

Suppl. to 57

COOPERATIVE EXTENSION WORK IN
AGRICULTURE AND HOME ECONOMICS

UNIVERSITY OF MISSOURI COLLEGE OF AGRICULTURE AND THE UNITED
STATES DEPARTMENT OF AGRICULTURE COOPERATING

J. W. BURCH, Director, Agricultural Extension Service
Distributed in furtherance of the Acts of Congress of May 8, and June 30, 1914

COLUMBIA, MO.

REVISED JANUARY, 1941

LEADER'S GUIDE FOOD AND NUTRITION

I—Breakfast* II—Supper and Picnic Lunches*

(To Be Used With 4-H Club Circular 57) ✓

CONTENTS

	Page
Requirements for Breakfast Project	1
Requirements for Supper and Picnic Lunch Project	2
Plans for Breakfast Project Meetings	2
Plans for Supper and Picnic Project Meetings	6
How to Carry Out the Club Program	11
Scrapbook	12

This Leader's Guide has been prepared to assist leaders in planning the detailed program for each project meeting, in presenting the work to the members and in guiding each member to gain the maximum amount from club work.

The leader should keep in mind the following objectives as she leads the members in these projects.

1. To give members an opportunity to learn to plan, prepare and serve food for breakfast, supper and picnic lunches.
2. To give girls an appreciation of table service and etiquette through practice of both during the project work.
3. To give members an understanding of the important relationship which exists between food and health.

REQUIREMENTS FOR BREAKFAST PROJECT

Each member is required:

1. To know what foods should be eaten every day.
2. To prepare and serve at least *fifteen* dishes from the following list: Fruits, beverages, cereals, egg dishes and breads.
3. To prepare and serve at least *three* breakfasts at home for themselves or their family.

*These 4-H Club Leader's Guides for Food and Nutrition Clubs I and II were prepared by Helen Church, State Club Agent, in collaboration with Flora Carl, Nutrition Specialist, to be used with 4-H Club Circular 57.

4. To keep food habits score card for at least *two* weeks.
5. To set the table correctly for at least *five* meals.
6. To wash dishes at least *ten* times using as nearly as possible recommended practices.
7. Each member is required to keep a record of the variety, number, and estimated cost of the products made and to write a story of the club activities for the year.
8. Each member is required to furnish the necessary food for the project.

It is suggested that the club plan, prepare and serve food to invited guests.

If club members do more than the above requirements, a report of the work done should be given.

REQUIREMENTS FOR SUPPER AND PICNIC LUNCHES

Each member is required:

1. To prepare and serve at least 20 supper or lunch dishes from the following list: Milk and eggs, fruits, salads, quick breads, potatoes, tomatoes and beverages.
2. To plan, prepare and serve five suppers or lunches for the family.
3. To set the table correctly for at least ten lunches or suppers.
4. To keep food habits score card for at least two weeks.
5. Each member is required to keep a record of the variety, number and estimated cost of the products made and write a story of the club activities for the year.
6. Each member is required to furnish the necessary food for the project.

It is suggested that the club plan, prepare and serve food to invited guests.

If club member does more than the above requirements, a report of the additional work done should be reported.

PLANS FOR BREAKFAST PROJECT MEETINGS

How to Be a Good Cook

Instruction and discussion.

Problem 1. Why do you use measuring spoons and cups?

Points to remember:

- (1). Standard measuring cups and spoons can be purchased most inexpensively.
- (2). All recipes are made for standard measuring devices.
- (3). Level measurements are always used in better recipes.

Problem 2. How do you use measuring spoons and cups?

Points to remember:

- (1). Spoons are leveled by using a spatula or knife.
- (2). Watch markings on cups which show cupful.
- (3). Dry ingredients many times need sifting before measuring.

Problem 3. What are the essential for preparation of food?

Points to remember:

- (1). A good fire will furnish heat and hot water.
- (2). Working surface clean and orderly saves time in working.
- (3). Hands should be clean, hair neat and apron clean.
- (4). Utensils and supplies needed for recipe should be ready for work.
- (5). A written plan of procedure will make work more easily done.
- (6). The soiled dishes will be soaked immediately after using to assure easy dish washing.

Problem 4. How can dishwashing be made easy?

Points to remember:

- (1). Dish clothes should be plentiful and always used clean.
- (2). Dishes will be washed according to a set scheme.

(3). Working surface should be at a comfortable height, to assure you of ease in working.

(4). Water softeners make washing dishes an easy task and many of these can be made at home.

Things to do at meeting and at home.—Have one girl practice measuring dry and wet ingredients, with measuring cups and spoons.

Suggested Demonstrations.—(1). How to measure dry ingredients.
(2). How to wash dishes correctly.

Suggested References.—Any high school text books that girls in your community might have could be used as valuable references. Also current magazines are a good source of information.

How to Prepare Beverage for Breakfast

Instruction and discussion.

Problem 1. Why do we include a beverage?

Points to remember:

- (1). The drink is always a hot dish and is one excuse for a beverage at breakfast.
- (2). Milk is important in the diet and when used for breakfast in a beverage provides an opportunity of using part of that quart per day.
- (3). Coffee could be used as a beverage but will usually crowd out use of milk.

Problem 2. How will cocoa or hot chocolate be made?

Points to remember:

- (1). Follow directions carefully, practicing methods of measuring and handling equipment.

Things to do at meetings and at home.

- (2). Prepare and serve beverage at home for family at least one week.

Suggested Demonstrations.—How to prepare and serve hot cocoa.

Suggested References.—School texts.

Why Should We Eat Breakfast?

Instruction and discussion.

Problem 1. Why is breakfast an important meal?

Points to remember:

- (1). The interval between evening meal and breakfast is a long period.
- (2). Lack of food will produce headaches and lack of energy for the morning tasks.
- (3). The type of work in which one is engaged will influence the type of breakfast you will eat.
- (4). Breakfast starts out the day and therefore should be as pleasant as possible.

Problem 2. How big should a breakfast be?

- (1). Because you have had little exercise before breakfast you may not have a good appetite.

Things to do at meeting and at home.

- (1). Explain use of food habits score card which is in the record blanks.
- (2). Check food habits score card for one week the other checks to be made at end of project.

Suggested References.—Food for Children, Farmers' Bulletin 1674, U.S.D.A.

How to Set the Breakfast Table

Instruction and discussion.

Problem 1. What type of breakfast will be served?

Points to remember:

- (1). The kind of service will depend upon the menu chosen.
- (2). Breakfasts are usually informal and family service is probably most practical.

Problem 2. What kind of a cloth should be used?

Points to remember:

- (1). Linen is usually used for table as it launders easily and wears better than any other material.
- (2). The cloth should be clean and well pressed.
- (3). Runners and doilies in colors are sometimes used for breakfast table.

Problem 3. How will the table be set?

Points to remember:

- (1). After choosing menu choose silver, glassware and china-ware for this menu.
- (2). Good table service makes serving and eating of a meal more gracefully performed.
- (3). Correct placing of silver on the table gives table an orderly appearance.

Things to do at meeting and at home.

- (1). Make several menus for breakfast then set a cover for one person for these menus.
- (2). Set table at home for family breakfast.

Suggested Demonstrations.—(1). How to lay a cover for a chosen menu. (2). How to correctly set the table for a family breakfast.

Suggested References.—Home economics textbook and 4-H Club Circular 57.

How to Prepare Fruits for Breakfast

Instruction and discussion.

Problem 1. What fresh fruits will be used for breakfast?

Points to remember:

- (1). Any fresh fruits which are in season can be used at breakfast.
- (2). Fruits with much flavor and juice, known as citrus fruits are usually appropriate at breakfast.
- (3). Dried fruits are usually relatively inexpensive and can be used when fresh fruits cannot be had.
- (4). Also fruits which have been canned during summer may furnish the fruit.

Problem 2. Why eat fruits?

Points to remember:

- (1). Fruits are colorful and nutritious and because they are acid are appetizing.
- (2). Fresh fruits contain many minerals and vitamins which are essential to the diet.

Problem 3. How will the fruit be prepared?

Points to remember:

- (1). Many fruits can be served fresh with knife for removing peeling and eating.
- (2). Sugar does not need to be added to most ripe fruits.
- (3). Some fruits improve flavor when cooked.
- (4). Dried fruits will need special care in cooking.

Things to do at meeting and at home.

- (1). Prepare a fresh fruit and a cooked fruit for breakfast.
- (2). Each girl to prepare at home fruits for breakfast during the week.

Suggested Demonstration.—Preparation of a fresh fruit for breakfast.

Suggested References.—School Texts. The Family Breakfast M-196, Missouri Agricultural Extension Service.

How to Prepare Cereals for Breakfast

Instruction and discussion.

Problem 1. Why are cereals included in breakfast menu?

Points to remember:

- (1). Cereals furnish material for heat and energy for daily activity.

- (2). Cereals are inexpensive and yet highly nutritious.
- (3). Cereals grown on the farm can many times be ground and used for breakfast food.
- (4). Home cooked cereals are less expensive than ready to serve cereals.

Problem 2. How will cereals be cooked?

- (1). Long cooking usually improves the flavor.
- (2). Some cereals have been pre-cooked and will be more quickly prepared.
- (3). The flavor of cereals can be changed by the addition of fruit to the cereal.
- (4). Follow directions given in recipes carefully.

Things to do at meeting and at home.

- (1). Leader and members may make different kinds of cereal.
- (2). Each girl will make and serve cereals at least one week for the family breakfast.

Suggested Demonstrations.—(1). How to make cereal from home grown product. (2). How to serve cereal.

Suggested References.—The Family Breakfast M-196, Missouri

How to Prepare Eggs for Breakfast

Instruction and discussion.

Problem 1. Why use eggs in breakfast menus?

Points to remember.

- (1). One egg for each growing person should be used in the day's menu.
- (2). Important minerals and vitamins are found in eggs.
- (3). Eggs are a source of protein which is easily digested

Problem 2. How will eggs be cooked?

- (1). Eggs should always be cooked with moderate heat.
- (2). Eggs may be prepared by poaching and serving on toast.
- (3). Soft cooked eggs are easily digested.
- (4). Scrambled eggs with bacon make a delicious breakfast dish and will help to make a hearty breakfast.

Things to do at meetings and at home.

- (1). Prepare eggs in several ways for breakfast.
- (2). Each member will prepare eggs in different methods for her family during at least a week's period.

Suggested Demonstration.—How to prepare eggs for breakfast.

Suggested References.—Egg Recipes M-199 Missouri Agricultural Extension Service. Eggs at Any Meal—Bulletin L-39, U.S.D.A.

How to Prepare Breads for Breakfast

Instruction and discussion.

Problem 1. What place does quick bread have in diet?

Points to remember:

- (1). Quick breads need to be most perfectly made because when they are not light and porous they may be indigestible.
- (2). Also they should be thoroughly chewed and that means breakfast should not be a hurried meal when quick breads are served.

Problem 2. What are quick breads?

Points to remember:

- (1). Quick breads are: Muffins, corn bread, griddle cakes, biscuits and other breads which use baking powder or soda as a leavening agent.
- (2). Quick breads take short time for making and are served hot.

Problem 3. What quick breads can be made for breakfast?

Points to remember:

- (1). Muffins can be made in a very short time.
- (2). There are many variations in muffin making.

Problem 4. How will muffins be scored?

Points to remember:

- (1). The score card for muffins will help to set better standards.

Problem 5. How will muffins or biscuits be served?

Points to remember:

- (1). Muffins should be hot when served.
- (2). Careful timing of baking will assure hot quick breads.

Problem 6. How will toast be prepared for breakfast?

Points to remember:

- (1). Toast should always be served hot.
- (2). If it is buttered while hot it is more appetizing.

Things to do at meetings and at home.

- (1). Leader will demonstrate process of making muffins.
- (2). Each girl will make muffins and biscuits to be served at the breakfast of her family for several breakfasts.
- (3). Each girl will bring a muffin and a biscuit to next meeting for scoring.

Suggested References.—Bread from Missouri Flour Agricultural Extension Service Circular 282, University of Missouri. Variety in Quick Breads M-236, University of Missouri.

How to Plan and Serve an Adequate Breakfast

Instruction and discussion.

Problem 1. What type of breakfast will fit your needs and your activity?

Points to remember:

- (1). The type of the other two meals of the day will help to determine the amount of breakfast one requires.
- (2). The activity which you are engaged in will determine how heavy a breakfast you choose.

Problem 2. How can breakfast be made an interesting meal?

PLANS FOR SUPPER AND PICNIC PROJECT MEETINGS

How to Set the Table and Serve Supper or Lunch

Instruction and discussion.

Problem 1. How will the table be set for a family supper?

Points to remember:

- (1). Consider first the menu planned.
- (2). The silver, linen and glass to be attractive must be sparkling, clean and orderly arranged on the table.
- (3). Correct table setting makes a meal more easily eaten, with a minimum amount of confusion.

Problem 2. How might lunch or supper be served to a large group of guests?

Points to remember:

- (1). Buffet suppers are easily served when table room is inadequate.
- (2). The table should be neat and attractive and food should be easily served and dainty.
- (3). Food and silver should not be crowded on the table.

Problem 3. How does table service teach boys and girls table etiquette?

Points to remember:

- (1). A table is set so that the silver, china and glass used are in the correct position for easy handling.
- (2). Practice of correct usage of silver will help to give boys and girls good manners and to make them at ease.

Things to do at meetings.

- (1). Set table and practice use of each utensil such as how to use napkin, knife, fork, spoon, soup spoon, finger bowl, etc.
- (2). Set the table for family service.
- (3). Allow girls and boys to be host, hostess, guests, etc., and go through service of a meal.

Suggested Demonstrations.—(1). How to set table for family supper. (2). How to use knife, fork and spoon. (3). How to place and remove dishes when waiting on persons at table.

Suggested References.—Everyday Courtesies, Missouri Agricultural Extension Service Club Circular 48. Food Text Books. Table Setting, Serving and Manners—Mimeographed M-23, Missouri Agricultural Extension Service.

How to Prepare Milk and Egg Dishes for Supper and Luncheon
Instruction and discussion.

Problem 1. What milk dishes can be used for supper or lunch?

Points to remember:

- (1). Cream soups give a chance again to include the needed amount of milk for the day.
- (2). Custards combine milk and eggs and again use two farm products which are essential in our diet.
- (3). Cream soups and custards will help each boy and girl to use the quart of milk needed each day.
- (4). Creamed eggs or baked eggs make a very interesting main dish for supper or lunch.
- (5). Omelets and souffles' with their many variations make wholesome luncheon or supper dishes.

Problem 2. What essential steps will be followed in making cream soups?

Points to remember:

- (1). Milk is thickened with a thin white sauce for cream soups to bind together vegetables which may be used.
- (2). Tomato, peas, spinach and other vegetables are used for cream soups.
- (3). Cream soups served with crackers or toast may serve as a main dish for supper and lunch as they may contain milk, butter and a vegetable.
- (4). Cream soup may be served in a small quantity as a first course.

Problem 3. How will omelet be prepared?

Points to remember:

- (1). Omelets involve egg cookery which mean that a low heat will be used in cooking.
- (2). Variations sometimes make omelets more appetizing and this variation may be made by using ham, fish or other meats, cheese or cooked vegetables.
- (3). Omelet will be served as the main dish and should be kept warm and served immediately after cooking.

Things to do at meetings and at home.

- (1). Girls will prepare cream soups, and variations may be made at home.
- (2). Omelets will be made at meeting and variations may be made and served at home.

Suggested Demonstrations.—(1). How to make omelets and their variations for supper. (2). How to make souffles'. (3). How to make cream soups.

Suggested References.—Food and Nutrition textbooks.

How to Make Desserts for Supper or Lunch
Instruction and discussion.

Problem 1. What will be included in the dessert for lunch?

Points to remember:

- (1). Desserts are usually sweet and come at the end of the meal since sweets tend to satisfy the appetite.
- (2). Since the main course of supper or lunch will not be heavy, a rich dessert might be served.
- (3). Fruits and fruit dishes are healthful desserts.
- (4). Custards, which are essentially milk and eggs, will make a wholesome dessert.

- (5). Fresh fruit with cookies may be used when fresh fruit is available.

Problem 2. What new methods must be known in preparation of custards?

Points to remember:

- (1). A temperature lower than that of boiling water should be maintained for cooking a custard.
- (2). There are variations in methods of making custard which makes for variety in desserts.

Problem 3. What kind of cookies can be made for lunch or supper?

Points to remember:

- (1). Cookies may be dropped or rolled.
- (2). Many variations can be made from the basic sugar cookie recipe.
- (3). Cookies can be served with fruits or may be rich enough to be served alone when made with fillings of fruit and sugar.

Problem 4. How can fruit be served for dessert?

Points to remember:

- (1). Fresh fruit should always be used while in season, and canned fruits can be used out of season.
- (2). Apples which are healthful should be used in every possible manner.
- (3). Brown Betty is an appetizing way of serving apples and other dried or fresh fruit.
- (4). Bread pudding will allow you to make use of fruit.

Things to do at meetings and at home.

- (1). Have girls prepare custards and cookies at meeting.
- (2). Ask each girl to bring several cookies, made at home, to next meeting when they may be scored and discussed.

Suggested References.—Fruit Recipes—Mimeographed sheet M-167. Milk Recipes—Mimeographed sheet M-224.

How to Make Salads for Supper or Lunch

Instruction and discussion.

Problem 1. Why have a salad?

Points to remember:

- (1). Salads are cold dishes and will be planned with some hot dish or drink.
- (2). The salad is one way of including a raw vegetable or fruit in the diet.
- (3). Salads made of eggs, cheese, or potatoes make good main lunch or supper dishes.

Problem 2. What general rules are to be followed in making salads?

Points to remember:

- (1). Always have raw vegetables cold and crisp.
- (2). See that any dressing used is put on to make the salad attractive.
- (3). Salads are more appetizing if they are made attractive, and they may be made attractive by using a variety of colorful vegetables or fruits.
- (4). Make use of your garden and fruit for salads.

Things to do at meetings and at home.

- (1). Make salad from cottage cheese at meeting. Demonstrate making of cheese.
- (2). Make salad dressings.
- (3). Have girls report on salads made for family lunch and supper.

How to Prepare and Pack a Picnic Lunch

Instruction and discussion.

Problem 1. What will be included in the picnic lunch?

Points to remember:

- (1). Sandwiches made of whole wheat or white bread with nutritious filling will be one important item.

- (2). Part of food may be prepared ahead of time and the remainder cooked at picnic over open fire.
- (3). Salads are usually made at home.
- (4). A beverage, hot or cold, will be needed and could be carried in a thermos jug.

Problem 2. How will picnic lunch be packed?

Points to remember:

- (1). Pack sandwiches wrapped individually in oiled paper ready for serving.
- (2). Small cartons and jars with lids will pack many articles which are hard to carry.

Things to do at meetings and at home.

- (1). Girls may bring from home foods which they have learned to prepare and pack them for picnic lunch.
- (2). Meeting will be a picnic meeting; food cooked and served for occasion.

How to Prepare Breads for Supper and Lunch

Instruction and discussion.

Problem 1. What breads are served for supper or lunch?

Points to remember:

- (1). Quick breads are many times included in menu because they are warm.
- (2). Toast made from whole wheat and other yeast breads may be used. (Yeast breads will not be prepared in supper clubs.)
- (3). Biscuits, corn bread and spoon corn bread may be used for supper.

Problem 2. How will biscuits be made?

Points to remember:

- (1). Biscuits must be served hot, therefore, the time for baking should be considered in preparation.
- (2). Biscuits are made from solid fat and should be mixed carefully.
- (3). Many biscuit variations may be made for variety in flavor such as cheese biscuits and jam biscuits.

Problem 3. How will spoon corn bread be served.

Points to remember:

- (1). Spoon corn bread will be served as a main dish but may be a substitute for bread since it is principally corn meal.

Things to do at meetings and at home.

- (1). Have girls make biscuits and then score them using the score card. Variations may be made during the week at home. Girls might bring a biscuit to next meeting which has been baked at home and then they might be scored again. Biscuits made at meeting may be served with jelly or jam to girls.

Suggested Demonstrations.—(1). How to make biscuits for supper. (2). How to make biscuit variations. (3). How to make spoon corn bread.

Suggested References.—Variety in Quick Breads, Mimeographed M-236. Bread from Missouri Flour, Missouri Agricultural Extension Service Circular 282.

How to Prepare Vegetables for Supper or Lunch

II. Instruction and discussion.

Problem 1. What vegetables will be used?

Points to remember:

- (1). Two vegetables other than potatoes should be eaten each day. One of these should be a leafy or green vegetable.
- (2). Fresh raw vegetables should be used when in season as they have nice color, flavor and texture and are rich in vitamins and minerals.

Problem 2. How shall vegetables be cooked?

Points to remember:

- (1). Use small amount of water for cooking most vegetables so that food value is not lost by draining vegetables.
- (2). Cook vegetables *only* until tender.
- (3). Vegetable dishes for lunch or supper may be a main dish when it is a scalloped dish combined with either cheese or another food.

Things to do at meetings and at home.

- (1). Have girls prepare scalloped potatoes or other scalloped dishes. Serve this when complete to the club by using some type of buffet supper service.

Suggested Demonstrations.—(1). How to prepare and cook green vegetables from the garden. (2). How to prepare a scalloped dish for supper.

Suggested References.—Conserving Food Value, Flavor and Attractiveness in Cooking Vegetables, Circular 265, U. S. Department of Agriculture.

How to Use Left-Overs for Supper or Lunch

Instruction and discussion.

Problem 1. How can left over vegetables be used?

Points to remember:

- (1). Chowders and cream soups can be made from left over vegetables.
- (2). Souffles' and omelets may be varied by the addition of left over vegetables.
- (3). Salads can be made combined with raw fresh lettuce, spinach and cabbage.
- (4). Green pepper, tomatoes and onions may be stuffed with left over vegetables and baked.

Problem 2. How can left over meats be used?

Points to remember:

- (1). Souffles' and omelets are very good with left over bacon, chicken, or other meat or cheese, added to the batter.
- (2). Hash makes use of meats.
- (3). Meat combined with vegetables will make good stewed dishes.

Things to do at meetings and at home.

- (1). Have girls make one dish from left over vegetables and one from left over meats at meeting.

Suggested Demonstrations.—(1). How to stuff and bake tomatoes with left over vegetables. (2). How to use vegetables in cream soup.

Suggested Reference.—Any woman's magazine.

How to Plan a Supper or Lunch for Guest

Instruction and discussion.

Problem 1. What will be the menu?

Points to remember:

- (1). A menu should be chosen from the food which the girls have learned to prepare.
- (2). The group can plan the menu and the food which each will prepare.

Problem 2. Where will the meal be served?

Points to remember:

- (1). The meal will be better served and the girls will gain more from the meal if it is served in home surroundings.

Problem 3. What type of service will be used?

Points to remember:

- (1). The number to be served will be a point to remember when deciding on type of service to use.

Problem 4. Who will be responsible for service?

Points to remember:

- (1). Girls should be given responsibilities of hostess, waitresses, etc.

(2). Each girl should have some responsibility.

Things to do at meetings and at home.

(1). Girls should prepare food which will make up the menu at home.

Suggested Demonstrations.—(1). How to set the table for a supper menu. (2). How to serve a supper to the family. (3). How to set table for a buffet supper.

Suggested References.—Everyday Courtesies, Missouri Agricultural Extension Service, Club Circular 48.

How to Prepare and Serve a Supper for Guests

(1). Food forms a color basis for your table and can, if planned, be made most appetizing.

(2). Serve cold foods cold and hot foods hot.

(3). Clean linens, glass and china are attractive if orderly arranged.

Things to do at meetings and at home.

(1). Plan a menu for a summer supper and a winter supper.

(2). Each girl will make a plan of work for this supper.

(3). If they wish they may serve this supper.

(4). Each girl will score these suppers to see if they are adequate.

Suggested Demonstrations.—How to set table for informal supper.

Suggested References.—School texts and current magazines.

HOW TO CARRY OUT THE PROGRAM

Some of the methods used to present club work to members are individual and team demonstrations, scoring and judging, exhibits, and community club and county achievement days.

SCORING AND JUDGING*

The first step in judging is to know the score card, its divisions and the value of each division. Reasons for the score given to a product can be discussed by the entire project group.

After the club members have learned to score individual products, they are ready to judge by comparison. They can lay aside the score card, keeping the main items and the proportionate values in mind, and compare products in a given class. (For further information on judging see Leader's Manual.)

EXHIBITS*

Exhibits give the members an opportunity to compare their products with the work of others. It is not necessary to give awards in the local exhibit. Exhibits should be selected on the same basis as that used in the judging work of the club. The girls' names should be attached to the products after the judging is done, so the local people can see to whom they belong.

Many community clubs have an achievement day and all project groups exhibit at the same time. This is an excellent plan.

DEMONSTRATIONS*

A demonstration is a method of teaching which includes telling, showing and doing. If one demonstrates the making of muffins, she actually shows how to make the muffins so that it can be seen, telling about it as she does it. If the leader or one of the girls gives a demonstration by herself, it is an individual demonstration. Two club members working together, each one actively demonstrating, while the other assists with equipment and supplies, constitute a team demonstration.

*See Boys' and Girls' 4-H Club Leader's Manual.

Members may give individual demonstrations soon after the organization of the project group and throughout the club work. However, they may need help from the leader in preparation for the demonstrations. Each member should have an opportunity to give one or more individual demonstrations at the project meetings. Individual and team demonstrations may be used at project meetings, community club meetings, and community and county events.

Demonstration subjects for Food I and II will be related to Breakfast project work.

Suggested Outline for a Food Preparation Demonstration

<p>A Speaks and demonstrates Leads in giving the 4-H Club pledge; tells what club and community team represents; introduces team-mate and self; gives brief history of club. Tells that they will demonstrate the preparation of a certain dish with variations. Discusses recipe. ".....will continue the demonstration."</p>	<p>B assists Joins in giving pledge. Stands at attention while being introduced. Assists. Gets equipment and materials ready for use. Assists with materials for recipe. Cleans up.</p>
<p>A assists Gets all needed things ready for "B". Cleans up.</p>	<p>B speaks and demonstrates Gives introductory sentence in regard to recipe and variations. Demonstrates variations and the meals of which they might be a part. Demonstrates serving of dish. ".....will conclude the demonstration."</p>
<p>A speaks Summarizes demonstration. Asks for questions. Concludes demonstration.</p>	<p>B assists Quietly collects equipment and cleans up the table if time permits. Stands at attention for questions.</p>

RECORDS AND REPORTS

Records and reports are a means of teaching 4-H club members how to keep simple, accurate records and to understand the importance of having a written record of the work that has been accomplished.

The report blanks should be explained thoroughly to the members at the first project meeting then checked regularly throughout the club year, so that the members may improve their record keeping from time to time. Members will want to keep all records carefully during the progress of the project as the completion of work is based upon the record. Then, too, report blanks kept carefully from year to year may be valuable later on in showing the amount and kind of club work done and the progress of the individual in quality and quantity of work accomplished over a period of time.

SCRAPBOOK

A scrapbook may be made by each Foods project member. This book may be a general scrapbook to include anything of interest to the girl. It might include clippings of news stories, any pictures of her club work, or activities. This will be a personal book and is not a requirement.