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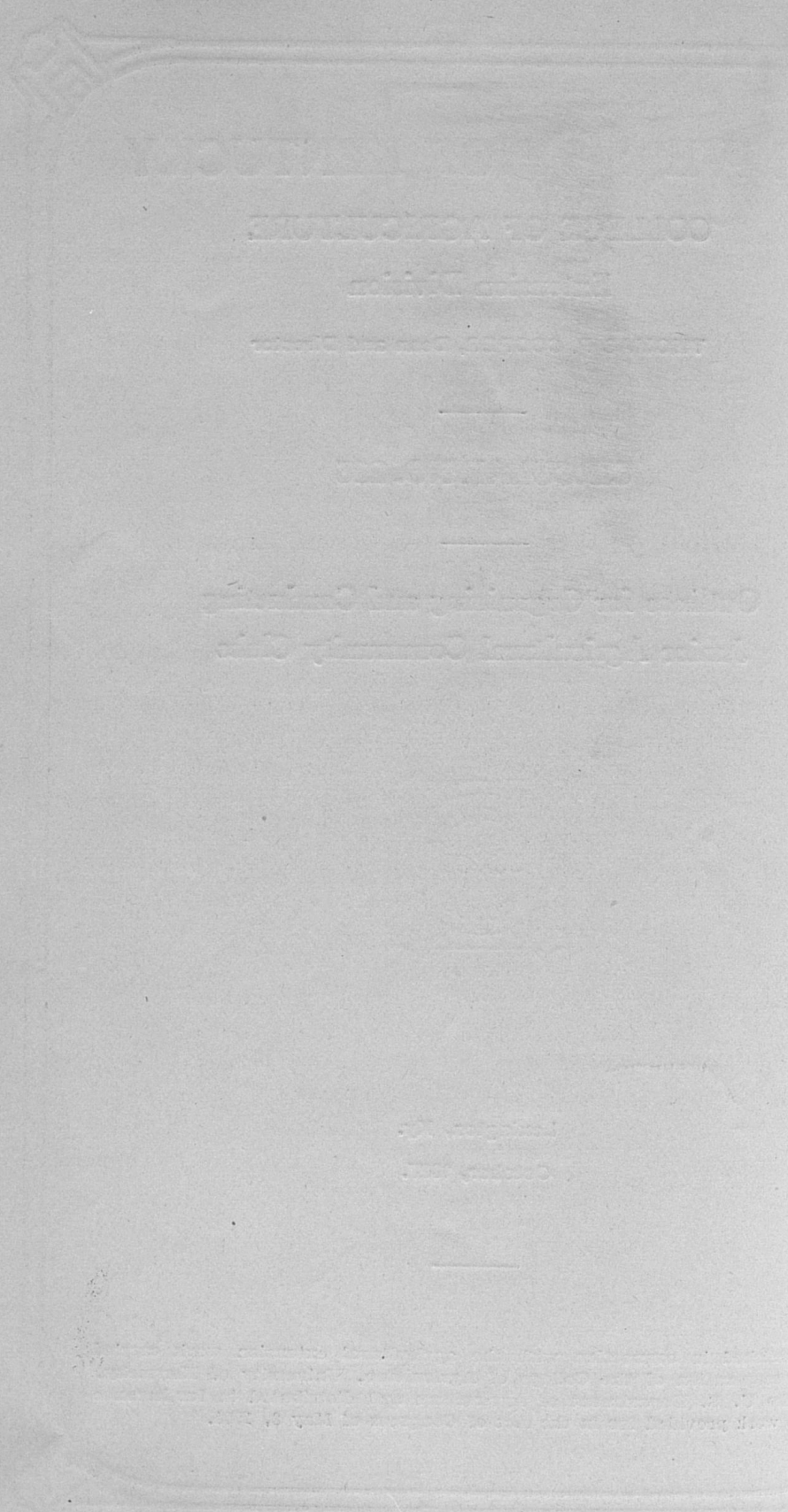
Outlines for Organizing and Conducting
Junior Agricultural Community Clubs



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Outlines for Organizing and Conducting Junior Agricultural Community Clubs

This material has been prepared to assist Junior Community Club Leaders in carrying out a definite program. These outlines cover the several steps in organizing a Junior Community Club and suggested programs for meetings. The various club events are also listed with suggested dates and a form on which to build a Junior Community Club Program. Outlines for project group meetings also are included. Each club should build a definite program showing all the activities for the year. This will serve as a guide during the year and will furnish a means of checking up accomplishments. The programs herein outlined may not be applicable to any particular club in their present form, but it is hoped that the leaders may use them as guides in building programs suited to their needs.

JUNIOR CLUB EVENTS	SUGGESTED DATES
A. Required Activities. (These activities must be carried out by any club desiring to be recognized by the State Club Department.)	
1. Secure enrollment—Leaders and Agents.	Nov., Dec. and Jan.
2. Organize new club or reorganize old ones—Leaders and Agents.	Nov., Dec. and Jan.
3. Secure a community leader, and a project leader for each project group, if possible—Agents and Club Members.	Nov., Dec. and Jan.
4. Build a program of work for the club—Agent, Leaders and Club Members.	As soon as club is organized.
5. Build a program for each project group.	As soon as club is organized.
6. Name club and secure charter.	When club is organized.
7. Four county conferences of community club leaders are recommended, directed by Extension Agent or by Club Specialist.	
First: To plan program.	Nov. to Feb.
Second: To give specific instructions and encouragement on starting projects.	March and April.
Third: To arrange for special and recreational activities such as camps, exhibits at fairs and shows, picnics, parties.	May and June.
Fourth: To check up on results of the year's work.	Oct. and Nov.
8. County conferences of Project Leaders: These to be scheduled according to projects selected and the visits of specialist to the county.	
9. Membership cards issued to each club member when projects are started.	
10. Complete projects and turn in records.	Oct. to Dec.

JUNIOR CLUB EVENTS	SUGGESTED DATES
<p>B. Elective Activities. (These are not absolutely essential to the existence of a club but include some of the more attractive and entertaining features of the club program.)</p>	
<p>1. Demonstration Teams: (Circular 214; Cir. 181, page 6; Circular 195, page 5.)</p>	
<p>(a) Community Contest.</p>	April or May.
<p>(b) County Contest.</p>	April or May.
<p>(c) State Contest (at Junior Week).</p>	June.
<p>2. Judging Teams:</p>	
<p>(a) Livestock. (Cir. 214, Cir. 96.)</p>	
<p>(b) Clothing (Cir. 195, pages 5 and 6, Mimeo. sheet.)</p>	
<p>(c) Canning. (Cir. 181, pages 7 and 8, Mimeo. sheets.)</p>	
<p>3. Junior Week (Second Week in June, Cir. 214).</p>	
<p>4. State Livestock Shows and Sales:</p>	
<p>(a) Baby Beef Show and Sale.</p>	Nov. or Dec.
<p>(b) Spring Lamb Show and Sale.</p>	June.
<p>5. Fairs and Shows:</p>	
<p>(a) Community and County Fairs. (Cir. 214.)</p>	Fall.
<p>(b) State Fair. (See State Fair Catalog, Department W.)</p>	September.
<p>6. Tours:</p>	
<p>The members of a project group visit the projects of the group. Other educational tours.</p>	Any time after projects are well under way.
<p>7. County Junior Club Officers' Training Conferences:</p>	
<p>The purpose of the conference is to teach the officers the best methods of conducting club meetings and to provide a means for the officers of the club of the county to get acquainted. The president, vice-president and secretary of each club should attend the meetings.</p>	As soon as convenient after officers have been elected.

**FIRST OR ORGANIZATION MEETING (NOV., DEC. OR JAN.
TIME: ONE HOUR)**

- A. Meeting called to order by County or Home Demonstration Agent.
- B. Plans and purposes of Junior Community Club outlined and discussed (Extension Agent or Leader).
 1. Club work defined—Club work is a part of the Nation's agricultural educational system promoted by the U. S. Dept. of Agriculture. The University of Kentucky, County governments, County and Home Demonstration Agents and local people. There are 620,000 members in the U. S. and 41,000 clubs. Kentucky has 18,000 members and 847 clubs.
 2. Purposes of club work.
 - (a) Educational—The club members are given the most up-to-date instruction on carrying out their projects.
 - (b) Economic—A very large per cent of club members make money. The products made and grown by club members in 1926 were valued at \$325,381.
 - (c) Recreational—Wholesome recreation and self-entertainment are taught to the clubs. Games, hikes, picnics, camps are a part of the program.
- C. Inspirational talk given by County or Home Demonstration Agent or some other interested and informed person (a local leader from some other community) on the accomplishments of club members in other communities and possibilities for this club.
 1. Individual accomplishments and club achievements.
 2. Judging Teams.
 3. Demonstrations.
 4. Community Activities—Beautify school building, plant trees or flowers on school grounds, start a library, secure a flag, etc.
- D. Determine members who want to join club and distribute enrollment cards.
- E. Elect temporary chairman and secretary.

- F. Chairman appoints a committee to nominate officers: President, Vice-President, Secretary, Treasurer, Song and Yell Leaders. This committee to report at the next meeting.
- G. Extension Agent outlines briefly projects which may be taken by the club members and explains need of local community and project leaders and asks cooperation of club in securing them. May distribute literature on projects offered.
- H. Set time for next meeting.
- I. Songs: 1. A familiar song. 2. Teach new song. See Club Song Book, "Sing Songs," and Kentucky Extension Circular No. 214.
- J. Only those who have enrolled as club members may be allowed to participate in the social and recreational features of the program.
- K. Game: 1. Snatch Ball, Outdoor. 2. You have a Face, Indoor.
- L. Adjournment.

Supplies needed for this meeting: Songs and Games, Enrollment Cards.

Note:—This outline is prepared especially for new clubs. In reorganizing old clubs the parts of the outline not needed should be omitted.

**SECOND OR PROGRAM BUILDING MEETING (DEC., JAN., FEB.
TIME: ONE HOUR)**

- A. Meeting called to order by the chairman.
- B. Song learned at last meeting.
- C. Minutes of first meeting read and approved.
- D. Report of nominating committee and election of officers. Officers installed.
- E. Members turn in enrollment cards to Secretary who lists same in Secretary's book and turns cards over to the Extension Agent.
- F. Build program of work for year. The leader or agent explains requested activities (page 2). Discuss elective activities (page 3) and club select those to be undertaken. List these on Form No. 1 (page 5), also list on Form No. 1 the social and recreational activities selected by the club (pages

- 4 and 5). One copy of Form No. 1 should be pasted on the inside back cover of the Secretary's Book and a copy given to the Extension Agent.
- G. Name club and make request for charter. (Secretary's Book-sheet between 6 and 7.)
 - H. Each project group elects from among its members a captain who is the most interested member of the group and one most able to render the greatest help as a Junior Leader. Goals may be set by all the project groups on which a check may be made at each monthly meeting. The project captain reports at each meeting the progress made by his or her group.
 - I. County score card explained. (Page 8.)
 - J. Permanent meeting date set.
 - K. Assignment of topics for next meeting by president and leader. (See outline for third meeting, page 9.)
 - L. Yells, led by yell leader. (See Circular 214.)
 - M. The club may bar from participation in recreational activities of the club all except active members.
 - N. Games:
 - Chain Tag—Outdoor.
 - Letters for Words—Indoor (Mimeographed).
 - Supplies needed—Secretary's Book, Circular 214, Games, Songs and Yells.

Note:—The organization and program building meetings may be combined in communities where club work is well understood.

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SCORE OF.....JUNIOR COMMUNITY SCORE

For.....	Points	Total
Organization—	Score	Score
Each club member enrolled	5
Each project group meeting with adult leader in attendance (not to exceed 12 per year)	100
Each community club meeting with adult leader and less than 75% of members in attendance (not to exceed 12 per year)	150
Each community club meeting with adult leader and more than 75% of members in attendance (not to exceed 12 per year)	250
Project Work—		
Each project completed with complete written record....	1000
Each club with 80 or more per cent of its members completing, additional points	2000
Each member attending Community Achievement Exercises	10
Each member attending County Achievement Exercises	50
Demonstration and Judging Teams—		
Each demonstration team taking part in community contest	100
Demonstration team representing community in county contest	300
Demonstration team representing county in state contest	500
Each member of club taking part in county judging contest	100
Each member of judging team representing county in state contest	200
Fairs and Shows—		
Community and County	Community Points	County Points
Each club member exhibiting club products	75	100
Each 1st prize won on club product	100	150
Each 2nd prize won on club product	75	100
Each 3rd prize won on club product	50	75

	Total Points Score
State Fair—	
Each club exhibiting club products	500
Each 1st prize won on club products	350
Each 2nd prize won on club products	250
Each 3rd prize won on club products	200
State Livestock Shows and Sales (Points on premiums won same as State Fair)—	
Each club exhibiting in Lamb Show and sale.....	300
Each club exhibiting in Baby Beef Show and Sale	300
Junior Week and Camps—	
For each club member attending Junior week full time..	100
For each news article appearing in county or state paper concerning the work of the club.....	100
Each club member attending camp full time.....	100
Each star camper	250
Social and Recreational—	
Each member attending picnic or tour held by club with $\frac{2}{3}$ of members in attendance (not to exceed four)....	25
Community Work—	
For each member assisting in beautifying school or church grounds and any other worthy work with at least 75% of members working not less than $\frac{1}{2}$ day for each activity	50
Financial—	
Each dollar raised for benefit of club.....	10

I hereby certify on my personal knowledge that these records are correct.

..... Approved

Local Leader County Agent

THIRD MEETING (JANUARY, FEBRUARY OR MARCH. TIME: ONE HOUR)

- A. Meeting called to order by President.
- B. Songs led by song leader.
- C. Learn club pledge. (See membership card, Circular 214.)
- D. Roll call by Secretary. Answered by each member stating project selected.
- E. Minutes of previous meeting read and approved.

Club: "To be kind, true and sympathetic."

President: "For what are the hands trained?"

Club: "To be useful, serviceable and skillful."

President: "For what do we maintain and improve our health?"

Club: "To resist disease, to make for efficiency and to enjoy life."

- D. Roll call by Secretary—Answered by naming most beautiful bird of the community.
- E. Minutes of previous meeting read and approved.
- F. Reports of committees—Reports of project captains.
- G. Unfinished business.
- H. New business—Appoint needed committees—Applicants for membership.
- I. Project topic or topics assigned (See note, bottom of this page).
- J. Topic—Books: Report on assignment of previous meeting. General discussion on books and reading.
- K. Report and discussion of community project undertaken.
- L. Remarks by leader and agent.
- M. Assignment of topics for next meeting. (See outline for next meeting, page 11.) Supplies distributed, Cir. 193. Pigs, Cir. 181, 193, 214, 142 and 149.
- N. Recreation—Games: Have you seen my sheep, Cir. 214. Untwist words into names of trees. (Mimeo. Games.)
- O. Yells.
- P. Adjournment.

Note:—If active local project leaders have been secured for each group the project instruction may be omitted from the general meeting. The project instruction may be given by the project leaders at the monthly meeting where time is allowed for each leader to meet his or her group separately. This method is followed largely in consolidated schools where it is difficult for the boys and girls to meet at other times because of the great distance to travel.

Project groups may hold meetings with their leaders at a different time from the Junior Community Club meets. This

method is desirable but more difficult to handle than the first method except with clothing and canning groups which almost of necessity have to hold meetings separately because of the time required for this work. If project leaders can not be secured each project group should have an opportunity to receive instruction and take part in discussion of its project at some community meeting. The projects that start first should be assigned first.

FIFTH MEETING (MARCH, APRIL OR MAY. TIME: ONE HOUR)

- A. Meeting called to order by President.
- B. Club songs—song leader.
- C. Repeat club pledge—Led by President.
- D. Roll call by Secretary.
- E. Minutes of previous meeting read and approved.
- F. Unfinished business.
- G. New business—Proposals for membership.
- H. Reports of project captains.
- I. Project topic assigned to meet needs of club.
- J. Demonstration Teams—Circular 214; Circular 195, page 5; Circular 142; Circular 181, page 6; Circular 149.
- K. Remarks by leader and agent.
- L. Assignment of topics for next meeting. (See outline for next meeting, page 12.)
- M. Club yells.
Supplies distributed—Outline study of birds. Games. Cir. 214.
- N. Recreation:
New game—Catch the Handkerchief.
- O. Adjournment.

SIXTH MEETING (APRIL AND MAY. TIME: ONE HOUR)

- A. Meeting called to order by President.
- B. Club songs—Led by song leader.
- C. Repeat club pledge.
- D. Roll call by Secretary.
- E. Unfinished business.

- F. New business—Applicants for membership.
- G. Reports of project captains—Record Books.
- H. Project topic assigned to meet needs of club.
Community topic—Birds. Bulletin Dept. of University by
Dr. W. D. Funkhouser.
 1. Economic Importance of Birds—Pages 8, 9 and 10.
 2. Disappearance of our Native Birds—Pages 15 and 16.
 3. Causes for decrease of our birds—Pages 17, 18 and 19.
 4. Care of Birds—Pages 32, 33 and 34.
 5. Make a list of all the varieties of birds of the community with which the members are familiar.
- I. Assignment of topic for next meeting. (See outline for next meeting, page 13.)
- J. Remarks by Extension Agent and Leader.
- K. Club yells—Led by yell leader.
Supplies.
- L. Recreation.
New game—Prisoners' Base (Circular No. 214.)
- M. Adjournment.

SEVENTH MEETING (MAY OR JUNE. TIME: ONE HOUR)

- A. Meeting called to order by president.
- B. Club yells—Led by yell leader.
- C. Club songs—Led by song leader.
- D. Repeat club pledge.
- E. Roll call by secretary—Answered by a one sentence report of project work done, to date.
- F. Admit new members—Last date for new members to join.
- G. Unfinished business.
- H. New business.
- I. Report of project captains. Record books—Captains see that all record books are up-to-date.
- J. Project topic assigned to meet needs of club.
- K. JUNIOR WEEK—1. Circular 214. 2. Elect delegate and make plans for paying expenses of same.

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- L. Remarks by agent or leader—Membership cards promised for next meeting to all those who have projects started.
- M. Assignment of topics for next meeting. Judging Teams, Camps (see outline for next meeting). Supplies, Circulars 214, 181, 195.
- N. Recreation—New Game, Sore-Spot Tag, Circular 214.
- O. Adjournment.

EIGHTH MEETING (JUNE. TIME: ONE HOUR)

- A. Meeting called to order by the president.
- B. Club songs.
- C. Club yells.
- D. Roll call by secretary—(Original answer.)
- E. Unfinished business.
- F. New business.
- G. Report of project captains.
- H. Topics: 1. Judging Teams—A. Livestock, Circular 214. State Fair Catalog, Dept. W. B. Clothing, Cir. 195, pages 5 and 6, Mimeo. C. Canning, Circular 181, pages 7 and 8, Mimeo. 2. Club Camp, Circular 214.
- I. Remarks by Extension Agent and leader. Membership cards awarded to those who have started projects. They should be impressed with the fact that they are now full-fledged members of the club and may wear the club emblem 4-H pin.
- J. Plan program for next meeting, July—See suggestions for July.
- K. Recreation.
- L. Adjournment.
Supplies—Membership Cards.

NINTH MEETING (JULY. TIME: ONE HOUR)

Some time during July, a picnic should be planned and this monthly meeting may be held at the same time.

A good subject for discussion is exhibits, Circular 214, Kentucky State Fair catalog, Department W.

The club may decide on the kind and number of exhibits to be made at the community, county and state fairs.

Recreational—This arranged to suit the mood of the club.
Adjournment.

TENTH MEETING (AUGUST. TIME: ONE HOUR)

The subject for August may be Achievement Exercises, Circular 214.

Record books are brought to this meeting and posted to date. Definite plans made to send exhibits to the State Fair.

SEPTEMBER MEETING is usually omitted because of the State Fair, the opening of schools, etc.

TWELFTH MEETING (OCTOBER. TIME: ONE HOUR)

- A. This should be a check-up meeting.
- B. Final reports of project captains on all projects completed.
- C. Reports of leaders.

Record books turned in on all projects finished. General reports and check-up on accomplishments of club using plan of work, Form 1, page 5, formulated at the beginning of year and a copy of which is to be pasted in Secretary's Book.

OCTOBER, NOVEMBER OR DECEMBER—Achievement Exercises.