beef loaf	100
Rib roast (lean)	200
Round steak (broiled)	100
Sirloin steak (lean)	200
Roast lamb	100
1 veal cutlet	283
2 lamb chops	200
Veal roast	200
Calves liver	200
Roast chicken	200
½ c. creamed chicken	200
¼ chicken broiled	200
4 slices bacon	100
1 slice boiled ham	100
1 pork chop	200
2 sausages	120
1 frankfurter	100
8 codfish balls	200
2 pieces halibut steak	200
Canned salmon	100
Creamed salmon, 1 slice toast	200
Canned sardines	100
Broiled mackerel	100
Uncooked shrimp	100
Oysters, raw	50

Salads

½ c. cooked dressing	100
Cheese and pineapple salad	200
1 small chicken salad	100
½ c. cold slaw	50
1 serving egg salad	250
1½ tbsp. French dressing	100
Fruit salad	100
Lettuce salad, French dressing	100
1 tbsp. mayonnaise	100
Potato salad	200
Tomato and cucumber salad	160
Tomato and lettuce salad	200
Waldorf salad	250

Soups

Bouillon	25
Cream of asparagus	200
Cream of celery	200
Cream of corn	200
Oyster stew	200
Potato soup	200
Cream of pea soup	150
Split pea soup	165
Cream of spinach	165
Tomato soup	100
Cream of tomato	265

Milk, Cheese, Eggs and Fats

1 tbsp. butter	100
1 glass buttermilk	89
1 cube American cheese	100
Cottage Cheese	100
¼ c. cream	100
1 tbsp. whipped cream	50
1 glass skim milk	100
1 egg	70
¼ c. scrambled eggs	100

Sugar

1 tbsp. sugar	50
1 piece fudge	100
1 piece milk chocolate	100
2 tbsp. maple syrup	130

Cakes

Conservative helping, average. 150

Fruits

1 large apple	100
Apple sauce	100
Stewed dried apricots	100
1 banana	100
Fresh blackberries	100
½ cantaloupe	50
½ doz. dates	150
1 large bunch grapes	75
½ c. grape juice	100
1 lemon	33
1 orange	100
½ c. orange juice	50
½ grapefruit	100
1 peach	33
2 halves canned peaches with juice	100
1 pear	50
2 halves canned pears with juice	66
1 slice canned pineapple with juice	100
3 stewed prunes with juice	150
Prune pulp	100
Raisins	50
Raspberries	50
Stewed rhubarb	50
Fresh strawberries	50

Some Desserts

1 baked apple with sugar	200
½ c. apple tapioca	200
2/5 c. brown betty	200
½ c. chocolate blanc mange	200
½ c. baked custard	150
½ c. jelly	50
½ c. rice pudding	100
½ c. plain vanilla ice cream	200

Vegetables

5 large stalks of asparagus	25
Baked beans	150
Buttered lima beans	100
String beans	15
Sliced beets	25
Raw chopped cabbage	10
Young carrots 3-4 inches long	50
Cauliflower	20
1 ear corn	50
Canned corn	100
¼ head lettuce	13
4 raw onions	100
Scalloped onions	100
Canned peas	100
Creamed peas	100
1 stuffed pepper	100
1 glazed sweet potato	200
1 baked sweet potato	200
1 baked white potato	100
8-10 potato chips	100
Creamed potatoes	100
Mashed potatoes	100
Scalloped potatoes	100
Cooked spinach	20
1 tomato	33
Creamed turnip	100

Sauces

3½ tbsp. cream filling	100
2 tbsp. lemon sauce	100
1¼ c. white sauce	100
5 tbsp. tomato sauce	100
1 tbsp. hard sauce	100

Cereals

Average 50-90

Bread

1 slice brown bread	100
1 slice Graham bread	33
1 slice white bread	50
1 slice whole wheat bread	50

Beverages

Tea (plain)	0
Coffee (plain)	0
1 c. chocolate (½ c. milk)	200
1 c. cocoa (½ c. milk)	166
1 c. lemonade	70

HANDY FACTS TO KNOW

To find diameter of a circle multiply circumference by .31831.

To find the circumference of a circle multiply diameter by 3.1416.

To find area of a circle multiply square of diameter by .7854.

To find surface of a ball multiply square of diameter by 3.1416.

To find side of an equal square multiply diameter by .8862.

To find cubic inches in a ball multiply cube of diameter by .5236.

Doubling the diameter of a pipe increases its capacity four times.

Double riveting is from 16 to 20 per cent stronger than single.

One cubic foot of anthracite coal weighs about 53 pounds.

One cubic foot of bituminous coal weighs from 47 to 50 pounds.

One ton of coal is equivalent to two cords of wood for steam purposes.

A gallon of water (U. S. Standard) weighs 8½ pounds and contains 231 cubic inches.

A cubic foot of water contains 7½ gallons, 1,728 cubic inches, and weighs 62½ pounds.

Each nominal horse power of a boiler requires 30 to 35 pounds of water per hour.

To sharpen dull files lay them in dilute sulphuric acid until they are eaten deep enough.

A horse power is equivalent to raising 33,000 pounds one foot per minute, or 550 pounds one foot per second.

The average consumption of coal for steam boilers is 12 pounds per hour for each square foot of grate surface.

To find the pressure in pounds per square inch of a column of water multiply the height of the column in feet by .434.

Steam rising from water at its boiling point (212 degrees) has a pressure equal to the atmosphere (14.7 pounds to the square inch).

To evaporate one cubic foot of water requires the consumption of 7½ pounds of ordinary coal, or about 1 pound of coal to 1 gallon of water.

Volume—Shipping

1 U. S. shipping ton = 40 cu. ft. = 32.143 U. S. bushels.

1 British shipping ton = 42 cu. ft. = 33.75 U. S. bushels.

1 register ton = 100 cu. ft. (assumed for measurement of internal capacity of a vessel).

Heights and Weights of Children

	Ht.			Wt.		
	ft.	in.		lbs.	ft.	in.
Birth	1	1	8	6	10	49
6 mos.	2	0½	16	7	0	52½
1 yr.	2	5	24	8	2	56½
1½ yrs.	2	8½	28	9	4	62
2 yrs.	3	0	32	10	6	68
3 yrs.	3	4	36½	11	8	74
4 yrs.	3	6	41	12	10	80
5 yrs.	3	8	45			

How Drapery Treatments Alter Appearance of Windows

There is a principle of optical illusion which applies to window treatments. Draperies with curved lines created by the actual shape of the valance or by the looping back of the side pieces make the window appear wider than it would seem without these curves.

Square, rather than rounded outlines, will introduce the vertical line direction, even though used in a horizontal valance, thus making the window treatment in which they are used appear taller and less wide than that with the curved valance.

Single Diagonal Lines Increase Width

Lines, crossing the window diagonally from one side to the other, tend to increase the width of the window because they lead the eye of the observer across that window by the longest possible path. Diagonals which lead the eye more up and down than across have the opposite effect, making the window seem taller.

Double Diagonal Lines Lessen Width

Two curtains, each looped back to give a diagonal feeling, divide the width of the window, thus lessening its width. They tend to place emphasis upon an up and down movement which adds to the apparent height of the window. Curtains divided at the center, the diagonal line created by the tie-back being narrower

than that created by the criss-cross treatment, give the most height. Criss-cross curtains actually make the window appear wider, though this is not always true. The exact effect depends upon the length of the curtains and where the tie-back is placed.

Two Windows Treated as One

Two windows placed close together, appear wider if they are treated as one window. Overdraperies placed on each side of the two windows, but not between them lead the eye of the observer out to the sides of the double opening. A valance extending across the tops of both windows further accentuates width.

On the other hand division of a double window accents the height of the windows and of the room. In some rooms it is therefore advisable to make this division. A single hanging between the windows may give the vertical feeling and divide the width of the two windows. In a treatment of this type only three lengths of drapery fabric, one on each side of the double windows, and one between, are needed. In the double treatment four lengths are required. The single strip between likewise has the advantage of preserving the unity of the two windows definitely tying them together, yet at the same time, accenting height rather than width.

FIRST AID

SHOCK—If faint and cold give stimulant in small doses, once in fifteen or twenty minutes, and secure warmth by external application or rubbing.

FAINING—Place patient on back with head low, even raising the feet if convenient. Loosen any tight clothing and get plenty of ventilation. Smelling salts, ammonia on a handkerchief, or a little cold water in the face are often helpful. Do not attempt to make the patient drink anything while unconscious. Hot black coffee, or aromatic spirits of ammonia—½ teaspoonful, well diluted with water, may be given after consciousness returns.

WOUNDS—The part should be properly cleansed of all foreign matter, the edges brought together and fastened with strips of plaster; apply anodyne solution, give stimulant, laudanum with brandy if necessary.

BLEEDING FROM WOUNDS—If from an artery, stop the current of blood to the wound by putting a compress or cloth pad over the artery. Fasten it firmly by a handkerchief or bandage, which may be tightened by twisting in a stick as a binder. The location of the artery can generally be determined by the throbbing sensation. If from a vein apply pressure directly over the wound or by exposure or application of cold water. Perchlorid of Iron may be applied with cloth or lint. Keep the part elevated.

BURNS AND SCALDS—Cover with cooking soda, and lay wet cloths over it. Whites of eggs and olive oil, or linseed oil, plain or mixed with chalk or whiting.

FRACTURE—Handle carefully to prevent sharp ends cutting through flesh. Apply narrow boards, heavy pasteboard, umbrellas, canes, fence railings or any rigid appliances as splints for the fractured limbs to permit the patient to be moved without pain or danger. Splints must be padded when applied next to the skin, and be long enough to reach beyond the joints above and below fracture. Three persons are necessary to place an injured person properly on a stretcher, one to lift head

and shoulders, another the hips and a third the legs. The stretcher should be placed alongside the injured, and the helpers should kneel on one knee on the side of the patient away from the stretcher, lifting him in unison first to their bended knees, and then laying him gently on the stretcher.

EYE INJURIES—Loose particles may be removed from the eyelid with a clean handkerchief, or a bit of clean cotton rolled on a toothpick or a match stick. If not easily removed in this way make no further attempt. Particles imbedded in the lid or eyeball should be left to a surgeon. Never violate this rule—blindness may result. In cases of serious eye injury, cover with clean cloth compress wrung out in ice cold water and send patient to surgeon or hospital.

SUNSTROKE AND HEAT EXHAUSTION—In sunstroke or over-exposure to sun the skin is flushed, hot and very dry; the temperature of the body is much above normal; the pulse is strong and rapid. Cool as quickly as possible—especially the head—with cloths wrung out of cold water, ice bags or a cold bath. The head should be slightly raised. No stimulants.

In heat exhaustion, skin is pale, cold and moist; pulse weak; sweating is usually profuse. Often there is vomiting and abdominal cramps. The patient is prostrate.

POISON—The two most important points to be remembered in connection with any poison case in which the individual is conscious are: (1) Dilute; (2) Cause vomiting. These can both be accomplished at the same time by having the patient immediately drink large quantities of soap suds, soda in water, salt water, or even plain water. These are all more nauseating if given lukewarm. The secret is to give enough. Start with three or four glasses. If this does not produce results in a few minutes, give some more. Tickling the back of the throat with the finger is also a valuable aid in encouraging vomiting. This immediate dilution helps to prevent more poison being absorbed into the system,

IN CASE OF ACCIDENT

Get all the information you can. Here is the information the investigator will want:

1. Exact location and position of your car in relation to the others involved.
2. Exact time of the accident.
3. Condition of the roadway and visibility.
 - (a) Kind of pavement and its condition—good, broken-up, ruts, or any other description.
 - (b) Weather, and whether pavements were wet, dry, covered with ice or snow, or slippery.
 - (c) Visibility.
4. Cause of the accident.
5. Exactly what happened.
6. Who was injured.
 - (a) Name and address.
 - (b) Nature of injury—and condition after accident.
 - (c) What medical attention, if any, was given.
 - (d) Where was injured person taken after accident.
7. Damage to property of others.
 - (a) Name and address of owner.
 - (b) Property damaged.
 - (c) Exact nature of damage, stating part damaged.
8. Full description of your car and damage sustained.
 - (a) Make and type, or model and year.

- (b) License and motor number.
- (c) Who was driving it?
- (d) Exact nature of damage.
9. Witnesses and police officers attending. Names, addresses. Try to secure witnesses other than the occupants of the cars involved.
10. Occupants of the cars involved. Names, addresses.
11. Remarks in regard to the accident, if any, as made by any of the parties involved.
12. Whom do you consider at fault, and why?

If the cause of an accident was a parked car which had to be avoided, or a child running across a street, or any other cause where the person or thing causing the accident was not injured, try to secure the name or address if it was a person, or if a car, license number, description, and owner's name and address. In other words, it is not sufficient to say that a car was parked at the curb and you had to swing out to avoid it—but you should say a sedan, license No., owned by of, was standing at the curb, etc.
13. In cases when persons are injured in an automobile accident a duplicate of the above report should be made to the nearest police station, if a police officer is not available.

Stations Associated with Columbia Broadcasting System

Station	City	Kilo.
WABC*	New York City	860
W2XE*	New York City (Short Wave)	6120
WADC*	Akron, Ohio	1320
WOKO	Albany, N. Y.	1440
WWNC	Asheville, N. C.	570
WGST	Atlanta, Ga.	890
WPG	Atlantic City, N. J.	1100
WCAO*	Baltimore, Md.	600
WLBZ	Bangor, Me.	620
WBCM	Bay City, Mich.	1410
WBRC	Birmingham, Ala.	930
WAAB	Boston, Mass.	1410
WNAC*	Boston, Mass.	1230
WGR*	Buffalo, N. Y.	550
WKBW*	Buffalo, N. Y.	1480
WBT	Charlotte, N. C.	1080
WDOD	Chattanooga, Tenn.	1280
WBBM*	Chicago, Ill.	770
WMAQ*	Chicago, Ill.	670
WJJD*	Chicago, Ill.	1130
WKRC*	Cincinnati, Ohio	550
WHK*	Cleveland, Ohio	1390
WIS	Columbus, S. C.	1010
WAIU	Columbus, Ohio	640
WCAH	Columbus, Ohio	1430
KRLD	Dallas, Tex.	1040
WRR	Dallas, Tex.	1280
KLZ	Denver, Col.	560
WXYZ*	Detroit, Mich.	1240
WTAQ	Eau Claire, Wis.	1330
WOWO*	Fort Wayne, Ind.	1160
WGL	Fort Wayne, Ind.	1370
WHP	Harrisburg, Pa.	1430
WDRC*	Hartford, Conn.	1330
KTRH	Houston, Tex.	1120
WFBM	Indianapolis, Ind.	1230
KMBC*	Kansas City, Mo.	950
WNOX	Knoxville, Tenn.	560
KLRA	Little Rock, Ark.	1390
KHJ	Los Angeles, Cal.	900
WLAP	Louisville, Ky.	1200
WREC	Memphis, Tenn.	600
WQAM	Miami, Fla.	560
WISN	Milwaukee, Wis.	1120
WCCO	Minneapolis-St. Paul	810
CKAC	Montreal, Que.	730
WLAC	Nashville, Tenn.	1470
WDSU	New Orleans, La.	1250
WTAR	Norfolk, Va.	780
WLBW	Oil City, Pa.	1260
KFJF	Oklahoma City, Okla.	1480
KOIL*	Omaha-Council Bluffs	1260
WDBO	Orlando, Fla.	1120
WCAU*	Philadelphia, Pa.	1170
WIP	Philadelphia, Pa.	610
WFAN*	Phila. (Short Wave)	6060
W3XAU*	Phila. (Short Wave)	9590

Stations Associated with N. B. C. Network

Station	City	Kilo.
CFCF	Montreal, Canada	1030
CKGW	Toronto, Canada	690
KDKA	Pittsburgh, Pa.	980
KECA	Los Angeles, Cal.	1430
KFAB	Lincoln, Neb.	770
KFI	Los Angeles, Cal.	640
KFKX	Chicago, Ill.	1020
KFSD	San Diego, Cal.	600
KFYR	Bismarck, N. D.	550
KGO	San Francisco, Cal.	790
KGW	Portland, Ore.	620
KHQ	Spokane, Wash.	590
KOA	Denver, Colo.	830
KOMO	Seattle, Wash.	920
KPO	San Francisco, Cal.	680
KPRC	Houston, Texas	920
KSD	St. Louis, Mo.	550
KSL	Salt Lake City, Utah	1130
KSTP	St. Paul-Minneapolis, Minn.	1460
KTAR	Phoenix, Ariz.	620
KTHS	Hot Springs, Ark.	1040
KVOO	Tulsa, Okla.	1140
KWK	St. Louis, Mo.	1350
KYW	Chicago, Ill.	1020
WAPI	Birmingham, Ala.	1140
WBAL	Baltimore, Md.	1060
WBAP	Fort Worth, Texas	800
WBEN	Buffalo, N. Y.	900
WBZ	Springfield, Mass.	990
WBZA	Boston, Mass.	990
WCAE	Pittsburgh, Pa.	1220
WCFL	Chicago, Ill.	970
WCKY	Covington, Ky.	1490
WCSH	Portland, Me.	940
WDAF	Kansas City, Mo.	610
WDAY	Fargo, N. D.	940
WEAF	New York, N. Y.	660
WEBC	Superior, Wis.	1290
WEEI	Boston, Mass.	590
WENR	Chicago, Ill.	870
WFAA	Dallas, Texas	800
WFI	Philadelphia, Pa.	560
WFLA	Clearwater, Fla.	620
WGAR	Cleveland, O.	1450
WGN	Chicago, Ill.	720
WGY	Schenectady, N. Y.	790
WHAM	Rochester, N. Y.	1150
WHAS	Louisville, Ky.	820
WHO	Des Moines, Ia.	1000
WIBO	Chicago, Ill.	560
WIOD	Miami Beach, Fla.	1300
WJAR	Providence, R. I.	890
WJAX	Jacksonville, Fla.	900
WJDX	Jackson, Miss.	1270
WJR	Detroit, Mich.	750
WJZ	New York, N. Y.	760
WKY	Oklahoma City, Okla.	900
WLIT	Philadelphia, Pa.	560

Gas for 1940

RECORD OF ADDRESSES AND TELEPHONE NUMBERS

DEALER	NAME	ADDRESS	EXCHANGE	No.
Baker	Jan-6-7 $\frac{1}{10}$ -1.43			
Bank	"-7-5-1.10			
Butcher	"17-5-1.05			
Cigar Store	"25-3-.63			
Circulating Library	Feb-3-5-1.05			
Clothier	"-5-5-1.05			
Dentist				
Doctor				
Dressmaker				
Druggist				
Fire & Theft Ins.				
Fruits				
Garage				
Grocer				
Haberdasher				
Hospital				
Life Insurance				
Mechanic				
Shoe Repair				
Shoe Store				
Tailor				

MEMORANDA

12/23/39 Borrowed from Berruca 20 1/2 hrs Can.

Sept-18- 2 Frycs - 1.50 2 doz - @ .25
" 21- 2 Frycs - 1.50

Egg

Jan 6 doz eggs @ 20¢ 12.00
" 1 Rooster .75

CLOTHING
The well dressed woman should follow the
fashion before she makes the mistake of
purchasing yesterday's fashions. The market is full of
when the already has
fashionable clothing by the year has been
and the year into months. Make a
the of garments that will cover the
needs. The same principle can be applied
the entire family.

OPERATING
The operating expense should many oper-
ations for saving paper your
plans. Cut down the candle power if possible
and use the proper kind of bulbs when you
need power. I can't see our the light
you don't need it.

RECREATION AND
ADVANCEMENT
The average of good recreation
hours for the is the department
community service hours.
Watch the paper for sugges-
tions of an evening the cinema and
Landscape, the library and Chamber of Com-
merce for lectures and other forms of good
recreation.
This day top neighborhood activities. They
carry playground, gymnasium and club
about your neighborhood and con-
duct

FOOD
The in economy fashion Two or three
times a week is the purchase of certain
with a minimum of money, you will save
money.
Buy only seasonable fruits and vegetables.
Buy for food if you do the cooking. Buy
meat in smaller pieces. Make up for it in
the more seasonable food items and make
a good meal.
Buy only eggs and brand, particularly in
small quantities. You will avoid the chance of
spoiled material.
Learn to make appetizing dishes from the
meat. Buy good ground meats on foot
to eat and will understand the meaning of
"good substance," "balanced nutrition," etc.

SHELLER
Buy in one a lesser price than you need
and make the use of your own hands
doing in the best way.
Buy your own to work. A vacant room is
an expense

HINTS FOR SAVING

SAVING

Consider your saving a fixed charge against your weekly or monthly income, and provide for it as you would your rent.

Save all dimes or quarters coined during a certain year—bearing the date of the year of your birth, graduation or marriage.

Join "Opportunity," "Christmas" or "Vacation Clubs." You can "earn" the small weekly payments for these by close attention to your miscellaneous spending.

FOOD

Buy in community fashion. Two or three families joining in the purchase of certain staple commodities or canned goods will save money.

Buy only seasonable fruits and vegetables.

Shop for food as you do for clothing. Pay attention to market prices. Make inquiry as to the most reasonable food shops and markets and purchase there.

Buy only recognized brands, particularly in canned goods. You will avoid the chance of spoiled material.

Learn to make appetizing dishes from "left overs." Study good printed articles on food so that you will understand the meaning of "Food substitutes," "balanced rations," etc.

SHELTER

Better to rent a larger place than you need and sublet than just to meet your needs and skimp on the rent budget.

Put every room to work. A vacant room is an expense.

CLOTHING

The well dressed woman shops before she buys. Before she shops she thinks out her prospective wardrobe. She makes the most of what she already has.

Budget clothing by the year first, then prorate the year into months. Make a tentative list of garments that will cover the year's needs. The same principle can be applied to the entire family.

OPERATING

The operating expenses afford many opportunities for saving. Inspect your electric lights. Cut down the candle power if possible and buy the proper kind of bulbs where you need power. Learn to turn out the lights when you don't need them.

Keep household equipment in good order. Clean mops and brooms save your furniture.

Study refrigeration; how to save ice by wrapping in paper; how to make home-made ice chests in window boxes during the winter.

Save gas by the use of a home-made "fireless cooker."

RECREATION AND ADVANCEMENT

Take advantage of good, free recreation. Inquire for this at the city departments or community service bureaus.

Watch the Sunday papers for announcements of art exhibits, free concerts, etc.

Inquire from libraries and Chamber of Commerce for lectures and other forms of good, free entertainment.

Help develop neighborhood activities. Block parties, playgrounds, gymnasiums and clubs afford good entertainment and cost little.

