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Programs  
*of*  
Women's Progressive  
Farmers'  
Association



LOYALTY

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## Preface

The W. P. F. A. was organized for the purpose of improving Rural Life. With this object in view, this booklet has been prepared and is being sent out for the use of the Local Clubs.

The subjects chosen are those in which the Rural People have the greatest interest, and are subjects that need our study and attention.

In the study of these subjects, it is suggested that the Program Committee of the Local Club copy the different divisions and assign a division to different members who will be prepared to discuss that part of the subject at the next meeting. (By division is meant the Roman Numeral).

You will note that some of the statements of the outline are positive and some negative; this was done to bring out both sides of the question in the discussion. And in no way did the Committee intend that these outlines be considered as a full discussion on the subject, rather merely suggestive of what should be brought out in the discussion.

One copy of this booklet is sent free to each Local Club that has paid State dues. If any individual should want one they may get it by sending 15c to the State Secretary-Treasurer. This charge is made to cover printing charges and postage.

With every good wish to the Clubs in their work and that you will enjoy these lessons, and that they will prove a benefit to your Club,

THE COMMITTEE.

1922

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Price 15 Cents Each.

Let Co-operation be our watch-  
word, and by united effort in a  
common cause even the weak among  
us shall be a mighty power.

## THE CLUB

MOTTO: "IN UNION THERE IS STRENGTH."

- I. —To Improve Rural Life:
  1. Make it more attractive
  2. Eliminate drudgery
  3. Improve educationally
  4. Improve financially
  5. Improve socially.
- II. —Build Better Homes:
  1. Make more convenient
  2. Modern conveniences
  3. Learn new methods
  4. The family circle:
    - (a) Mother and Father
    - (b) Mother and Daughter
    - (c) Mother and Son
    - (d) Father and Daughter
    - (e) Father and Son
    - (f) Sister and Brother.
  5. Decorations in the Home (its influence).
- III. —Build Better Schools:
  1. Condition of our school today
  2. The yard and out buildings
  3. The school house and equipment
  4. Water supply
  5. How finance movements for improvement.
- IV. —A Good Neighbor Is:
  1. Public spirited
  2. Helpful in time of need
  3. Honest in exchange.
- V. —Discuss Rural Problems:
  1. Good roads
  2. Rural entertainment
  3. Every day problems:
    - (a) The family, garden, poultry, dairy and daily duties.
  4. The Church and its enterprises.
- VI. —To Teach CO-OPERATION and LOYALTY to the M. F. A.:
  1. Why organize
  2. Enterprises of the M. F. A.:
    - (a) Local Clubs, County and State Associations, Exchanges, Elevators and Cold Storage Plants.
  3. Motto: Production cost plus a reasonable profit
  4. Why LOYALTY is necessary
  5. The aim of the M. F. A. (summary of whole lesson).
- VII. —Entertainment and Improvement:
  1. Boy Scouts and Girls' Clubs
  2. Debates, literary and musical programs
  3. School and Church entertainment
  4. Sunday School and Young Peoples meetings
  5. Home parties and entertainment.
- VIII. —Upbuilding:
  1. Patriotism
  2. Uprightness
  3. Community building
  4. Church, schools, roads, charities, etc.
- IX. —Roberts Revised Rules of Order:

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Note.—Do not enlarge too much on Schools and Churches as a whole lesson will be devoted to each later.

# MILK

MOTTO: "MILK IS NATURE'S GREATEST FOOD"

## I. —The Cow:

1. Winter (barn):
  - (a) Light, Airy, Warm, Clean, Ventilated.
2. Summer:
  - (a) Water, Pasture, Shade, Spray for Flies.
3. Care:
  - (a) Keep Quiet, Treat Kindly, Milk Regularly.
4. Food:
  - (a) Bad Feeds:
    1. Wild Onions, Turnips, Cocksfoot, Road Weeds, Musty Hay or Soured Fodder or Silage.
  - (b) Good Feeds:
    1. Roughness—Alfalfa, Clover, Timothy, Insilage, Prairie Hay, Cane and Corn Fodder, Cow Pea Hay.
    2. Grains—Bran, Molasses Meal, Chops, Oats, Corn, etc.
  - (c) Water:
    1. Bad, should never be used; Stagnant, Muddy, or Creeks that are contaminated.
    2. Good, none is too good; Well, Spring, Fresh Pond, Running Stream.

## II. —Care of Milk:

1. Utensils:
  - (a) Hooded milk pail
  - (b) Milk can with lid
  - (c) Strainer
  - (d) Separator:
    1. In room alone
    2. Screened to keep out flies
    3. Free from dust
    4. Cement floor with drain
    5. Scald each time used
    6. Air and sun daily.
  - (e) Cream Dishes—same care as separator.
2. In Milking:
  - (a) Stable must be kept clean
  - (b) Brush loose hairs and dirt from cow before milking
  - (c) Do not feed while milking (dust from hay gets into milk)
  - (d) Keep cans covered while milking
3. Care for Home Use:
  - (a) Freshly scalded pans or crocks
  - (b) Cool immediately
  - (c) Keep at temperature of 50 degrees or less
  - (d) Cover but not air tight; protect from flies and dirt.

## III. —As Food:

1. Desserts:
  - (a) Puddings—Gelatin Milk, Bread, Cornstarch, Rice
  - (b) Custards—Floating Island, Tapioca, Junket. (Note: May be combined with Nuts, Fruits, Chocolate, Coconut, Caramel)
2. Substantial Dishes:
  - (a) Cream Soups—Tomato, Beans, Peas, Corn, Potato, Asparagus.
  - (b) Creamed Dishes—Cauliflower, Lima Beans, Onions, Cabbage, Potatoes, any fish or meats.
  - (c) Escalloped Dishes—Macaroni, Rice, Potatoes, Oysters, Fish and Meats.
  - (d) Chowders
  - (e) Breakfast Cereals with Milk or Cream.

## IV. —Milk Products:

1. Butter, Cheese, Cottage Cheese, Whey.

## V. —Economy in the Use of Milk.

## VI. —Carrier of Disease:

1. Consumptive cow
2. Typhoid from water drunk by cow
3. Sickness in house where milk is kept

Bulletins from the State Agriculture College, Columbia, Mo., can be profitably used on this subject.

## THE CARE AND FEEDING OF YOUNG CHICKENS

MOTTO: "A WELL FED CHICKEN MAKES A FAT POCKETBOOK"

### I. —Incubation:

1. The Parent Stock.
2. The Selection of the Eggs—size, shape and color.
3. Mode of Hatching:
  - (a) The Hen—place of setting, number of eggs, care, testing.
  - (b) Incubator—place of setting, number of eggs, care, testing.

### II. —Baby Chicks, One to Three Weeks Old:

1. Heat:
  - (a) Natural—the hen.
  - (b) Artificial—brooder, brooder stove.
2. Feed—never feed until 48 hours old:
  - (a) Boiled egg, oat meal, bread crumbs, cottage cheese.
  - (b) Prepared chick feed formula: 2 parts wheat, 2 parts pinhead oat meal, 1 part cracked corn, 1 part millet seed, 1 part kaffir seed.
  - (c) Sand or fine grit.
3. Drink:
  - (a) Clear, clean water, scalded sweet milk, clabber milk.
  - (b) Watering Dishes—never use open dishes; sanitary fountains, home-made fountains.
4. Housing—free from draught, rat-proof, solid floor, sunlight, ventilation, dry.

### III. —After Three Weeks Old:

1. Heat as above—lower temperature.
2. Feed:
  - (a) Prepared chick feed
  - (b) Small grains—wheat, kaffir, millet seed, corn bread, cracked Indian corn.
  - (c) Drink—as above.
  - (d) Housing—as above, but give more range.

### IV. —Diseases—Prevention and Treatment:

1. Diseases—lice, mites, cholera, diarrhoea, gaps.
2. Preventive:
  - (a) Keep chicks dry.
  - (b) Keep places clean—burn dead chicks, spray often, whitewash walls, sides and ceiling; sprinkle lime on floor.
  - (c) Do not feed soured feeds nor dirty water.
3. Bulletins: U. S. Dept. of Agri., Division of Publication, Washington, D. C.
  - (a) Number 287—Poultry Management
  - (b) Number 528—Hints to Poultry Raisers
  - (c) Number 585—Natural and Artificial Incubation of Chickens.
  - (d) Number 624—Natural and Artificial Brooding of Chickens.
  - (e) Number 801—Mites and Lice on Poultry.
  - (f) Number 957—Important Poultry Diseases.

### V. Other Fowls May Be Studied From the Same Outline:

1. Bulletins: Number 697, Duck Raising; Number 767, Goose Raising; Number 791, Turkey Raising.

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The following bulletins may be obtained by writing to Missouri State Poultry Experiment Station, Mountain Grove, Mo.:

Bulletin Number 6, A Ten-Acre One-Man Poultry Farm; Number 14, Poultry Facts Expressed Briefly; Number 15, Incubation and Brooding.

Circulars: Information concerning white diarrhoea; Colds and catarrh in poultry; Feeding chicks of all ages.

## BEAUTY OF THE FARMSTEAD

MOTTO: "A THING OF BEAUTY IS A JOY FOREVER"

### I. —Farm Names:

1. Why Name the Farm:
  - (a) Shows progress, pride and prosperity.
  - (b) Gives individuality.
  - (c) More easily located
  - (d) A means of advertising
2. Choose An Appropriate Name:
  - (a) Terrain or lay of the land.
  - (b) Family name.
  - (c) Indian names
  - (d) Name that denotes special crops raised.
3. Registration:
  - (a) Register name in office of county clerk.
  - (b) No one else can use the name if registered.
  - (c) Fee for registration is one dollar.
  - (d) Bulletin: Farm Names, State Board of Agri., Washington, D. C.

### II. —Exterior:

1. General surroundings and location of buildings.
2. Entrance.
3. Walks and Drives:
  - (a) Border for walks and drives.
  - (b) Convenience and beauty.
4. Lawns:
  - (a) Arrangement of trees, shrubs and vines.
  - (b) Care of the lawn.
  - (c) Uniformity of height, harmony, color, simplicity of design.
5. Gardens:
  - (a) Flower:
    1. Location, to beautify the whole.
    2. Choice of flowers and blending of colors.
  - (b) Vegetable:
    1. Location in relation to surroundings
    2. Plotting or laying off of seed beds.
6. Painting of Buildings:
  - (a) Plain or decorated
  - (b) To harmonize with landscape.
  - (c) Color scheme of all buildings to harmonize.

### III. —Interior:

1. Artistic and Inartistic Effect:
  - (a) Eliminate all unnecessary articles.
  - (b) Furniture must be conducive to both mind and body
  - (c) Arrangement of furniture in the room
  - (d) Avoid dust collectors
  - (e) No room for sentimentality.
2. Harmony—interior decorations should harmonize: Floor coverings, walls, woodwork, furniture, draperies, pictures, etc.
3. Pictures:
  - (a) Influence of pictures.
  - (b) Choosing of pictures.
    1. Should tell a story or stand for something.
    2. From good artists.
  - (c) Hanging of pictures.
  - (d) Number of pictures.
  - (e) Frames
  - (f) Placing of photographs.
4. Color and Design:
  - (a) Primary, secondary and blending of colors.
  - (b) Rythm, harmony and balance of design.

IV. —Summary: From article by Frank Alva Parsons, "The Art of Home Furnishings and Decorations." This book may be obtained by sending 20c to Armstrong Cork Co., Lancaster, Pannsylvania.

V. —Bulletins: No. 1087. "Beautifying the Farmstead," U. S. Department of Agriculture, Washington, D. C.; "Home Decorations," Hampton Normal and Institute, Hampton, Virginia.



## HOUSEHOLD PESTS

MOTTO: "CLEANLINESS IS NEXT TO GODLINESS"

### I. —The Fly:

1. Origin (9 to 12 days):
  - (a) Ova or egg.
  - (b) Larvae or maggots.
  - (c) Pupa or baby fly.
  - (d) Imago or adult fly.
2. Breeding Place:
  - (a) Out houses.
  - (b) Garbage pails
  - (c) Manure piles
  - (d) Damp and other unclean places.
3. Habits:
  - (a) Visiting filthy places.
  - (b) Carrying filth to food, milk, dishes and mouth.
  - (c) Methods:
    1. Excretions.
    2. Vomiting.
    3. Feet and wings.
4. Carriers of:
  - (a) Typhoid
  - (b) Dysentary
  - (c) Tuberculosis—from spittle.
5. Extermination:
  - (a) Screening.
  - (b) Swatting.
  - (c) Fly paper.
  - (d) Traps—discuss home-made traps.
  - (e) Poison
  - (f) Disposing of filth:
    1. Removing.
    2. Burying.
    3. Burning.

### II. —Mosquito:

1. Origin:
  - (a) Ova or egg.
  - (b) Larvae or wiggler.
  - (c) Pupa or baby.
  - (d) Imago or adult.
2. Breeding Places:
  - (a) Stagnant pools.
  - (b) Unprotected cisterns.
  - (c) Rain barrels.
  - (d) Tin cans and pails that hold water.
  - (e) Quiet, shallow, fishless pools.
3. Habits:
  - (a) Biting or sucking blood.
4. Carriers of:
  - (a) Yellow fever.
  - (b) Malaria.
5. Extermination:
  - (a) Draining of still water.
  - (b) Cover with oil.
  - (c) Stirring of water.
  - (d) Placing of fish in water.
  - (e) Removing trash and weeds from edge of streams and ponds.
  - (f) Destroying tin cans, etc., that hold water.
  - (g) Keeping eves clean of rubbish.
  - (h) Screening:
    1. Sick room—must get germ from patient.
    2. From sleeping room.

Note.—It is necessary to egg laying for the female mosquito to suck blood. The female is the only one that bites.

Bulletins: 444, 540, 734, 740, 754, 851, U. S. Department of Agriculture, Division of Publications, Washington, D. C.

When you write them for bulletins ask them to send you a list of bulletins that they have for distribution.

## FEEDING THE FAMILY

MOTTO: "A WELL-FED BODY MAKES A CONTENTED MIND"

### I. —Selection of Foods:

1. Points to be Considered:
  - (a) Select foods in season.
  - (b) Select good quality.
  - (c) Select foods to balance menu.
  - (d) Select foods suitable to all the family.
  - (e) Buy in quantity when possible.
  - (f) Some foods are high in cost, low in food value.

### II. —Caring for Food:

1. Conveying from market to kitchen.
2. Storing:
  - (a) Refrigeration.
  - (b) Cupboard.
  - (c) Store room.
  - (d) Cellar—damp, warm, musty cellar and vegetables that give off odor should be avoided.
  - (e) Store staple goods in quantities—flour, sugar, salt, potatoes, beans, rice, canned goods, etc.

### III. —Cooking:

1. Ways—range, oil stove, fireless cooker.
2. Preparation for cooking:
  - (a) Dressing, washing, cleaning, paring, scalding.
3. Method of Cooking:
  - (a) Steam, boil, bake, stew, broil, planked, fry. Discuss the best and most economical way to cook foods.
4. Cook in suitable dishes.

### IV. —Serving:

1. Arrange table tastefully—decorations should be simple.
2. Serve hot foods hot; cold foods cold.
3. Serve in dishes of suitable kind and size.

### V. —Left Overs:

1. Remove from table and put in suitable place.
2. Plan to use in combinations—salads, creamed dishes, meat pies or loaf, puddings, etc.

### VI. —Waste:

1. In buying, not caring for properly, preparation, cooking more than needed, not using left-overs, serving too large portions.

### VII. —Well Balanced Menues:

- Group 1, Minerals: Spinach or lettuce, peas or string beans, tomatoes, turnips or carrots, cabbage or onions, apples or pears, oranges or grape-fruit, berries and fruit gelatin.
- Group 2, Protein: Lean meats, poultry, fish, oysters, milk and cheese, eggs and nuts, dried legumes, custards and ice cream.
- Group 3, Starch: Bread, crackers, macaroni, rice, tapioca, cereal, break-fast food.
- Group 4, Sugar: Syrup, honey, preserves, jellies, candy, frozen ices, dried fruits.
- Group 5, Fats: Butter, cream, lard, salt pork, bacon, chocolate, vegetable oils. Beverages: Tea, coffee.

One from each of the five groups above should be included in the menu each day, and if possible each meal.

### VIII.—Drinks:

1. Coffee and tea may be used moderately by adults, but never by growing children.
2. Cocoa, milk, lemonade, postum are much better for children.

### IX. —Bulletins: Nos. 375, 771, 734, 927, U. S. Department of Agriculture, Washington, D. C.

## CANNING AND PRESERVING

MOTTO: "PREPARE FOR A WINTER DAY"

### I. —Why Can It?

1. Gives a greater variety.
2. Is wholesome.
3. Ready to serve when wanted.
4. Saves surplus products.
5. Cuts down the high cost of living.

### II. —Best Method of Canning:

1. **Cold Pack.** Definition: Packing the food in jars uncooked and then cooking it in the closed jars.

### III. —Equipment:

1. **Canner:**
  - (a) Water Bath (cooker)
    1. May use wash boiler.
    2. False bottom for canner.
  - (b) Steam pressure.
2. **Jars:** Any style of glass or tin cans may be used.
  - (a) **Tops:**
    1. Screw or clamp.
    2. Must fit perfectly.
    3. Rubbers must be elastic.
3. **Can Lifter** (to lift cans out of water).

### IV. —Steps in Canning:

1. **Selection of Products:**
  - (a) **Grade**—Products of like size, ripeness and quality.
2. **Preparation for canning:**
  - (a) Wash and trim.
  - (b) Scald and blanch.
  - (c) Cold dip.
  - (d) Pack in cans carefully and closely.
  - (e) Add syrup and water.
  - (f) Adjust tops—not air tight.
  - (g) Sterilize per time table.
  - (h) Seal at once and cool—protect from draught.
  - (i) Label, wrap and store.

### V. —Jelly Making:

#### 1. Equipment:

- (a) Enameled pans.
- (b) Colander.
- (c) Scales.
- (d) Measuring cups.
- (e) Wooden spoon.
- (f) Jelly bag (flannel is best).
- (g) Glasses.
- (h) Paraffin.

#### 2. Materials:

- (a) Fruit firm—not over-ripe, a little under-ripe best.
- (b) Sugar—Cane sugar is best for jelly making.
- (c) Pectin—what fruits contain most pectin; harm in absence of pectin; commercial pectin.
- (d) Acid.

#### 3. Cooking:

- (a) Cook fruit to extract juice.
- (b) Time required and amount of water to use.
- (c) Strain and cook juice before adding sugar.
- (d) Cooking juice—warm the sugar before adding.
- (e) Fast or slow cooking—test for perfect jell.

VI. —Bulletins: Circular No. 52, University of Mo., Columbia, Mo.; "Home Canning by the Cold Pack Method," Agri. Ex. Dept., Harvester Building, Chicago, Ill.

## CULLING POULTRY

MOTTO: "THOSE WHO DO NOT WORK SHALL NOT EAT"

### I. —Importance of Poultry:

1. Value of poultry in the U. S. \$200,000,000.
2. Eggs produced in the U. S. last year, \$225,000,000.

### II. —Breeds of Chickens:

1. Meat Breeds Type—Brahma, Cochin and Langshan, etc.
2. General Purpose Type—Plymouth Rock, Wyandotte, Rhode Island, etc.
3. Ornamental Purpose Type—Polish, Game, Bantam, etc.
4. Egg Laying Type—Leghorn, Minorca, Black Spanish, etc.

### III. —Selection of Breeds:

1. Select type for purpose you desire.
2. Do not select meat type and expect to get a large egg production.
3. Pure breed of any type are always best.

### IV. —Culling for Layers:

1. Why Important:
  - (a) All that do not lay are boarders.
  - (b) Chicks hatched from good layers are best layers.

### V. —The Laying Type of Hen:

1. Head:
  - (a) Neat, fine and feminine.
  - (b) No coarse features nor indications of beefiness.
2. Comb and Wattles:
  - (a) Scarlet red when laying.
  - (b) Usually large for the breed.
  - (c) Fine of texture.
3. Eyes—Brilliant and prominent.
4. Beak and Legs—Well bleached out indicates laying four or more months.
5. Crop—At night, full and extended.
6. Brease—Very plump.
7. Abdomen:
  - (a) Soft and flexible, not baggy.
  - (b) Body depth 4 to 6 fingers.
8. Pelvic Bones:
  - (a) Thin, straight, far apart, flexible.
  - (b) Not over three-eighths inch thickness.
  - (c) One-sixteenth inch good layer.
  - (d) Not less than two fingers apart.
9. Back—Broad.
10. Plumage and Moulting:
  - (a) Ragged and worn.
  - (b) Closely feathered.
  - (c) Late moulter.
11. Toe Nails—usually short and worn off.
12. Vent:
  - (a) Large, moist and bleached.
  - (b) Free from wrinkles.
13. Skin—very soft and pliable.

VI. —Bulletins: Circular 31, "Culling the Poultry Flock," Division of Publications, U. S. Dept. of Agriculture, Washington, D. C.

## THE SCHOOL LUNCH

MOTTO: "PA WARMS THE MILK FOR THE LITTLE CALF, MA HEATS THE FOOD FOR THE CHICKS"

"They have their hot meal at noon-time, too; but my lunch is as cold as bricks."

### I. —Value of One Hot Dish with Lunch:

#### 1. To the Child:

- (a) As to palatability—learns to eat greater variety of foods.
- (b) As to digestability—more completely digests and assimilates food—takes more time to eat—requires less food.
- (c) Does better work—factories serve hot lunch to their employes because it pays in dollars and cents.
- (d) Mentally—improper food makes a child stupid.
- (e) Physically—good food keeps children healthy and strong; good food is necessary for the proper development of child; easier to obtain the necessary balanced ration.
- (f) Educationally—proper ideas formed from quality of foods; correlates with geography, agriculture, spelling, arithmetic, composition, etc.; teaches food facts, preparation, combining and cooking of food.
- (g) Socially—impresses on the mind the home training in table manners; develops tact, friendliness and spirit of co-operation

#### 2. To the Mother:

- (a) Saves time; requires less cold lunch.
- (b) More simple foods used; not as great variety required.
- (c) Saves money; less food wasted.
- (d) More food grown on the farm may be utilized (milk, eggs, veg.)
- (e) Develops taste for foods previously disliked.
- (f) Supplements the mother's training in home economics.

#### 3. To the Teacher:

- (a) Discipline is easier—gains confidence of child; gets better acquainted; better attendance; fewer colds; improves health of child; children like school better; child is brighter in p. m.

#### 4. Vitalizes the subjects usually taught in an abstract manner.

### II. —How to Install the Hot Lunch in the School:

1. Interest aroused by the study of the lesson at Club meeting.
2. Co-operation of teacher, patrons and pupils.
3. Appoint committee of three whose business it shall be to:
  - (a) Secure approval of board; provide and install equipment.
  - (b) Teacher should not be asked to help secure approval of board.

### III. —Equipment Needed:

One two burner oil stove. Cook table or shelf at least three by four feet. Cupboard with closed doors large enough to hold all equipment.; 2 large kettles, 1 draining pan, 1 measuring cup, 1 dish pan, 1 cook spoon, 1 pint ladle, 2 paring knives, 1 table spoon, 1 fork, dish towels and cloths. Individual bowl and spoon furnished by each pupil. Cost of equipment about \$15.00; may buy second-hand oil stove.

#### 1. How Obtained:

- (a) From school funds; by entertainments.
- (b) Much of it may be borrowed from patrons.
- (c) Boys will enjoy making the table and cupboard.

### IV. —How to Maintain the School Lunch:

1. Financial: Each pupil may pay pro rated part; each pupil bring his potato, egg, vegetables in turn.
2. Management—the following committees are necessary:
  - (a) Manager; 2 to prepare, cook and dish food; 2 waiters; 2 dish washers; committee to be changed each week.
  - (b) Credit is given on this work in the study of agriculture.

### V. —Malnutrition. What is malnutrition? How recognized? Results? 12 causes of malnutrition; How to treat malnutrition. Bulletin: U. S. Public Health Service, Treasury Department, Washington, D. C.

### VI. —Demonstration of Packing School Lunch:

1. The wrong kind of lunch; the wrong way to pack lunch.
2. The right kind of lunch; the right way to pack lunch.

Bulletins: Farmers Bulletin No. 712, U. S. Dept. of Agri., Washington, D. C. "The Rural Hot Lunch," Agri. Ext. Dept., College of Agri., North Dakota.

## REMODELING CLOTHING

MOTTO: "A PENNY SAVED IS A PENNY EARNED"

### I. —Reasons for Remodeling:

1. For economy.
2. To prolong use of partly worn garments.
3. To make out of date garments stylish (or in style).

### II. —Preparation of Garment for Remodeling:

1. Carefully rip apart.
2. Remove stains.
  - (a) Hot water for fruit stains.
  - (b) Cold water for stains containing protein.
  - (c) Soap and water for grease spots.
3. Wash cottons, linens, some woolens and wash silks.
4. Dry clean silks, mixtures and woolens.
5. Dye:
  - (a) Classification of dyes: 1, acid; 2, basic; 3, direct; 4, mordant; 5, vat; 6, developing; 7, lake and mineral.
6. Press.

### III. —Combination of Materials:

1. Better to combine two old fabrics than combine old with new.
2. Never use worn or shabby trimming.
3. Satin and woolen materials make good combination for winter.
4. Never make old materials up in extreme styles.

### IV. —Suggestions for Remodeling a Few Garments:

1. Woman's long coat or dress coat—remodeled one-piece or jumper dress, child's dress, skirt.
2. Woman's Suit—remodeled girl's suit, coat, dress.
3. Woman's Dress—remodeled jumper dress, child's dress, etc.
4. Man's Shirt—remodeled middy blouse, tea jacket, etc.; small apron, quilt blocks.

### V. —Cast-Offs:

1. Knit Underwear—wash cloths.
2. Hosiery—dusters and dustless mops.
3. Old Sheets—keep medicine cabinet supplied with bandages.
4. Table Cloths—napkins, picnic luncheon cloths, table runners, dressings for medicine cabinet.
5. Towels—wash cloths, covering for hot water bags, cover for iron holder.
6. Quilts, etc.—pad for couch or bed; stuffing for porch cushion.
7. House Dresses—small aprons, cover for porch cushion.
8. Man's Trousers and Coats—patch robes to use over bed springs.
9. Rags—braided, woven or crocheted rugs.

VI —Note: More planning is necessary in remodeling than in making from new material, as goods are cut in odd shapes. One should never waste even the smallest piece of goods. Never "over-trim" garments, especially remodeled ones. Don't make one member of the family the recipient of all the made over things of the whole family—pass it around.

Bulletins: Farmers Bulletin No. 361, "Removal of Stains from Clothing and Other Textiles," U. S. Dept. Agri., Washington, D. C. "Laundering at Home," American Washing Machine Manufacturing Ass'n., Chicago, Ill.

## TEXTILES

MOTTO: "NEVER BUY A THING NOT NEEDED BECAUSE IT IS A BARGAIN"

### I. —Reason for Studying Textiles:

1. Women do most of purchasing.
2. To learn different materials.
3. To teach cost compared to value.
4. Fabrics are often adulterated.
5. To teach the art of purchasing.

### II. —Fabrics Obtained from Vegetables:

1. Cotton—where grown:
  - (a) U. S. produces three-fourths of the cotton of the world.
  - (b) Florida and Georgia produce the best quality.
  - (c) India, Egypt, Brazil and U. S. principal growing countries.
2. Cultivation:
  - (a) Soil prepared in January and February.
  - (b) Planted in April and May.
  - (c) Picked from August to December—mostly by hand.
3. From Field to Factory:
  - (a) Ginning and Baling.
  - (b) By-products of Cotton—cotton seed meal, cooking oil.
4. Materials made of cotton—calico, gingham, organdy, dimity, Indian Head and scrim.
6. Flax—where grown:
  - (a) Russia, Belgium and Ireland are principal growing countries.
  - (b) Russia produces one-half of the flax of the world.
  - (c) Ireland produces best quality.
7. Process of manufacture—ripping, ritting, breaking, scrutching, hackling, spinning.
8. By-products of Flax—flax seed, flax seed meal, linseed oil.
9. Materials made from Flax—damask, huck, crash, handkerchief linen, batiste, velour.
10. Test for Pure Linen—moisture, olive oil.

### III. —Fabrics Obtained from Animals:

#### 1. Wool:

- (a) Sources—sheep, goats, llama, camels.
- (b) Wool producing countries—U. S., South America, South Africa, England, Austria.
- (c) Process of manufacturing:
  1. Preparation for spinning.
  2. Spinning, weaving and finishing.
- (d) Test for pure wool—burning.
- (e) Materials made from wool—alpaca, challis, broadcloth, serge, tweeds, voile, cord.

#### 2. Silk:

- (a) Source—silk worm.
- (b) Silk producing countries—Japan, China, Italy, Asia Minor.
- (c) Process of manufacturing—Ungumming, washing, winding and weaving.
- (d) Test for pure silk—strength of thread.
- (e) Materials made from silk—crepe de chine, foulard, moire, pongee, satin, rajah.

IV. —Bulletins: "Shelter and Clothing," by Kinney & Cooley, may be borrowed from the State Library, Jefferson City, Mo., by payment of postage.

## THRIFT ON THE FARM

MOTTO: "HE WHO BY THE PLOW WOULD THRIVE, MUST EITHER HOLD THE PLOW OR DRIVE"

### I. —Economic and Social Background:

1. Earning—eggs, poultry, cream, garden products.
2. Spending—economy, carefulness, judgment, usefulness.
3. Saving—on lights and fuel: Utilize by-products and left-overs; carefully selected menus; remodeling clothing, etc.
4. Investments—savings accounts in bank; life insurance, etc.

### II. —Thrift in the Household:

1. Number in the family.
2. Amount of yearly income.
3. Record keeping.
4. Buying in quantities.
5. Buying seasonable foods.
6. Using home grown and home made articles.

### III. —Suggested Budget for \$1,200.00 per Year Income:

Food.....	32 percent.
Clothing.....	19 percent.
Light and fuel.....	6 percent.
Entertainment and luxury.....	10 percent.
Replacing and repairing.....	8 percent.
Health and education.....	15 percent.
Church and charity.....	10 percent.
<b>Total</b> .....	<b>100 percent.</b>

### IV. —Accounts:

1. Purpose of keeping.
2. Method of keeping.
  - (a) Several good systems are offered at book stores.
  - (b) The more simple the better.
  - (c) Should be complete (keep an account of everything).
3. Value of keeping:
  - (a) Shows where largest expenditures are made.
  - (b) Shows from what source largest income comes.
  - (c) Shows where largest profits are made.
  - (d) Encourages thrift, as one knows their financial standing.

### V. —Thrift Suggestions:

1. Spend money for labor savers rather than extravagance.
2. Simple home entertainments show more hospitality than elaborate ones.
3. Time, strength and money should be used, not wasted.
4. Buy necessities and conveniences rather than luxuries.
5. Wholesome foods cost less and are worth more than nicknacs.
6. Teach children that money spent for pop, gum and non-educational picture shows may be needed for food and clothing.
7. Teach children to keep accounts:
  - (a) It is a business training.
  - (b) It will prevent foolish spending.
  - (c) Teaches the wise use of all resources.
  - (d) Teaches family co-operation.
8. Every person who has made a success in business practiced thrift.



## HOME CARE OF THE SICK

MOTTO: "A CHEERFUL SMILE IS MORE VALUABLE THAN MEDICINE"

### I. —The Sick Room:

1. Location with regard to whole house
  - (a) Away from kitchen and living room:
    1. Danger of spreading disease.
    2. Because of noise.
2. Furnishings:
  - (a) Bed—liberal supply of linens and blankets.
  - (b) Bedside table.
  - (c) Very little furniture—no draperies nor clothing hanging in room
3. Ventilation—fresh air the greatest necessity.
4. Heating—comfortable, but never warm.

### II. —Care of Sick Room:

1. Cleanliness—do not sweep but go over floor with damp cloth.
2. Order—perfect order but never stiffness.

### III. —The Attendant

1. Appearance neat.
2. Manner quiet and cheerful.
3. Rest periods must be taken.
4. Responsibility—medicine, nourishment, carrying out orders of doctor.

### IV. —Daily Routine in the Sick Room:

1. Arrangement of work:
  - (a) System in all things.
  - (b) Regularity at all times, especially medicine and meals.
2. Care of patient's bed—purpose is for comfort, smoothness, firmness and looks.
3. Visitors:
  - (a) The patient is to be considered rather than the likes and dislikes of the visitor.
  - (b) Short calls only should be permitted—nervous people should make calls very short.
  - (c) Gifts of dainty trifles—flowers, pretty dish, handkerchief, paper napkins.

### V. —Devices and Appliances:

1. Back rest (inverted chair or two boards hinged together).
2. Knee roll (pillow or blanket covered with muslin).
3. Lap table (made by removing top and two sides of large cracker box).

### VI. —Feed the Sick:

1. Liquid diet—milk, eggnog, broths, soups, beef juices and beverages.
2. Semi solid—milk toast, soft cooked eggs, custards, ice cream, cereals.
3. Light diet—oysters, fruits, toast, desserts, white fish.
4. Manner of serving—attractive, wholesome; hot things hot; cold things cold; serve meals at regular time.

### VII. —Suggestions for the Sick Room:

1. Be cheerful at all times and under all circumstances.
2. Speak aloud, never whisper nor allow anyone else to do so.
3. Keep room bright and cheery.
4. Admit fresh air and sunshine.
5. Keep everything in order but not painfully so.
6. Be quiet, do not bustle or be fussy.
7. Empty all vessels immediately.
8. Dust with cloth dampened with water or oil.
9. Remove all food and soiled linens at once.
10. Keep medicine and mix it in another room.
11. Never taste either medicine nor food in patient's presence.
12. Never speak of symptoms of patient in their presence.
13. NEVER CONTRADICT PATIENT.

Reference: American Red Cross text book on home hygiene and care of the sick.

# DAIRYING FOR PROFIT

MOTTO: "INCREASE THE PROFIT BY BETTERING THE PRODUCT"

## I. Breeds for Milk:

1. Holstein-Friesian and Ayreshire—large in quantity but low in butterfat
2. Dutch Belted and Brown Swiss—medium quantity and quality.
3. Jersey and Guernsey—small quantity but high in butterfat.
4. Full bloods or grades:
  - (a) Grades are considered best for inexperienced.
  - (b) Full bloods best for people of experience.
  - (c) Sale of off-springs, gentleness and constitution.

## II. —Selection of the Individual Cow:

1. Form, wedge-shaped; topline, straight; eyes, bright and prominent; head, small with no surplus flesh or fat; mouth and nostrils, large; neck, shoulders and thighs, thin and bony; tail, thin at base; straight with good brush; horns, small at base and tapering; udder, large, long along body, and quarters prominent, accompanied by large crooked milk veins; skin and hair, soft and pliable.

## III. —Care of Cow and Milk:

1. Refer to Lesson No. 2 in this book.

## IV. —Records Should Be Kept:

1. Herd record:
  - (a) Registration papers.
  - (b) Date and price of purchase.
  - (c) Date and price of sale.
  - (d) Dates of breeding and births.
2. Daily record:
  - (a) Daily production of each cow in pounds of milk.
  - (b) Average test of milk of each cow in herd.
3. Equipment:
  - (a) Book for herd records, and daily record books or cards.
  - (b) Scales.
  - (c) Babcock tester.

## V. —Preparation of Cream for Market:

1. Cool quickly; do not cover tightly.
2. Never add warm cream to cold cream.
3. Stir twice daily.
4. Keep cream uniform temperature—do not let it become heated or frozen.

## VI. —Marketing Cream:

1. Consult Exchange Manager and deliver day he ships.
2. Deliver often, 3 times per week in summer and twice in winter.
3. Protect from sun and heat on way to market.
4. Grading:
  - (a) No. 1, first grade—quality sweet, test above 30.
  - (b) No. 2, second grade—sour, whey eats fat, low in test—cream that has been kept too long and improperly.

## VII. —Composition of Milk:

Water .....	87 percent.
Fat .....	4 percent.
Milk sugar .....	5 percent.
Albumen or Casein .....	3.3 percent.
Mineral matter .....	.7 percent.

## VIII. —Food Value:

1. One quart of ice cream is equal in food value to 14 eggs, or 14.5 pounds of beans, or 41.3 pounds of peas, or 10 $\frac{3}{4}$  pounds of tomatoes, or 34.5 pounds of cod-fish, or 4.5 pound of ham, or 3 $\frac{3}{4}$  pounds of chicken, or 12.5 pounds beef steak.
2. One pound of butter is equal in food value to 41 eggs, or 5 $\frac{1}{2}$  pounds of beans, or 13 pounds of peas, or 32 pounds of tomatoes, or 11 $\frac{1}{2}$  pounds of cod-fish, or 2 $\frac{1}{2}$  pounds of ham, or 11 $\frac{1}{4}$  pounds of chicken, or 4 pounds of beef steak. There is no substitute for butter.
3. For information on food charts and pamphlets write American Dairy Council, Chicago, Illinois.

## POULTRY PRODUCTION

MOTTO: "THE BETTER THE PRODUCT THE BETTER THE PRICE"

- I. —Purpose of Poultry Raising:
  1. Food purposes, fresh meat (chicken), eggs.
  2. To pick up grain that would otherwise be wasted.
  3. Daily income to meet daily expense.
- II. —Selecting the Breed:
  1. Egg Type (for eggs only), too small for profit as meat—Leghorn, Minorca, Ancona.
  2. Meat Type (for meat only); too beefy for profit in eggs—Langshan, Brahma, Cochin.
  3. General or dual purpose (both eggs and meat)—Plymouth Rock, Wyandotte, Orpington, Rhode Island Red.
- III. —Advantages of Standard Breed Poultry:
  1. More hardy, less susceptible to disease.
  2. More valuable:
    - (a) Sale of eggs for breeding purposes. Exhibiting.
    - (b) Bring better prices on open market.
- IV. —Poultry House:
  1. Location:
    - (a) On high, well drained ground.
    - (b) Distant enough to keep smell from house.
    - (c) Should face the South, wind-break on North and West.
  2. Size and shape:
    - (a) Size should vary according to flock—large breeds, 4 sq. ft. floor space, smaller breed 3 sq. ft. per hen.
    - (b) Height, to allow one to work without stooping.
    - (c) Windows in South to admit air and sunlight.
  3. General Construction:
    - (a) Foundation: brick, stone or concrete.
    - (b) Floor: Dirt, unsanitary, damp or dusty, bad for disease germs. Wooden, warmer, cheaper, but not as durable as concrete. Concrete, more durable, "fool proof," must have smooth surface. Keep covered with straw in scratching and roosting department.
  4. Sections:
    - (a) Roosting Department:
      1. Height from floor, 3 feet.
      2. 14 inches apart, all on level (hens crowd to top).
      3. Dropping board or floor, cleaned often.
      4. Size and shape of roosting poles—some authorities say 2x2 inch, others 1x4 inch.
    - (b) Laying Department:
      1. Not too light.
      2. Nests 12 inches wide, 14 in. deep and 12 to 15 in. high.
      3. Advantages of trap nests—tames hen and helps one to eliminate boarders.
    - (c) Scratching Department:
      1. Open on South to sunlight.
      2. Litter of wheat or oats chaff or straw.
      3. Dry mash hopper, water fountain, sand box and wallowing pan.
    - (d) Setting Department:
      1. Small, quiet and darkened.
      2. Removable nests, feeding conveniences, wallowing pan.
- V. —Production of Eggs for Market:
  1. No. 1 eggs, infertile, uniform size and shape, clean, unwashed—bring better prices, greater food value.
  2. Preparation for market—clean nests, gather often, store in dry cool place, market frequently.
  3. Swat all roosters, May first.
- VI. —Culling, see Lesson No. 8.
- VII. —Caponizing Chickens:
  1. As soon as sex can be determined.
  2. Are double in weight, double in price, texture and quality is much finer, can be trained to mother small chickens.
- IX. —Bulletins: Farmers Bulletin No. 489; Poultry Management No. 287; Illustrated Poultry Primer No. 1040; U. S. Dept. Agri., Washington, D. C. Circulars: The Food Proof Poultry House, No. 4; Swat the Rooster, No. 18, Missouri State Poultry Experiment Station, Mountain Grove, Mo.

## CHILD WELFARE

MOTTO: "THE FUTURE OF ANY NATION DEPENDS UPON THE MOLDING OF THE MINDS AND BODIES OF THE YOUNGER GENERATION"

### I. —The Juvenile Court:

1. What officers try juvenile cases in this county?
2. These cases are not tried in open court. Why not?
3. How many cases were tried in this county in the past two years?
4. How many children were placed on probation last year?
5. How many are on probation now?
6. Who has the oversight of children on probation?
7. How many were sentenced to reformatories last year?

### II. —State Institutions:

1. For delinquent children:
  - (a) Boys reformatory at Boonville.
  - (b) Industrial home for girls at Chillicothe.
  - (c) Industrial home for girls at Tipton (negro).
  - (d) Management and training in these homes.
  - (e) How is the problem of delinquent children being handled?
2. Home for the blind at St. Louis.
3. Home for the feeble minded at Marshall.
4. Home for the neglected and dependent children at Carrollton.
5. Tubercular children accepted at Mt. Vernon Hospital.

### III. —Private Institutions:

1. Church Homes:
  - (a) Baptist at Pattonville.
  - (b) Presbyterian at Farmington.
  - (c) Christian at St. Louis.
  - (d) Catholic homes—Five homes in Kansas City diocese; nine homes in St. Louis diocese; one home in St. Joseph diocese.
  - (e) Many other church homes.
2. Homes of Fraternal organizations.
3. Foundling homes.
4. Homes for crippled and diseased children—Mercy Hospital, Kansas City.
5. More than eighty homes in the State.

### IV. —State Board of Charities and Corrections:

1. Composed of one ex-officio and six appointive members.
2. Officers, duties, salaries, etc.
3. Children's bureau.
4. Location of office—capitol building, Jefferson City, Mo.
5. Field workers, duties, etc.

### V. —County Welfare Worker:

1. To cooperate with and have the assistance of the State Board.
2. How can county be organized to secure such worker.
3. Duties of worker.

### VI. —Judge Lindsay and his Juvenile Court Work in Denver.

### VII —Bulletins: January, 1922, number of State Board of Charities and Corrections; Juvenile Court Reports from Circuit Judge.

# HOME AND COMMUNITY SANITATION

MOTTO: "HEALTH IS HAPPINESS"

## I. —Family Hygiene:

1. Regular bathing—more often in summer than in winter.
2. Fresh air and sun bath—remove clothing to admit air and sunshine.
3. Care of hair, teeth, nails, etc.—individual equipment for the same.
4. Sleeping rooms and their care:
  - (a) Sleep with windows open.
  - (b) Air and sun bed clothing daily.
  - (c) Never sleep in clothing worn in day time.
  - (d) Individual beds are most healthful—children should never sleep with old people; less danger of spreading disease.
5. Medical Care:
  - (a) Have a medical examination at least once each year.
  - (b) Dental examination every six months.
  - (c) Let patent medicines alone.
  - (d) Medicine cabinet convenient containing the following: Bandages, camphor, iodine, turpentine, adhesive tape, absorbent cotton, salts, castor oil, peroxide, liniment.

## II. —Sanitation of the House:

1. Sweeping and Dusting:
  - (a) Open windows and door to blow dust from room.
  - (b) Do not sweep dirt and dust from one room into another.
  - (c) Burn all dirt and trash.
  - (d) Dust all furniture with an oiled cloth.
  - (e) Rugs should be hung on line, dusted, aired and sunned often.
2. Heat, Ventilation and Light:
  - (a) All rooms should have windows that admit sunshine.
  - (b) No room should be kept dark and closed tight.
  - (c) Each room thoroughly aired and sunned daily.
  - (d) No room should be kept above 70 degrees in temperature:
    1. Wall thermometer in living room.
    2. Water container kept on stove.
3. Basement or Cellar:
  - (a) Must be ventilated, lighted and aired often.
  - (b) Never allow water to stand in cellar.
  - (c) Remove all decaying vegetables.
  - (d) Butter and milk should not be kept near potatoes, cabbage, etc.
4. Disposal of garbage and waste:
  - (a) All garbage and waste burned daily (home-made incinerator).
  - (b) Place where waste water is thrown, limed daily or oiled.

## III. —Farm Sanitation:

1. All stock, chickens, etc., kept some distance from the house.
2. Barns, chicken house, feed floors cleaned often, hauled onto fields.
3. All stagnant pools, ditches and barn yards drained.
4. Lesson No. 5 of this book.
5. All dead animals buried or burned immediately.

## IV. —Highways, Lanes, etc.:

1. Hedges kept cut, weeds mowed (breeding place for insects).
2. Rubbish not allowed to clog waterways.
3. Tin cans, trash, stagnant pools, etc., should be destroyed.

## V. —Sanitation in the School:

1. School yard clean, mowed, rocks removed, papers picked up.
2. Out houses—scrub often, use lime.
3. School room—swept, dusted and scrubbed regularly.
  - (a) Erasers kept clean, never use soft chalk.
  - (b) Lunch boxes kept free from heat, dust and dirt.
  - (c) Individual drinking cups and towels.
  - (d) Water, pure—stone jar with cover and faucet is best.
  - (e) Regular instructions on sanitation.

## VI. —Small Villages:

1. Care of streets, alleys and lots.
2. Disposal of garbage, waste, barn and chicken lots.
3. Contagious diseases and their control.

## VII. —Betterment for Community Sanitation:

1. Public health inspector, health survey.
2. Public health nurse, school inspection.
3. Public dumping ground and its care, incinerator, etc.
4. Disposal of dead animals.

## ORGANIZED RECREATION

MOTTO: "ALL WORK AND NO PLAY MAKES JACK A DULL BOY"

### I. —Purpose of Organized Recreation:

1. Entertainment, health, better community spirit.
2. Development of people, mentally, morally, spiritually.

### II. —Organizations for Recreation:

1. University Clubs for Girls—canning, baking, sewing, flower, own your own room.
2. University Clubs for Boys—pig, calf, sheep, corn.
3. School Clubs—school lunch, stock judging, grain judging, baking, sewing, work shop, school garden.
4. Capper Clubs—pig clubs, poultry clubs.
5. Recreation Clubs—Boy Scouts, Pioneer Scouts, Girl Scouts, Camp Fire Girls, Bird Clubs, organized ball teams.
6. M. F. A. and W. P. F. A. for men and women.

### III. —Festival Days:

1. Community Fairs—contests for prizes on: hand-work, grains, fruits, flowers, pets, school work, garden products, etc.
2. Rural Play Festivals—farm pageant, May Day, Halloween, harvest festival, Columbus Day, Washington and Lincoln Days, etc.
3. Demonstration Days—exhibits of Canning, Boy Scouts, Camp Fire Girls work, etc.

### IV. —Musical Recreation:

1. Orchestra, band, choral clubs, singing schools, contests.

### V. —Mental Improvement:

1. Story telling, nature study, dramatics, literary societies.

### VI. —Educational:

1. Lectures, musicals, illustrated lectures, pantomimes, demonstrations, oratorical contests, good picture shows.

### VII. —Results of Organized Recreation:

1. People learn justice (to play fair).
2. Stronger men and women physically.
3. Creates better community spirit.
4. Makes us better neighbors.
5. Creates an interest in common.
6. Furnishes the proper kind of entertainment.
7. Develops character.
8. Petty quarrels are forgotten.

VIII.—The Farmer Provides Places for the Colts, Mules, Calves, Lambs and Pigs to play; why should we not provide places and time for the Children and Grown-ups to play and enjoy life?

IX. —Bulletin: "The Community Fair," No. 870, U. S. Dept. of Agriculture, Washington, D. C.

## HOME CONVENIENCES

MOTTO: "WHATEVER LESSENS WOMAN'S WORK BENEFITS THE RACE"

### I. —The House as a Whole:

1. Lights—electric, acetylene, gasoline.
2. Heating system and ventilation.
3. Bath—water or chemical toilet; lavatory; medicine cabinet.
4. Vacuum cleaner.

### II. —Kitchen:

1. Arrangement of the Kitchen:
  - (a) Proper height of working surfaces.
  - (b) Cabinet convenient to work table and stove.
2. Fireless or steam pressure cooker.
3. Refrigerator (ice or iceless).
4. Sink with drain (outside or bucket); cistern pump.
5. Built-in cupboards; built-in woodbox.
6. Kitchen cabinet; index receipt cabinet; order book.

### III. —Dining Room:

1. Built-in cupboard; china closet; buffet; place for table linens.
2. Dining room table, chairs, wheel tray.

### IV. —Living Room:

1. Easy chairs, strong table, couch, book case, magazine rack.

### V. —Bed Rooms:

1. Only necessary furniture; dresser for each individual.
2. Closet with shelves for linens and coverings.
3. Good bed, springs and mattress; ample covering, light and airy.

### VI. —Sewing Room—Painted or Linoleum Covered Floor:

1. Sewing machine; sewing table and chair.
2. Dress form; cabinet for unmade goods, patterns, sewing equipment.

### VII. —Laundry:

1. Power washing machine and wringer; laundry stove.
2. Gasoline or electric iron; cleaning and pressing outfit.
3. Wall ironing board; table; ironing stool; mat.
4. Mangle, drying rack, cabinet for laundry supplies.

### VIII. —Pantry Adjoining the Kitchen:

1. Shelves, cabinet for food supplies; tin bread, pie and cake boxes.
2. Small work table; oiled or linoleum covered floor.

### IX. —Porches:

1. Screened in sleeping porches; screened kitchen porch.

### X. —Store Room:

1. Size depends on the amount of stuff to be kept therein—quilting frames, mop, broom, dust pan, cleaning supplies.

### XI. —Other Labor Saving Conveniences:

1. Speedy egg beater, food chopper, dish washer, drain board, percolator, bread mixer, self-wringing mop, carpet beater, curtain stretcher, vacuum cleaner, dustless mop.

### XII. —Bulletins: Home Laundrying, 1099; Farm Kitchen as a Work Shop, No. 607 and No. 861; Farm Home Conveniences, No. 927, U. S. Department of Agri., Washington, D. C. Laundrying at Home, No. 1, 2, 3, 4, 5, 6, American Washing Machine and Manufacturing Ass'n., Chicago, Illinois Circular No. 13, Textiles, University of Nebraska, Lincoln, Nebraska.

# THE RURAL SCHOOL

MOTTO: " 'TIS EDUCATION FORMS THE COMMON MIND"

- I. —The Aim of the School:
  1. To give children the proper conception of life.
  2. Train children to become active members of society.
  3. To fit them to be able to care for themselves.
  4. To teach them self-control.
- II. —Duties of the Farm Club to the School:
  1. Impartial school support through the M. F. A. and the W. P. F. C.
  2. Visiting committee investigating needs of school.
  3. School boards responding to these needs as far as possible.
  4. Parent-Teachers co-operation.
    - (a) Public clean-up day.
    - (b) Socializing the community.
- III. —Co-operation of Parents and Teachers:
  1. Election of competent directors.
  2. Ample funds for equipment and proper books.
  3. Avoid petty neighborhood quarrels.
  4. Punctual and regular attendance.
  5. Obedience and respect to teacher.
  6. Regular visit of parents to school.
- IV. —The Need and Value of Closer Relation:
  1. Increases parents interest in child's education.
  2. Better understanding between parents, teachers and children.
  3. Combines home and school training.
  4. Gives personal interest in social life of school—entertainments, picnics, special days, games, contests, music.
- V. —Value of Entertainments in School:
  1. To the Child:
    - (a) Gives child poise—strengthens mental ability.
    - (b) Creates spirit of friendly rivalry.
  2. To the Parent:
    - (a) Creates better community spirit.
    - (b) Gives parent an opportunity to see child's virtues as well as faults.
    - (c) Gives neighbors an opportunity to get acquainted.
    - (d) Gives parent an opportunity to see teacher in the school.
  3. To the Teacher:
    - (a) Gives an opportunity to get acquainted with parents.
    - (b) Privilege of observing traits of parents.
    - (c) Bringing out ability of pupils.
    - (d) Brings to public notice the results of teachers work.
- VI. —The Teacher:
  1. Chosen by directors, part of whom should be women who have the welfare of the community at heart.
  2. Personal interview of applicants by the whole board.
  3. Teacher's qualifications.
    - (a) Strong—mentally, morally, physically.
    - (b) Free from "T.B." and "Social Diseases"—possess health certificates.
    - (c) Proof of professional training.
  4. Salary according to ability.
  5. Must study existing conditions and improve them—ideal conditions are made, not found.
- VII. —Recreation in Rural School:
  1. Music, literary entertainments, games, contests.
  2. Play grounds and equipment, beauty, etc.:
    - (a) Swins, turning rods, teeter boards, slides.
    - (b) Basketball equipment, baseball, football, etc.
    - (c) Shrubbery, fences, trees, flowers, vines, etc.
- VIII.—Consolidated Schools and Their Advantage:
  1. Better buildings, teachers, class work, incentive to attend, etc.
  2. Larger social center, more economical considering results.
  3. High school at home.
  4. How to obtain:
    - (a) Combining territory of at least 12 square miles.
    - (b) Information may be obtained from county or state superintendent.



## COMMUNITY CIVICS

MOTTO: "MY COUNTRY, RIGHT OR WRONG, BUT IF I CAN HELP IT SHE SHALL NEVER BE WRONG"

### I. —The Club—Study and Discuss By-Laws and Constitution:

1. Proper way of calling meeting to order.
2. Proper way to introduce business.
3. Proper way to present a motion.
4. Discussion of motion and amending of motion.
5. How motions may be withdrawn.
6. Voting and announcing decisions.
7. How questions may be reconsidered after they have been passed upon.
8. Tabling a motion; how to remove from table.
9. Roberts Revised Rules of Order governs all questions not covered by By-Laws. May be obtained from any book store.

### II. —The School:

1. Directors and their duties.
  - (a) Who is eligible.
  - (b) How, when, and for what length of term elected.
2. School Election:
  - (a) Date—what notice must be given.
  - (b) Questions voted upon at annual election—levy, bonds, loans; length of term, change of boundry, improvements, etc.
  - (c) How and for what purpose may a special election be called.

### III. —The Township:

1. Congressional Township (six miles square).
2. Municipal township (may be any size).
  - (a) What government has your township, rights, powers, etc.
  - (b) Officers—duties. Name present officers. How, when and for what length term elected. How may an officer be recalled if he fails to do duty.

### IV. —The County:

1. Officers—duties. Name present officers. Salary:
  - (a) What government has the county, rights, powers, etc.
  - (b) How, when and what length term are each officer elected.
  - (c) Is county organization preferable to township organization.
  - (d) How are vacancies in offices filled.

### V. —The State:

1. Officers—duties. Name present officers. Salary.
  - (a) How, when and for what length term elected.
  - (b) How may an officer be recalled if he fails to do his duty.
  - (c) State the rights and powers of states.
  - (d) Name the principal appointive states offices.

### VI. —National:

1. Officers—duties. Name present officers. Salary.
2. How, when and for what length term elected.
3. How may an officer be recalled. How may vacancies be filled.

### VII. —Voting:

1. How long must one reside in state, county, township, precinct, etc., to be entitled to vote.
2. Discuss advisability of compulsory voting.
3. Demonstration of voting:
  - (a) Secure sample ballots, vote as in election.
  - (b) Consider each proposed amendment separately.
  - (c) Vote amendments as in election.

### VIII.—Bulletins or Reference: Any good civil government used in the public schools.

- No. 1, "Good Citizenship Made Easy," price 10c; Good Citizenship Leaflets, price 4c; No. 8, "Simple Facts About Local Politics," price 10c; Woman's Home Companion, 381 Fourth Ave., New York, N. Y.

## HOME LIFE

MOTTO: "BE IT EVER SO HUMBLE THERE IS NO PLACE LIKE HOME"

### I. —Foundation of the Home:

1. Loyal true love, confidence, sincere respect.
2. Religious spirit, devotion, obedience.
3. Divine word the law of the home.
4. A sacred place—vestal temple of man.
5. Courage—helpfulness without asking in return.
6. Home the dearest spot on earth—shares sorrows as well as joys.
7. Health, sympathy, patience.

### II. —Unity of the Home:

1. Impartial co-operation of parents and children.
2. Avoid discussion of family affairs in the presence of children.
3. Avoid contemplated business discussions before children.
4. But make business companions of them, when old enough.
5. Avoid gossip in the home.
6. Avoid open criticism and fault finding.
7. Keep the child's confidence and give him your confidence.
8. Choose children's companions, but do it tactfully.

### III. —Make Home the Most Attractive Place On Earth:

1. Library—not a luxury but a necessity. Books suitable for all ages—Boy Scout and Camp Fire Girls stories, biography, travel, exploration, history, poetry, classics.
2. Art—every picture must tell a story.
3. Music—select only the real music for the home. Avoid trashy and meaningless music.
4. Comfortable, not necessarily expensive furniture.
5. The spirit, not the valuable surroundings, makes the real home.

### IV. —Hospitality in the Home:

1. Help the children entertain in the home, not elsewhere.
2. Revive the old fashioned hospitality of the home.
3. Make evening around the fireside a profitable and pleasant hour.
4. Sand table for little ones, swings, jumping ropes, teeter boards.
5. Games for the youth as well as the whole family.

### V. —Home is the Child's Playground, Theatre, Workshop, Study Hall, Council Room.

### VI. —Promotion of Higher Standards for Intellectual Life:

1. Train for social responsibilities.
2. Teach proper attitude toward church, school and community.
3. Teach proper attitude toward honest labor.

### VII. —The Value of An Ideal Home:

1. The home is the foundation of the nation.
2. Progress comes from the public discussion of questions.
3. Lack of social life dwarfs the intellect and character.

# THE RURAL CHURCH

MOTTO: ST. JOHN 3:16

## I. —The Church—Definition:

1. The entire body of Christians; the Spiritual Church.
2. Denominations:
  - (a) A body of people organized for work.
  - (b) People of a like creed or doctrine.
  - (c) A home for the Christian.
  - (d) Need and benefit of being a member of some denomination.

## II. —Supreme Institution:

1. God the head of the Church.
2. God the creator and ruler of the universe.
3. The foundation of civilization.
4. The foundation on which all institutions of worth are founded.
5. God is acknowledged in all upright organizations.
6. The Word the supreme authority of justice and right.
7. The constitution of all Christian governments based on the Word.
8. No community will prosper that neglects the Church.

## III. —Teachings of the Church—For the Salvation of Man:

1. The fatherhood of God.
2. The brotherhood of man, moral obligation to others.
3. Moral obligation to one's self—unselfishness, truth.
4. To diffuse a common standard of morals.
5. Community interests.
6. Charity, justice, mercy, respect.
7. Origin, mission and destiny of mankind.

## IV. —The Efficient Church Renders a Service to the Community:

1. It leads in all worthy enterprises of the community.
2. Co-operates with the school.
3. Studies carefully all rural problems.
4. Takes active part in social life.
5. Labors to build up the community rather than itself—the Church that builds up a community builds itself.
6. Looks into the future as well as the past.
7. Works for clean politics.

## V. —The Sunday School is the Stepping Stone to the Church:

1. Object is to teach the Word.
2. Systematic study with a definite object in view.
3. The graded lessons gives subject according to age of the child.
4. Organized classes—increase interest, build social life.

## VI. —Young People's Societies:

1. Develops leadership, trains for public expression.
2. Emphasizes the application of the principles of Christianity.
3. Social life of Y. P. S. provides wholesome entertainment.
4. Organized recreation develops clean lives.

## VII. —Interdenominationalism:

1. Co-operation for the advancement of the cause of Christ.
2. District, county, state, national and international Sunday School work and conventions.
3. United effort in missions, evangelism, S. S. and Y. P. S.
4. Halts competition, increases community building.
5. What can be done in over churching communities?

## VIII.—Resident Pastor:

1. Home for pastor makes him a part of the community.
2. He studies the needs of the people from all angles.
3. Participates in the community social life.
4. Leader of all worthy enterprises (but do not expect him to do it all).
5. Helps the farmer to learn better methods of farming.
6. Shares the people's joys as well as sorrows.

Bulletin: "Social Problems of Country Life," Mo. State Board of Agriculture, Jefferson City, Mo.

# LOCAL CLUB CONSTITUTION AND BY-LAWS

## PREAMBLE

We the Women of \_\_\_\_\_ School District of \_\_\_\_\_ County, of the State of Missouri, in order:

- (1) To improve Rural Life by making it more attractive;
  - (2) to build better homes and schools;
  - (3) to promote a more friendly relation between neighbors;
  - (4) to discuss the various problems of Rural Life;
  - (5) to teach Co-operation and Loyalty to the Farm Club work;
  - (6) to provide wholesome and instructive entertainment for Farm Boys and Girls and
  - (7) to foster all enterprises that will lead to higher and nobler things in life;
- do hereby adopt the following By-Laws and Constitution.

## ARTICLE 1—NAME

The name of this Club shall be The \_\_\_\_\_ Womans Progressive Farm Club No. \_\_\_\_\_

## ARTICLE 2—MEMBERSHIP

Every Farm Woman who agrees to be a booster and loyal to all Farm Club movements may become a member.

## ARTICLE 3—DUES

The dues of the Local Club shall be decided by the Local Club. The dues of the County Association shall be 50c and those of the State Association 50c per year.

## ARTICLE 4—OFFICERS

The Officers of the Club shall be President, Vice-President, Secretary-Treasurer, Program Committee, Visiting Committee and may have Musician and Chaplain.

The Program Committee and the Visiting Committee shall each consist of three members.

The President, Vice-President and Secretary-Treasurer shall be elected on the first meeting in December. The others may be elected or appointed by the President.

The newly elected Officers shall be installed at the first meeting in January, and shall hold office for the term of one year. If for any reason an office shall become vacant, such office may be filled by election on the second meeting following such vacancy.

## ARTICLE 5—DUTIES OF OFFICERS

President. Shall preside over all meetings, appoint all Committees, call special meetings, and have supervision over the Club work.

Vice-President. Shall perform the duties of the President in her absence.

Secretary-Treasurer. Shall cause all proceedings of meetings to be properly recorded, attend to all correspondence, collect all dues (render a true account of the same when required), pay all bills, and make a semi-annual report to the Club of the financial standing of the Club.

The Program Committee. Shall have charge of the preparation of all literary programs, assign the topics for discussion, choose password if one is adopted, and select the meeting places.

The Visiting Committee. Shall visit the sick members, arrange for help in sickness, send flowers when appropriate, notify members of any sickness, misfortune or need in any member's family, attend to such other duties as may arise.

The Musician. Shall have charge of the Music.

The Chaplain. Shall have charge of the Devotional Exercises.

## ARTICLE 6—MEETINGS

The regular meetings of this Club shall be held on the (first) \_\_\_\_\_ and (third) \_\_\_\_\_ (Wednesday) of each month.

## ARTICLE 7—AMENDMENTS

The Constitution and By-Laws may be amended at any regular meeting of the Club by a majority vote of the members present, providing that the proposed amendment has been read at two previous regular meetings, and does not conflict with the Constitution and By-Laws of the County or State Association.

## ARTICLE 8—OBLIGATION

I, (name)..... solemnly pledge myself, as a woman, to be a booster for the Farm Club movement; and agree to attend all meetings of this Club unless prevented by sickness or other reasonable excuse. I will remind the men of the meetings of their Club and urge them to attend all Farm Club meetings, and accompany them whenever possible.

I will take part in the discussions and programs, and attend County and State meetings when delegated so to do.

I furthermore promise I will live, teach and preach loyalty to Exchanges, Elevators and other Central Marketing Institutions of The Missouri Farmers Association.

I will not cheat, wrong or defraud the Club nor any member of the Club, nor will permit it to be done if within my power to prevent it. I will be truthful, courteous and helpful, and do all in my power to promote the interests of the Club and increase its membership.

I will guard the purity and sanctity of the home of each member as sacredly as my own.

I will aid the sick and bereft and help all members so far as their necessity may require and my ability permit.

So help me God that I may duly perform these duties as a Farm Woman.

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### ORDER OF BUSINESS

Call to order by President.

Roll Call by Secretary.

Reading of minutes of previous meeting.

Report of Committees.

Report of Visiting Committee.

Unfinished business.

New business.

Assignment of subject and meeting place of next meeting.

Subject for discussion.

Remarks for the good of the order.

Adjournment.





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