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# OUR HOME

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4-H Club Homemaking Project,  
SECOND YEAR

By

HELEN COWGILL



I love to roam in summer  
By distant hills invited  
But home is best in winter  
Warm and candle lighted.  
—from "The Cheerful Cherub"

**DISCARD**

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Oregon State System of Higher Education  
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Corvallis

Club Series K-12

4-H Club Homemaking Project

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# OUR HOME

## 4-H Club Homemaking Project, Second Year

By

HELEN COWGILL, Assistant State Club Leader

*"There are families who live in mere houses, but many more live in real homes. Even a very fine house is not a real home unless a homemaking family lives in it."* Oklahoma Extension Service.

### THE PLAN OF THE HOMEMAKING PROJECT

Nearly everyone is ready to agree that it takes a heap of loving to be a real homemaker. It isn't enough to get three meals a day, wash the dishes, make the beds, and do the family wash! No indeed! Plenty of people stand ready and willing to do any and all of this and more for so much an hour. Do it well, too. But when all this is done, the homemaker must step in and pat a cushion here, pull the shade down just a tiny bit, arrange a vase of gay posies to lighten that dark corner over there, put the latest copy of the newspaper and magazine by the ash tray on the little stand by Father's chair, and maybe turn the rug by the front door so the worn place will not get so much scuffing. That is homemaking, isn't it, and cannot be bought for money but is lovingly given in order to make home the place every member of the family loves best to be.

Are you thinking, "That's all right, but that's Mother's job?" Or is it?

Last year, you undertook to make your own room attractive by keeping it neat, clean, comfortable, and harmonious, and did a fine job of it, too. Mother was always ready to help you out of a tight spot with suggestions and sometimes even by putting her shoulder next to yours and pushing with you to gain a certain point.

Turn about is fair play, isn't it? Why not look about a bit and see what you can do to put your shoulder next to hers, so to speak, in something she is doing some place about the house, which is your home, too.

Thoughtfulness for others is really the keynote in making a home. A willingness to do a little more than is required and to do

it cheerfully. It should not be necessary for a boy or girl to be reminded that it is time to wash the dishes or set the table or bring in the wood.

"I'm glad I have to work to live—  
I'd hate to reach my final day  
And have a guilty feeling then  
That I had never paid my way."

### REQUIREMENTS

1. The daily and weekly care of own room, *and*
2. Select one of the following as your responsibility to be carried for a six-weeks period. The weeks need not be consecutive.
  - a. Daily and weekly care of the living room, including the arrangement of flowers.
  - b. Daily and weekly care of the bathroom.
  - c. Setting and clearing the table and washing the dishes for the evening meal on school days and for two meals on Saturdays and Sundays.
  - d. Care of own clothing, including washing of own undergarments and hose, pressing of outer garments, mending clothes, darning hose.
  - e. Planning meals for the family with Mother's cooperation.
3. Do at least ten tasks other than those required above. For example, polishing silver, washing windows. Any task not included in the room you take for your responsibility would be included here. Do each at least three times.
4. Iron at least five cotton dresses for yourself, a sister, or your mother, a dozen handkerchiefs, and five shirts.
5. Make one of the articles listed at the end of the directions given for each room.

*"Laughter goes far to uphold the beams and clear the mists from the windows of home."*

### THE EXHIBIT

The exhibit shall consist of (1) the article made, (2) a man's or boy's laundered shirt, or a laundered colored cotton dress, and (3) three laundered handkerchiefs.

### BASIS OF AWARDS

1. The exhibit .....	75
The article made .....	50
Laundered shirt or dress .....	20
Laundered handkerchiefs .....	5
2. The record book and story.....	25
Possible score .....	100

### REPORTS

Four progress report cards and a record book are included with this bulletin.

#### Cards

1. When you have decided on your responsibility, fill in the card which has the heading "My responsibility," and give the card to your leader to sign and send with the cards of the other members of your club.

2. When you have carried out the requirements of this responsibility, fill in the card which has the heading "Report on the responsibility selected" and give the card to your leader.

3. When you have completed the ten tasks, fill in the third card with the heading "The tasks I have done."

4. Send in the fourth card when you have completed the article made.

#### Record book

Keep your record book up to date so that you will not need to try to remember what you have done and when you did it. The book is in three parts. The first part is for your responsibility, the second part for your tasks, and the third for the article you have made. Note that there is space at the back for your story.

### CARE OF THE BEDROOM

*"The home you will build is now being blueprinted by every thought, every act, every hope."*

This is taken from the My Room project and includes the daily and weekly care of your bedroom for six weeks. This is one of the requirements of the Our Home project.

### DAILY CARE

Daily care should include as many of the following tasks as may be required to keep your room neat and comfortable.

On rising—

1. Throw back the covers to air the bed.
2. Put your night clothes on a chair to air.
3. Open your closet door so the closet can air.
4. Open your window.

After breakfast—

1. Make the bed neatly.
2. Hang up clothes and close closet door.
3. Use the dust mop.
4. Dust.
5. Put top of dresser in order.
6. Close window if the weather requires it.
7. Adjust window shade.

### WEEKLY CARE

Weekly care includes in addition to the foregoing:

1. Put dresser drawers and closet in order if necessary.  
Put on clean dresser scarf if needed.
2. Change the bed.
3. Brush the ceiling and walls.
4. If there are small rugs on the floor, take them out and sweep them thoroughly on both sides. Avoid shaking them.
5. Sweep the floors.
6. Dust carefully.
7. Dust picture frames and backs of pictures.
8. Wash glass on pictures if necessary.
9. Arrange furniture and rugs.

Sweeping is discussed under Tasks.

### BED MAKING

**The bedding.** In order to make the bed well, the sheets and covers should be long enough to tuck in well. Sheets that are 108 inches long before they are hemmed are long enough to give excellent service.

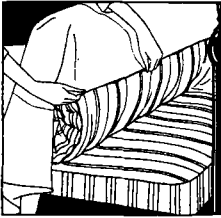
Sheets may have a wider hem at one end than at the other to indicate the top. When the hem is the same width at both ends,

however, time is saved in making the bed and the sheets wear more evenly. Sheets should be wide enough to tuck in well at the sides.

Blankets and comfortables are more easily kept clean when a piece of thin cloth such as cheesecloth or dimity is basted on over the ends, so that if the top sheet should fail to stay folded over the covers, the face cannot come in contact with the covers. This protector, as it is called, should extend on either side of the cover for from six to eight inches below the edge.

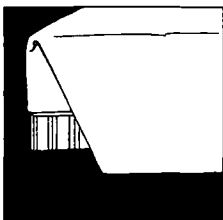
A spread of either white or light-colored cotton or rayon material not only dresses up the bed but protects the covers. Bed spreads at the present time are usually long enough to cover the pillows, which are laid flat on the bed at the head end.

**How to make a bed.** The complete procedure in making a bed is as follows:

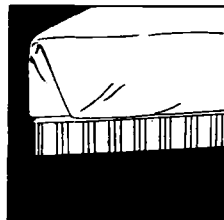


*Tucking in the under sheet*

1. Dust the springs.
2. Turn the mattress.
3. Protect the mattress with a pad, a cotton blanket, or an old, thin quilt. Be sure to have this protector on smooth.
4. Put on the lower sheet with the right side up, tucking it in well at the top and bottom and drawing it smooth.
5. Miter the corners (see illustration).
6. Tuck this sheet in at the sides.
7. Put on the top sheet with the *right side down*, tucking it in well at the foot *only*.
8. Put on as many blankets or comfortables or both as the weather requires. Let the top of these covers come to within 8 inches of the head of the bed and tuck them in in smoothly at the foot.
9. Fold the top of the sheet smoothly over the top of the covers.



*Mitred corner half-finished*



*The mitred corner complete*

10. Miter the corners of the top sheet and the covers all together at the foot and tuck in the sides smoothly.
11. Shake the pillows and smooth out so they will lay flat; put them in place.
12. Put on the spread. Tuck it in at the foot, then stretch it smooth up to the pillows, fold it under the edges of the pillows, bring it up smoothly over the top of the pillows, and tuck it in at the head of the bed. The sides may either be left to hang down or be tucked in.

**Daily care of the bed.** If the foregoing method of making a bed has been carefully followed when the sheets were changed, it will not be necessary to remove all of the covers daily. The following things should be done:

1. Turn back the covers neatly; avoid pulling the covers out at the foot.
2. Smooth out the lower sheet and tuck it in carefully.
3. Draw up the top sheet smoothly.
4. Next draw up the covers smoothly.
5. Put on the pillows and adjust the spread.

A little attention to detail while you are making this method a habit will help you to do a good piece of work quickly. If you and your mother or sister or brother can make the beds together you will find that you can save at least one-half of the time that it would take you alone as it will not be necessary to go back and forth from side to side.

## STORING CLOTHING

**Closet.** A rod from which to hang clothes on hangers helps to keep a closet in order. Shoes may be put on shoe trees and placed on a rack at the end of the closet or on the closet door, or they may be put in a shoe pocket. Another way to care for them is to put in shoe pads and have a bag for each shoe, then hang them up by pairs. There should be a shelf for the hats. Hats may be on a stand and covered or in a box. Covers that go over the tops of dresses and coats on the hangers will help to keep out dust. Avoid cluttering the floor. Keep soiled clothes in a laundry bag. Brush and clean clothes before hanging them in the closet. Clean shoes before putting them away.

**Dresser.** Small articles such as handkerchiefs and gloves are most conveniently reached when kept in the top drawer. Toilet articles may be kept in this drawer also, especially if the drawer is



divided into compartments or if boxes are provided for the different things. Hose and undergarments, folded neatly, may be kept in a lower drawer.

Hang undergarments on a chair at night to air.

Hang outer garments in the closet.

## SETTING THE TABLE, CLEARING THE TABLE, WASHING DISHES

*"This room for cheer!  
If you have scowls to scowl,  
If you have growls to growl,  
Grumbling or grumpiness,  
Down-in-the-dumpiness—  
Don't bring them here.  
There's all the rest of the house  
Here is the best of the house!  
This room for cheer!"*

There are no household tasks that come any more frequently than those included in this responsibility, as nearly all families eat three meals a day and this necessitates setting the table, clearing it, and washing the dishes. Any procedure that helps to shorten these tasks while yet doing them efficiently should be welcome, and well worth the time spent in studying and practice.

**Table setting.** Many times on the farm considerable work is saved by using an oilcloth cover on the dining table in place of a fabric cloth. When one is used it should be washed carefully with warm water and soap, rinsed by wiping with a cloth wrung out of clear water and dried carefully. The same order of setting the table should be followed regardless of the covering used.

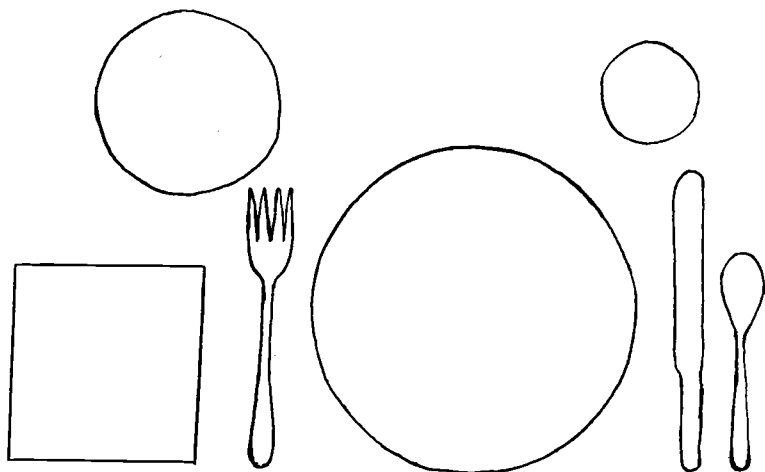
For breakfast and luncheon, a small cloth that just covers the table may be used. This may be white or colored, plain or decorated, cotton or linen. Such a cloth is put directly on the table.

For dinner and in many families for all meals, a linen or cotton table cloth is used. A silence cloth or pad is placed on the table first. Then the cloth is put on with the lengthwise fold down the lengthwise center of the table, smooth and straight. The ends should hang the same distance over the edge at both ends of the table.

The past few years have seen a vogue for heavy lace tablecloths for dinner. These are put on to the bare polished table so that, like the woven cloths, they hang evenly.

A low vase containing fairly short-stemmed flowers makes an attractive center piece. The flowers should not have a strong odor. A

bowl of fruit or a few ferns or a potted plant may take the place of the flowers. If the table is rather small, flowers may be omitted.



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**A cover** consists of all the dishes and silver used by one person. Approximately 21 inches are allowed for a cover. Try to have covers directly opposite each other as this gives an orderly appearance to the table.

1. The plate is placed in the center of the cover. If the plate is to be kept in the kitchen to heat, this space is left for the plate.
2. The knife is placed to the right of the plate, with the cutting edge toward the plate. The fork, with tines up, is placed to the left of the plate.
3. The teaspoon is placed to the right of the knife.
4. A second spoon, if needed, is placed to the right of the first one. A salad fork, if needed, is placed to the left of the fork.
5. The napkin, with the open corner toward the plate and the edge of the table, is placed to the left of the fork.
6. The plate, silver, and napkin are placed one inch from the edge of the table.
7. The water glass is placed at the tip of the knife.
8. The bread and butter plate, if used, is placed at the tip of the fork.
9. The sugar bowl and cream pitcher, tea pot or coffee pot on a stand, and the cups and saucers are placed at the hostess' end of the table and on her right.

10. Carving knife and fork, service spoons, platter, and vegetable dishes are placed at the host's end of the table, with the pile of warm plates directly in front of him. It may be necessary while he is serving to put his water glass and bread and butter plate to one side.
11. If desired, the vegetables may be served by the person to the left of the host.
12. Salt, pepper, relish, jelly, bread, and butter, should be placed where they will be most convenient.
13. Avoid having the table appear cluttered and crowded.

**Table courtesies.** Good table manners must be used daily to be of value.

1. Remain standing quietly behind your chair until Mother or your hostess invites you to be seated.
2. It is a good practice to sit down to the table from the right of the chair, and rise on the left side.
3. Sit erect with both feet on the floor.
4. Keep the elbows close to the sides and off the table.
5. Lay the napkin on the lap. If the napkin is small, open it out; if large, open it until it is folded in half.
6. Use the napkin to wipe the lips and fingers.
7. Always wipe the lips before drinking.
8. Take small bites.
9. Chew food with mouth closed.
10. Do not wash down food with a beverage.
11. Cut only one portion of food at a time.
12. In conveying food to the mouth on the fork, the tines should be turned up.
13. Do not try to talk while you have food in your mouth.
14. Do not mix foods on the plate nor on the fork.
15. Place knife and fork (with tines up) across the plate, when not in use.
16. Use the teaspoon for stirring a beverage, never for drinking it.
17. When not in use the teaspoon is placed in the saucer.
18. Dip the spoon away from you and fill it only partly full.
19. Take soup from the side of the spoon.
20. Only forks and spoons are used to carry food to the mouth.
21. Spoons are used only for foods that are too soft for a fork.
22. Break bread and butter only one portion at a time.
23. Put salt on the side of the plate, not on the tablecloth.
24. If asked to state a preference, do so.

25. Do not discuss food dislikes at the table; if served something you do not care for, simply leave it without comment.
26. Do not "reach" for food. If you desire something nearer to some one else than it is to you, ask to have it passed.
27. In passing a dish, always pass it to the person next you, who in turn passes it until at last it reaches the one who asked for it.
28. One's own spoon or fork should not be put into a service dish of food. A service spoon or fork should be provided.
29. Do not gesticulate with your fork or knife.
30. Be happy and cheerful at the table. Save your happiest experiences to relate at the table.
31. If you are a guest for one meal, leave your unfolded napkin on the table at the left of the plate, but if you are to be a guest for more than one meal, fold your napkin neatly. In your own home, fold and put your napkin in your ring or clip.

**Serving.** If there are guests and you are delegated to serve the meal, the following suggestions may be of assistance:

1. Place, remove, and pass all dishes (except beverages) to the left of the person being served. Beverages are placed at the right.
2. If possible fill the water glass on the table. It may be moved toward the edge of the table. Fill it only two-thirds full.
3. In removing a course, take off the service dishes (meat, vegetables, etc.) before removing the individual covers.
4. Do not stack dishes.
5. Do not reach across in front of the person being served.
6. Serve hot foods on hot dishes and cold foods on cold dishes.
7. Avoid letting the thumb extend over the edge of the dish being passed.
8. Hold a dish from which a guest is to help himself to his left and low enough for him to reach it easily.
9. For removing the crumbs from the table use a plate and napkin.

**Clearing the table and preparing for dish washing.** The clearing of the table should include arranging the soiled dishes near the sink. Care in clearing the table, scraping and stacking the dishes, putting away left-over food, soaking of pans, and disposal of waste foods greatly lessens the task of washing dishes.

In clearing the table, many steps can be saved by removing at one trip those things that are kept in the same place. For example, the napkins, sugar bowl, salt and pepper shakers, tea stand, and

similar things can be put away at the same time. Use a tray if possible to help in clearing the table. In another trip, remove left overs and immediately transfer them to smaller dishes that can be put into the refrigerator, cooler, or cupboard. Sometimes left overs can be put in oven dishes ready for reheating. Another practice that can often be used to advantage is to put left-over bits of meat, gravy, and vegetables into a casserole, then next day by adding a raw vegetable such as onion or carrot cut fine, and water, an excellent stew is ready to cook in the oven.

Scrape all dishes carefully, rinse cups and fruit dishes, stack like dishes together. Flat dishes should be stacked with the largest plates at the bottom. Keep silver separate from cooking cutlery as the harder metal is apt to scratch the silver. Dispose of the garbage. If possible stack the dishes to the right of the dishpan. You are now ready to wash the dishes.

*Betty's Transformation*

*by Viola Perry Wanger*

*"Betty thought the kitchen  
Was a place of toil and gloom;  
She hated pots and dishcloths,  
And the sight of mop and broom,  
Till she bought a red geranium,  
And set it on the sill,  
And hung a little curtain,  
With a crisp and perky frill,  
And a saucy, shining kettle,  
With a whistle shrill and gay,  
And now she goes about her work,  
And sings the livelong day."*

**Dish washing.** Do you live in the country, as so many of our 4-H club members do, and do you have to carry all the water used for cooking, dish washing, scrubbing, bathing, washing of face and hands, and yes, washing all the family clothes? Well, then, let's be cheerful about it and plan our work accordingly. While the family is gathering for the meal, build up the fire in the range or cookstove and put water on to heat for the dishes that always follow a meal. If your range has a water reservoir at the end, see that it is well filled. A tin kerosene or gasoline can makes a fine tank for water—holds five gallons, too. If you have no other receptacle, you can fill the dishpan for washing and the tea kettle for rinsing. If you see to it that

you have plenty of hot water for your dishes, the task won't seem so bad after all.

Have plenty of clean tea towels and a clean dish cloth. Keep a second cloth for washing the pots and pans, sink and table, and a third one for the stove.



Two dishpans are needed—one about half full of fairly hot sudsy water, the second one with clean very hot water for rinsing. If you have a dish drainer your work will be lighter as less wiping will be required.

Wash dishes in the following order: (1) glass ware; (2) silver; (3) cups and saucers; (4) small dishes, plates; (5) service dishes; (6) cutlery; (7) cooking utensils; (8) table; (9) sink; (10) stove. Scald all dishes carefully.

If a draining rack is used, only glassware, silver, cutlery, and cooking utensils need be dried with a towel.

Note: Use scouring powder, steel wool, and similar aids to clean the outside of cooking utensils and the inside of aluminum vessels so that they will be bright and shiny. The brown stain on tea and coffee

cups is easily removed with a little baking soda or mild scouring powder. Forks and spoons that are stained or tarnished are easily cleaned with silver polish. Cutlery should be scoured unless it is made of stainless steel.

**Care of sink.** Remove all refuse. Wash with soap and hot water, then use a mild scouring soap, and finally rinse carefully to remove all scouring soap. At least once a day pour some boiling water down the drain. Take care to keep the faucets and all corners and cracks clean.

**Care of stove.** Wood or coal ranges should be washed with warm soapy water. A fine polish can be obtained in the following way: Fold a piece of emery cloth around a small piece of paraffin. When the stove is only just warm enough to melt the paraffin, rub the emery cloth over the top of the steel range; rub vigorously and do not neglect the nickle trim.

Once a week you should clean the wood or coal range. Clean out all ashes and soot from the fire box, the ash pan, and especially from the top of the oven. Have the flue draft open, remove all the stove lids, and scrape the ashes gently into the fire box and down into the ashpan. Next spread papers on the floor, and partly under the range, open the little door directly under the oven door and with the long-handled tool with a scraper attached, carefully scrape the soot into a pan.

Such treatment insures the best results from wood or coal ranges.

If you have a gas range, remove the tray under the gas plates and wash at least once a day. After using the oven, leave it open until it is cool and the moisture has evaporated; this prevents rusting.

If you have an electric range in which the elements are exposed, avoid getting them wet. Wash with soap and water the enamel and metal surrounding the elements. Use steel wool and mild scouring powder to remove burnt-on food. The oven should be left open until cool the same as in a gas range.

Those who choose this responsibility should keep a record of the time required to do it at the beginning of six weeks, then see how the time was shortened by learning the most efficient way to do every part of it. College girls have studied this problem and found that by studying more efficient methods they could save about half of the time originally required.

## WHAT TO MAKE FOR THE DINING ROOM

You may choose any one of the following articles or set of articles to make that you believe will add to the usefulness and attractiveness of your dining room.

1. Luncheon set
2. Place mats and napkins
3. Tray cloth
4. Hand-hemmed dinner napkins
5. Buffet scarf or set of three pieces

The following instructions will apply to making any of these except the hemmed napkins.

**MATERIAL:** Linen, Indian head, ramona cloth, or any other material of similar weight and plain weave.

### FINISH OF EDGE:

- a. Plain hand-hemmed hem
- b. Hem turned to right side, finished with long and short basting stitch in color
- c. Hemstitched hem
- d. Italian hemstitching
- e. Narrow hem, blanket stitched
- f. Hem finished with rickrack
- g. Or any finish equally simple

**DECORATION:** A simple design done in outline, chain, blanket stitch, cross-stitch, french knots, or any combination of these. Directions for making all of these stitches may be found in *Stitches, Seams, and Sewing Processes*.

Use colors that are harmonious with other furnishings in the room. For the luncheon set, the colors should harmonize with the dishes.

Avoid knots, long ends of thread, an untidy wrong side. Six-strand cotton thread is best for all decorative stitches.

Wash and iron your finished article carefully. The designs found in this bulletin may be used, you may make your own design, or you may buy a pattern, provided you select one that is as simple as the designs in this bulletin. Too often ready-stamped pieces are too elaborate. Fussiness, gaudiness, realistic designs such as houses are not good on household linens.

**PLACING THE DESIGN:** The design may be placed in the center front of place mats, tray cloth, or buffet scarf. In the luncheon set, the design is usually placed in one corner of each napkin, in opposite corners of the lunch cloth, or in the center of the lunch cloth. In the



buffet set, the design may be in the corners, in the center, or in the center front.

**NAPKINS:** A good linen napkin should be hemmed by hand, using the napery hem.

*Napery hem.* Turn a narrow hem ( $\frac{1}{4}$  inch or less) to the wrong side, make a second narrow turn to the wrong side, then make a third crease so that the hem lies back on the right side of the napkin and this last crease is even with the edge of the first crease. The overhanding stitch is used. Take up one or two threads through both the first and the third folds, pointing the needle directly toward you. Fasten the thread carefully at the beginning, sew from left to right. Do not use a knot. Turn the hem back flat and your stitches will be quite invisible.

## MEAL PLANNING

(Some experience in the preparation of meals is necessary for this unit.)

One of the most important duties of a homemaker is to provide meals for the family that will give every one just what is needed for growth and health and still not have the meals cost more than the family can afford either in money or work.

If you will carefully study the next few paragraphs, you will better understand some of the problems mother has to solve every day, and you will be able hereafter to help her greatly in her planning and preparing of the three meals a day.

### What food does for us—

1. Builds our bodies (makes children grow).
2. Repairs waste.
3. Keeps us warm.
4. Supplies us with energy and the ability to do work.
5. Protects us (the vitamins).
6. Keeps body machinery running smoothly.
7. Provides sufficient bulk for good elimination.

**Classification of foods.** Foods are classified according to the particular thing or things they do for us; for example, certain foods are especially good as sources of energy, others build and regulate our bodies, and a third group of foods protects our bodies. On another page you will find foods listed under these headings. Right here, though, we want you to learn a little about these general classes.

Those foods that furnish energy are the ones which also keep us warm. When we eat more of them than we require for a day's needs, they are stored for an emergency. This reserve is stored as fat. This emergency supply is called on to keep us going when for any reason we cannot eat for a time. After the reserve supply of fat is used, the body begins to burn muscle, and then the patient begins to get thinner and thinner. It is possible, however, to have too large a reserve of fat, which adds a burden that is hard to carry.

Some foods build the muscles, others build bones and teeth, still others regulate the body. Of course you know that if you keep feeding a fire more and more fuel and never clean out the ashes, after a time the fire cannot burn. These regulating foods help the body rid itself of the waste.

Certain foods contain properties known as vitamins which are necessary for growth and offer protection from certain diseases.

Please study the chart given on another page and see just what foods are listed under the various headings. These are some interesting things you will notice: Milk is found in more columns than any other food. Does that tell you anything as to why it is such a valuable and important food? Children should have from one pint to one quart a day and grown-ups should have a pint a day. This amount includes the milk used in cooking as well as that which is drunk.

Another interesting fact is that fruits and vegetables are valuable not only for their vitamins and bulk, but also for the minerals they contain, which regulate the body. The body needs many minerals, but if we are careful to eat those foods which supply calcium (lime), iron, and phosphorus we are sure to be supplied with the others as they are found in the same foods.

You will doubtless notice that a great many of the foods listed are fruits and vegetables. Perhaps some of you think you do not care for vegetables. Don't you think it would be a good plan, since vegetables are so important, to train yourself to like them? It is quite possible to do so, you know, and you will be well repaid for your effort because you will be healthier and so can enjoy life more.

In planning meals it is best to have some food from each of the groups every day.

Can you discover what is wrong with the following meals?

Breakfast:

Oatmeal, cream  
and sugar  
Toast  
Coffee

Luncheon:

Baked potato  
Bread and butter  
Tea  
Rice pudding  
Cake

Dinner:

Beefsteak  
Potatoes  
Baked beans  
Bread and butter  
Custard pie

Why are these better?

Breakfast :

Oranges  
Rolled oats, cream  
and sugar  
Toast and butter  
Milk

Luncheon :

Tomato soup  
Toasted crackers  
Brown bread and  
butter  
Cocoa  
Apple sauce  
Cake

Dinner :

Beefsteak  
Baked potatoes  
Carrots  
Bread and butter  
Waldorf salad  
Fruit dessert  
Beverage

Among the things to consider in meal planning is *balance*; that is, to see that all groups are represented so that we have all the things we need for our day's work and the building and repair of our bodies. Another thing to consider is *variety*. So many foods contain the same elements that we can easily have enough variety and need not tire of any one food. A third item to consider is the *cost* of the product. Remember that foods, especially fruits and vegetables, will cost more if we buy them out of season. Meat is always relatively expensive. We can get some of the protein or building foods from the other foods in the protein column and so cut down expense. And last but not least, we must consider the *amount of work and time required* to prepare our food. In order to save time, plan to prepare food in simple ways.

### Some don'ts in meal planning—

Do not serve the same food in two ways at the same meal. Examples: tomato soup, tomato salad; beef broth and beef steak, etc.

Do not serve potatoes prepared always in the same way.

Do not serve rice and potatoes at the same meal, nor baked beans and meat, nor macaroni and cheese and meat.

Avoid inharmonious color combinations, such as beets and carrots.

Do not serve two strong-flavored vegetables at the same meal, such as onions and cabbage.

Plan to serve either a fruit or a raw green vegetable at least once a day, preferably at every meal.

If more than sufficient food for one meal is cooked, the left-over portion can be utilized the following day and may effect a saving of time and fuel.

Double quantity of rice may be cooked and part of it moulded in individual molds to be served later in the week with canned fruit as a dessert. Other time-saving devices will occur to you as you work.

Plain, wholesome foods, well cooked and attractively served, are much more pleasing than much fancy cooking such as fancy pastries, cakes, and desserts.

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**A GUIDE TO**


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Energy-giving foods			Protective foods—vitamins		
Starches	Sugars	Fats	A	B	C
breads crackers macaroni rice potatoes sago tapioca all cereals dried beans and peas cake pie	sugar candy cookies cake preserves jams jellies dried fruits desserts	butter cream buttermilk cheese salt pork lard oils peanut butter fats from all meats dried beans nuts cereals	milk butter cream liver tomatoes all green leaves grapefruit cabbage carrots cauliflower parsnips cheese egg yolk	milk lemons tomatoes oranges all green leaves celery cabbage carrots cauliflower onions parsnips cheese eggs	milk lemons tomatoes oranges all green leaves cabbage carrots cauliflower onions

Be sure to drink from 4 to 8 glasses of water daily!

In planning your meals, for the day, select something from each column, unless the food selected appears in several columns as many of the foods do. For example, you will find milk in six of the eleven columns.

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Marketing and storing of food are very important lessons to learn if you are to become an efficient homemaker.

With this help, it should not be difficult for you, working with Mother, to plan palatable and wholesome meals for your family.

### WHAT TO MAKE FOR MEAL PLANNING

Scrap book containing recipes, menus, and information concerning food. Pictures of prepared dishes will add to its attractiveness. The same information may be put in a recipe filing box, in place of a scrap book, if desired.

### CARE OF THE LIVING ROOM

*"When carelessness comes in the door, beauty goes out the window."*

The living room is shared by the whole family for their rest and recreation. It should be so arranged that there may be a place for all the family and their interests.

**MEAL PLANNING****Body-building and regulating foods**

Muscle	Bone, teeth, and regulating			
Protein	Calcium (lime)	Iron	Phosphorus	Bulk
milk	milk	egg yolks	milk	string beans
cheese	buttermilk	bran	buttermilk	peas
eggs	cheese	whole grain	cheese	cabbage
lean meat	molasses	cereals	egg yolks	squash
fish	spinach	molasses	fish	celery
poultry	chard	spinach	spinach	spinach
	celery	chard	whole grain	all green
	cauliflower	celery	cereals	leaves
	kohlrabi	all green	cauliflower	apples
	lettuce	leaves	cabbage	prunes
	rhubarb	raisins	carrots	bran
	turnips	prunes	asparagus	onions
	cabbage	dates	string beans	whole grain
	carrots	figs	lean meat	cereals
	asparagus	radishes		
	string beans	cabbage		
		lean meat		
		string beans		

Plan to use a pint of milk per person some time during the day.

Use meat, fish, or poultry only once daily.

Use fruit and vegetables each at least twice daily (one of the vegetables should be raw).

Use whole-grain cereal and bread at least once daily.

**Daily care.** (1) Pick up and put away all papers, books, and magazines. (2) If there is a stove or fireplace in the room, lay a fire. (3) Brush up around the stove or fireplace. (4) Arrange the furniture. (5) Use the dust mop on the bare floor. (6) Use the carpet sweeper on the carpet or rugs where it is needed. (7) Dust the room. (8) See that any flowers in the room are all right. (9) Air the room for as long as the weather permits.

**Weekly care.** Some of the following things will not require doing every week, but are necessary at times. (1) Take out small rugs and sweep them on both sides. Do not shake. (2) Take out any small furniture, such as chairs and small tables, that will make sweeping easier. (3) Sweep the ceiling and walls with a soft wall-brush or a broom with a cotton flannel bag over it. Be sure to clean over the windows and doors. (4) Dust books in open cases and cover the cases. Dust any small objects, and cover or put under cover some place. (5) Sweep the floor. If bare, use a broom, then a dust mop, then wipe with a damp cloth or if painted, mop it. If the floor

is carpeted, use a broom or if possible a vacuum cleaner. (6) Dust the furniture, woodwork, and pictures. (7) Arrange the furniture. (8) Put in fresh flowers.

The following tasks will need doing every two or three weeks: (1) Wash windows and picture glass. (2) Polish the floor. (3) Polish the furniture. Illustrations are to be found under the heading of Tasks.

Isn't it a pleasure to see a room look fresh and clean and orderly?

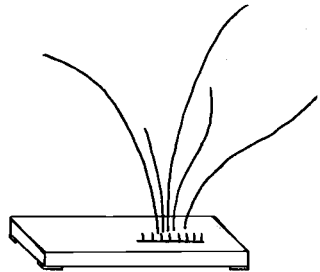
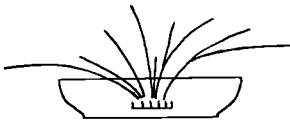
*"A house without flowers is like dough without yeast—and a simple bouquet helps us rise to the occasion."*

### HINTS ON FLOWER ARRANGEMENT

By MRS. WM. H. BERKEY, Portland

"The Japanese are age long recognized authorities on flower arrangements, and they teach us that all arrangements should be made with a feeling for their natural growth. It is best to place them so as to prolong their beauty and life as well as give joy to the beholder.

"Arrange flowers with their own foliage as much as possible; try to add a few buds to suggest the act of living, and always have your arrangement tell a story.



"Keep the height of blooms uneven—lightest flowers at the top, branches and leaves never crossing each other.

"Choose your container with relation to your flowers; for instance, large heavy blooms such as marigolds or tulips are best shown in pottery or metal containers; fine delicate stemmed flowers in clear or cut glass.

"One and one-half the height or one and one-half the width of the container should total the arrangement. Never too many kinds in

a bouquet—feature one or two kinds and add others only to build your picture. Try to harmonize arrangements with color scheme of room.

“Do not have all one color at one side of bouquet—spread them around.

“Large bouquets in large rooms, medium sized or low bouquets for dining room table.

“Bright and white flowers in dark places.

“Warm flowers in a cool room.

“Place single blooms or miniature arrangements before a mirror in a guest room or on a dressing room table.

“Dainty, harmonious flowers are best for corsages.

“Very small arrangements go well on window sills—violets, violas, forget-me-nots, etc.

“Not too highly scented flowers for the convalescent.”

REFERENCES: Hine, Mrs. Walter, *The Arrangement of Flowers*.

Biddle, Dorothy, *How to Arrange Flowers*.

Burroughs, Laura Lee, *Flower Arranging*.

## WHAT TO MAKE FOR THE LIVING ROOM

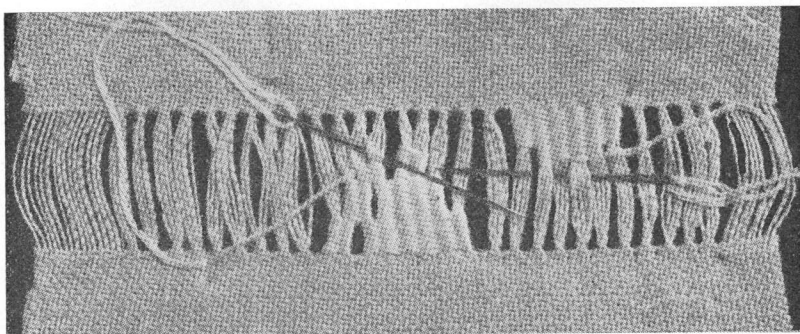
Select one of the following articles, if you choose the care of the living room for your responsibility:

1. Table scarf or runner
2. Davenport set
3. Tailored cushion
4. Book ends
5. Chair set
6. Foot stool cover

**Table scarf.** MATERIAL: should be neutral in color, medium weight. Linen crash, osnaberg, monk's cloth in natural color.

CUTTING: a scarf is cut narrower than the width of the table so that only about  $\frac{1}{3}$  or  $\frac{1}{2}$  the surface through the center is covered. It is cut long enough to hang over the edge of the table from 6 to 8 inches.

EDGE FINISH: plain hem, narrow along the sides and from  $1\frac{1}{2}$  to  $2\frac{1}{2}$  inches on the ends depending on the length of the scarf. The hems along the sides should be plain hemmed. Hems at the ends may be finished with the outline stitch, chain stitch, blanket stitch, long



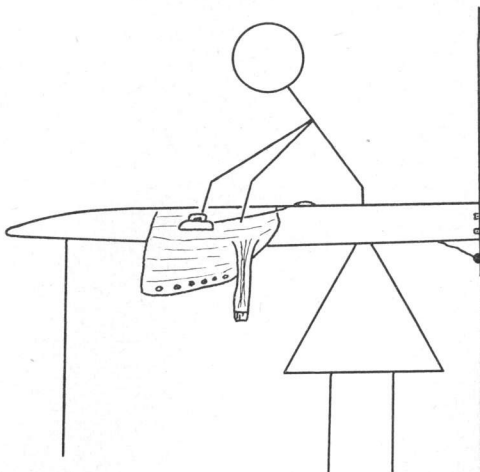
and short basting, plain hemming, hemstitching, or Swedish weaving. When Swedish weaving is used, no other decoration is required.

Any decoration should be simple and dignified in design, in rich colors such as woodsy brown, dark green, dull reds, medium to dark blues, old gold, old rose; no light yellows, blues, pinks, or greens. Conventional designs are best—fruits and natural flowers are in poor taste, as is a design that covers much of the cloth. Six-strand embroidery cotton or yarns should be used.

**Davenport and chair set** is like the table scarf in material, finish, and design, but the size of the pieces must be made to fit the requirements of the davenport or chair.

We are not recommending crocheted sets for several reasons, although we realize that they are widely used.

**Book ends.** Inexpensive metal book ends may be purchased and covered with a fitted piece of cloth. A suitable design in gay colors and simple outline, chain, or blanket stitch will make these very attractive. Use any of the materials suggested for the table runner and davenport set.





## CARE OF OWN CLOTHING

This responsibility includes proper hanging of clothing, mending, removal of spots, laundering, and pressing.

Coats and dresses should be put on hangers so that the shoulders and sleeves are straight. Such garments as are only worn occasionally should have a protector over them. Protectors may be in the form of a short covering that goes over the shoulders and extends down only six or eight inches. These may be made of cloth, cellophane, or pliofilm. Some people prefer protectors that cover several garments at once and completely.

Shoes should be cleaned before being put away. A shoe pad or tree put into the shoe keeps the shoe in good shape.

Hose should be washed every night and darned at the first appearance of a hole. Match the hose in color with the darning thread, using wool on wool hose, silk on silk hose, and cotton on cotton. Keep the edges smooth. Put in threads with the lengthwise threads of the hose and darn over and under these threads. See that any weak places at the edge of the hole are strengthened by extending the weaving stitches through them. Runs should have the loops picked up with a fine crochet hook or a run-mending needle having a tiny hook for picking up the loops. When the loops have been picked up for the length of the run, the ends must be secured.

Knit undergarments should be mended in a way similar to that used for hose. Rents in woven garments must be darned with ravelings of the garment. Holes should be patched; rips should be sewed up; fasteners, buttons, and hooks and eyes should be replaced; spots should be removed; garments pressed. Washable garments should be frequently laundered. Directions for laundering are to be found in another part of this bulletin.

Why not sometime at a meeting let each member put one garment into excellent repair? That ought to furnish inspiration enough to send every member home to put the rest of her wardrobe in order.

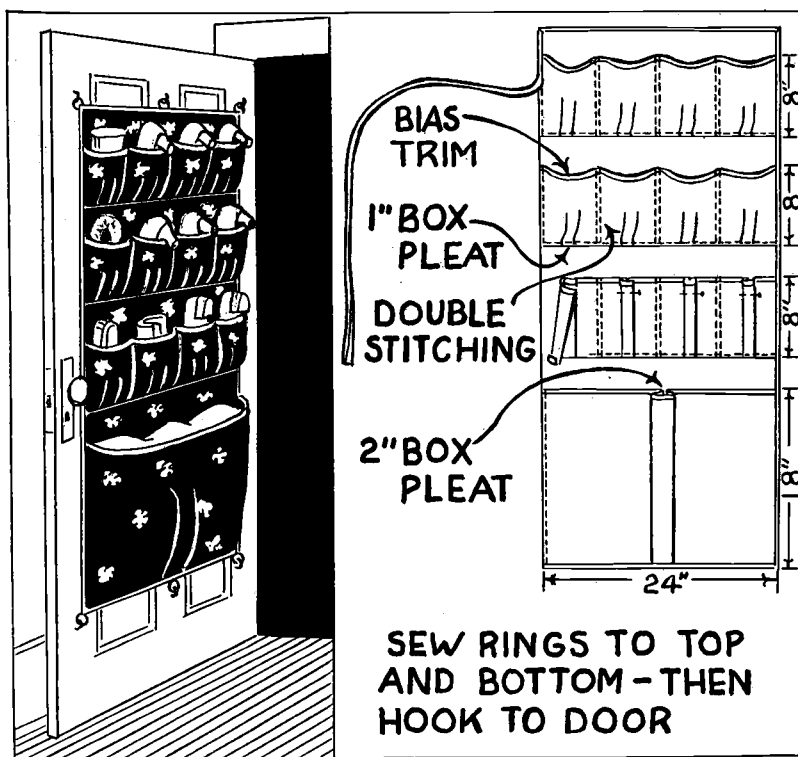
## WHAT TO MAKE FOR CLOTHING CARE

Shoe bag for closet door  
Laundry bag

Dress protector  
Hat stand and hat cover

**Shoe bag.** MATERIAL: Denim or good quality cretonne. Measure the space on the door where the bag will be placed. Cut one piece to fit this space, (it should be at least 14 inches wide by 20 inches long)

and cut one strip 12 inches wide and  $\frac{1}{2}$  again as long as the width of the large piece. Start with the 12-inch strip; first hem upper edge; then mark the edge of this strip in quarters. Baste it to the large piece so that the lower edges are together and the mark for the center of the strip is over the mark for the center in the large piece; do the same with the quarter marks. Lay the fullness in each quarter in pleats.

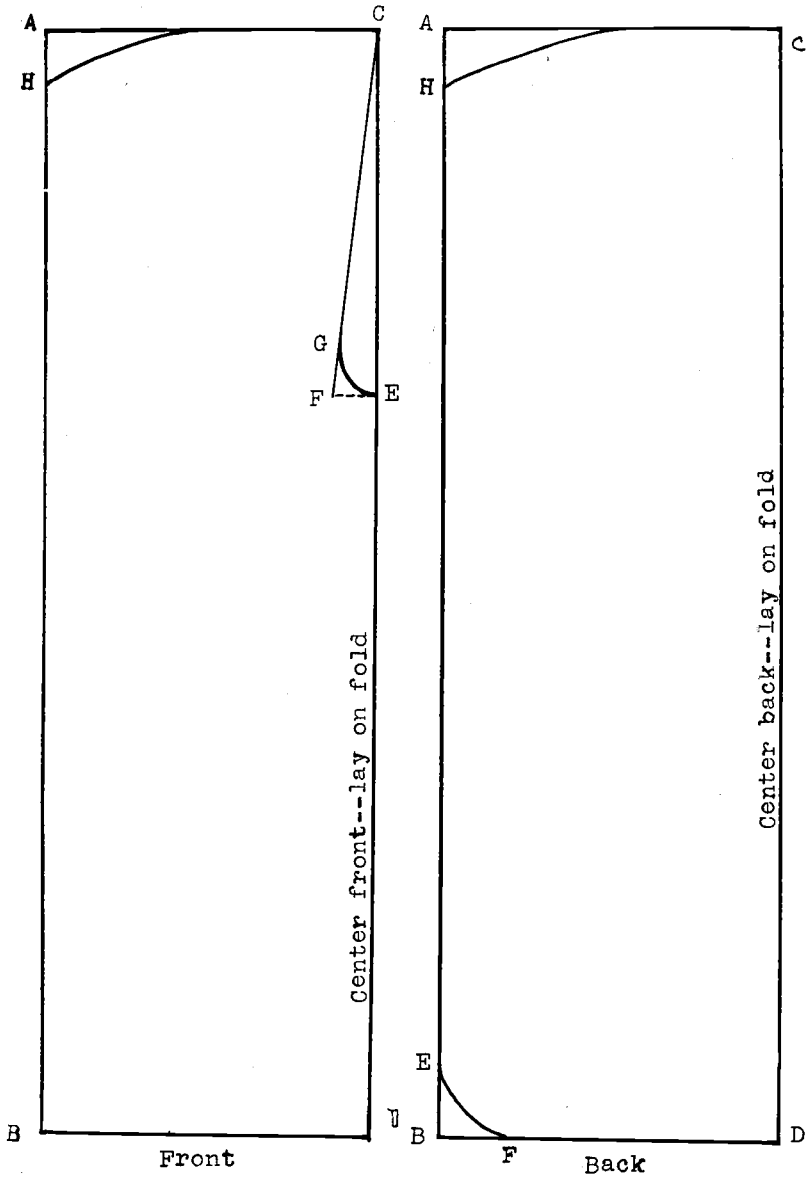


Reproduced by courtesy of the Spool Cotton Co., 350 Fifth Avenue, New York City, from their publication *Sew What for Your Home*.

Stitch the pocket piece to the large piece at each quarter mark, from the bottom to the top of the 12-inch strip. Stitch back on the top to give strength.

Cut one or two more strips 7 inches wide and the length of the 12-inch piece. Finish the top with a  $\frac{1}{2}$ -inch hem. Be sure that the warp threads in the back and the strips both run the long way of the finished bag.

# Draft for a laundry bag



Divide these strips as you did the 12-inch strip and put the extra fullness into each pocket. Finish across the bottom of each strip of pockets and all the way around by stitching on a mercerized woven straight binding, stitched along both edges. Sew on small brass or bone rings to hang it by and your bag will be ready for use.

**Laundry bag.** MATERIAL: percale, gingham, chintz, cretonne, unbleached muslin, or similar material.

Cut two pieces 30 inches long by 18 inches wide. Curve the top of both pieces to the shape of the top of a coat hanger. Make a slash from the top of the front piece down ten inches in the center crease. Bind this slash. If the lower edge of the back of the bag is finished to lap over the front for 3 inches and fastened with snaps or loops and buttons, it will be easier to get the soiled clothes out. Sew across the top and down both sides. Put it on a coat hanger, and it is ready for use.

**Hat stand.** (1) Either a glass or pasteboard quart milk bottle makes an excellent hat stand. It may be neatly covered with wall paper or gay percale or gingham and should have pebbles or sand in the bottom two or three inches deep to keep it from falling over.

**Hat cover.** Use glazed chintz, pliofilm, or cellophane. Cut 4 pieces 10 x 6 inches. Fold in half lengthwise and curve the top, beginning about 4 inches from the upper edge and curving toward the fold at the top. Bind around each piece except across the bottom, sew all four pieces together and bind around the bottom.

**Dress protector.** Using a dress hanger as a pattern, cut two pieces of any material shaped to fit the curve of the hanger and 9 inches deep from the center of the curve. Bind the two pieces together along the curved edge, leaving an opening for the hook of the hanger in the middle. Bind around the bottom opening.

## CARE OF THE BATHROOM

Most bathrooms are equipped with a tub, lavatory (wash basin), and toilet. The walls and floor of the bathroom should be so finished that they are easy to keep clean. If the walls are papered, a glazed paper is desirable; painted, varnished, or waxed walls are suitable. Where expense need not be considered, tiled walls are ideal. If the floor is not covered, it should be oiled or painted. Linoleum makes an easily cared for floor.

The health of the family depends so much on the sanitary condition of the bathroom that its care is well worth attention and study.

Each member of the family should be trained to clean the tub after bathing. This is easily done if proper cloths and cleaning materials are kept in a convenient place. The toilet should always be flushed after using. An unpleasant odor in either tub, lavatory, or toilet is indicative of lack of care unless for some reason the plumbing has been incorrectly done.

**Daily care.** Sweep. Clean tub and lavatory if family has neglected doing so.

**Weekly care.** Mop floor. Clean cupboard, scour tub, lavatory, and toilet. Wash windows if necessary.

### CLEANING PROCEDURE

**Floor.** Dust the floor with a dust mop or soft broom every day. Mop on cleaning days (oftener if needed).

**Walls.** Dust the walls frequently. If possible, wash occasionally.

**Bathtub.** A little kerosene on a cloth will easily remove the dark rim. The kerosene odor soon disappears. Scouring powders may be used also. Rinse thoroughly after using either. Let clean, hot water run into the drain to wash down all soapy or dirty water. This prevents any odor.

**Lavatory.** The lavatory needs frequent cleaning also and may be cleaned according to the directions given for the tub.

**Toilet.** Put some hot, soapy water into the bowl of the toilet. Use a brush made for that purpose and wash the bowl carefully, getting off all discolorations. Flush this down, then put in more hot, soapy water and with a cloth wash up around the rim of the bowl and then wash the outside of the bowl to the floor. Wipe the outside. Wash the seat and dry it carefully. The toilet should be cleaned in this manner at least weekly and oftener if any odor is detected.

### WHAT TO MAKE FOR THE BATHROOM

Bath mat, or two guest towels.

Bath mat may be made of quilted table padding, decorated with an applique design.

Guest towels should be of linen and may be hemstitched, scalloped, plain hemmed, decorated with suitable design or initials. These towels should be at least 18 inches long and 12 inches wide.

## SOME TASKS NOT INCLUDED ELSEWHERE

**Polishing silver.** Whiting moistened with alcohol to form a paste and applied with a soft cloth will clean silver easily. Let dry and polish with a soft cloth. Wash and scald carefully. Wipe dry on a clean, soft towel.

A commercial silver polish in liquid, cream, or powdered form may be used in the same way.

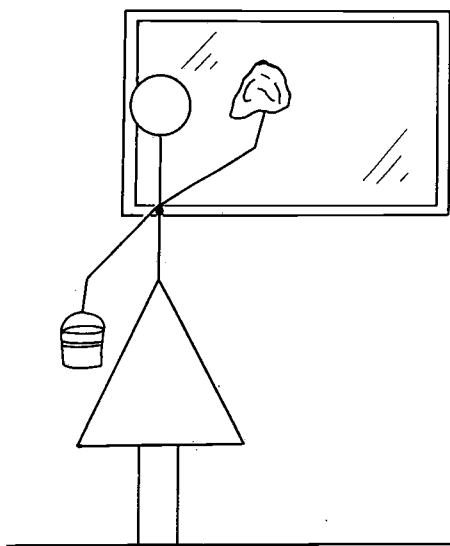
If knives, forks, and spoons that are tarnished are polished when washing the dishes, the time used will be scarcely noticed and the silver will always be bright.

**Washing windows.** There are several ways that may be successfully used for washing windows. (1) Wash with warm water, a little soap, and soft cloths, and carefully polish. (2) Use two quarts of warm water, two tablespoons of kerosene. Wring a piece of chamois skin out of this water and wipe the window. No drying or polishing will be required. (3) Apply a mild scouring powder wet, allow it to dry on, and then wipe. This is a very good method but takes somewhat longer and one is apt to scatter powder on the floor.

**Sweeping.** Sweep from the corners toward the center of the room. Use long strokes. Avoid lifting the broom at the end of the

stroke as that scatters dust. Use a dust broom if possible on painted, varnished, waxed, and oiled floors. Take up the dirt on a dustpan and burn. Never sweep it out into the yard!

Carpet and large rugs should be swept with a damp broom, or cleaned with a vacuum cleaner if you have one.



floor with clean water and no soap. (6) Do not leave puddles of water. (7) Wash the mop and bucket. (8) Put away mop and bucket. Many housewives prefer to wash the floor with a cloth rather than mop it.

**Mopping.** (1) Have hot suds. (2) Soft rags make the best mop. (3) Take care not to splash against the baseboards. (4) Mop lengthwise of the boards. (5) Go over the

**Care of pantry and kitchen shelves.** (1) Painted shelves are most easily cared for. (2) Cover unpainted shelves with manila paper, shelf paper, or newspaper. If newspaper is used, use more than one thickness. (3) Have paper come just to edge of shelf. (4) Keep shelves in order. (5) Have most frequently used dishes and utensils most conveniently placed. (6) Keep left-over food covered. (7) Avoid letting left-over food spoil. (8) Wipe up drops of liquid as soon as they drop. (9) Keep crumbs brushed off shelves. (10) Where one has a refrigerator, all the perishable food should be kept in it. (11) Except in extremely cold or hot weather, keep the pantry window wide open. (12) Have windows screened.

**Care of equipment—**

1. Brooms. If new brooms have boiling water poured over them before using, they will last longer. Hang up brooms.

2. Carpet sweeper. Clean the dustpan and brush frequently. Put a drop or two of machine oil on the axle occasionally to make it run more smoothly and quietly.

3. Vacuum cleaner. Empty dust bag. Oil cleaner slightly once in a while.

4. Door hinges. Oil door hinges when they become noisy.

5. A dustless duster.

Make a dustless dustcloth by wringing clean, soft cloths out of water to which kerosene in the proportion of one tablespoon kerosene to one pint of water has been added. After wringing the cloths out, dry thoroughly, then store in a glass jar until needed. The tight jar prevents the evaporation of the kerosene. Several cloths can be prepared at the same time. When soiled they can be washed and prepared over again.

**Care of furniture and woodwork.** Careful dusting from day to day will greatly lessen the need for special cleaning or polishing.

**TO CLEAN VARNISHED WOOD:**

Remove all dust first.

Use cheesecloth for washing and wiping.

Prepare: 1 quart boiling water  
3 tablespoons lemon-oil  
1 tablespoon turpentine

Wring cloth as dry as possible from this solution.

Wash a small space at a time.

Wipe immediately with cheesecloth.

Carvings may be cleaned with a soft brush and this solution.

**NOTE:** This solution polishes because it cleans.

When polished furniture becomes dull and dingy, either a home-made or a commercial furniture polish will be required to restore it.

#### A GOOD FURNITURE POLISH :

Mix thoroughly one cup of turpentine, one cup raw linseed oil, and one tablespoon of vinegar. Use a little on a soft cloth for polishing varnished or shellacked surfaces.

Polish *waxed woodwork* with a prepared wax or use a home-prepared wax made as follows :

#### WAX POLISH FOR VARNISHED, WAXED, AND OILED FURNITURE

1 lb. beeswax

1 pt. turpentine

$\frac{1}{2}$  pt. alcohol

Melt the wax in an earthen bowl over water. When melted remove bowl from water and stir the other two ingredients into the wax with a stick. Continue stirring until the mixture has cooled, when it will be a greyish cream paste, which will be ready to use at any time. Use only a little at a time and rub it in thoroughly with the grain of the wood. A flannel cloth is best for the final polish.

## LAUNDRY WORK

Although many people in the city and large towns send a great deal of their laundry work out, most laundry work in the rural districts must be done at home.

### PREPARING CLOTHES

**Sorting.** Sort the laundry as follows: (1) fine white garments; (2) table linen; (3) knit underwear; (4) colored garments; (5) stockings; (6) woolens; (7) towels, sheets, and pillowcases; (8) tea towels; (9) silk garments.

**Removing stains.** *Fruit stains*—Stretch the part of the cloth having stain over a bowl. Pour boiling water through from a height. Bleach if necessary. *Blood or meat juice*—Cold water, soap and cold water, or starch paste. *Chocolate or cocoa*—Borax and cold water. Bleach if necessary. *Coffee or tea (clear)*—Boiling water. Bleach if necessary. *Coffee or tea with cream*—Use cold water, then boiling water. Bleach if necessary. *Cream or milk*—Cold water, then soap and cold water. *Egg*—Cold water. *Grease or oils*—Soap and warm water. *Pitch, tar, or wheel grease*—Rub with fat, then use soap and warm water, or benzine. *Vaseline*—Use kerosene or turpentine.



*Grass*—Use cold water; soap and cold water. *Iron*—Use lemon juice and salt, salts of lemon, oxalic acid or hydrochloric acid. After using the last two acids rinse in water and ammonia or borax.

If you desire more information on the subject send to the U. S. Department of Agriculture for Farmers' Bulletin 861, *Removal of Stains from Clothing and Other Textiles*.

The bleaching agents must be used carefully and should be used after all other methods have failed. There are a number of excellent bleaching substances on the market today. In using any of them, carefully follow the directions that come with the product. After using a bleach, rinse thoroughly.

### WASHING WHITE CLOTHES

**White cottons and linens.** There are several methods that may be used in washing white clothes and good results be obtained. Mother has a method that succeeds for her, hasn't she? Here are a few things to be considered: (1) Very dirty clothes are more easily washed clean after soaking for a short time in tepid water. They should be wrung out of this water after squeezing out as much of the dirt as possible. (2) Wash white clothes in hot water, using soap generously and rubbing on a board, unless you have a washing machine to do the rubbing for you. Some people always boil white clothes. If that is your method, boiling should follow rubbing. (3) The real secret in having white, clean clothes, though, is in the rinsing. If the first rinse water is a little warm and sudsy and then two clear rinses are used, the dirty water will all disappear. The second clear water may be the bluing water. Bluing tends to make white clothes appear whiter.

**Table linen** may be washed with the less soiled white pieces and treated the same.

### WASHING OTHER CLOTHING

**Colored clothes.** Wash in warm water with a mild soap. Rinse carefully. Dry in shade. Do *not* use bluing with pink or yellow.

**Stockings** should be washed by themselves. Be sure to turn all stockings and wash on the wrong side as well as on the right. Roll and squeeze the water out. This prevents stretching out of shape.

**Woolens** must be washed in warm, soapy water and rinsed in water of the same temperature.

**Silk and rayon garments.** It is best to wash either woven or knit silk and rayon garments by themselves. Make a good suds in a vessel of warm but not hot water. Gently squeeze the garments in this. Rub only very badly soiled places. Rinse in at least two waters of the same temperature. Squeeze out the water and hang carefully to dry.

## STARCHING

**How to make starch.** Mix the dry starch with a little cold water until smooth. Set the pan on the stove, and while stirring constantly pour in boiling water gradually until the starch is clear. Boil for a few minutes. If a half teaspoon of shaved paraffin is added to the starch, it is less likely to be sticky. Strain and use while hot.

**How to starch clothes.** Wring the garments to be starched out of the bluing water and dip and squeeze the starch water through the garment. Wring and hang up.

Collars and cuffs of men's shirts need a second starching in cold starch just before ironing. Cold starch is made by adding cold water to a specially prepared starch. Dip the part to be starched in this mixture (follow directions on the package for proportions), and then roll the garment up tightly for a few minutes before ironing.

## HANGING AND DRYING

Have pins and line clean. Hang clothes of a kind together and wrong side out. Hang garments by bands or seams. White clothes should be hung in the sun. Colored and woolen garments should be hung in the shade. Knitted or crocheted articles should be laid flat. Silk and rayon, particularly white, should be rolled in heavy cloth (for example, a turkish towel), and left for at least thirty minutes. It is best not to hang these up.

## IRONING

Have the board covered with a heavy pad and a clean cloth. Have clothes evenly damp. Avoid wadding, which causes wrinkles that later must be ironed out. Be sure your irons are clean and hot. Iron with the threads of the material. Iron collars and sleeves before ironing the body of the garment. Iron until thoroughly dry. Take care not to scorch the cloth. Use an iron stand or several thicknesses of paper to rest the iron on. Beeswax or paraffin rubbed over the iron occasionally tends to keep the iron smooth.

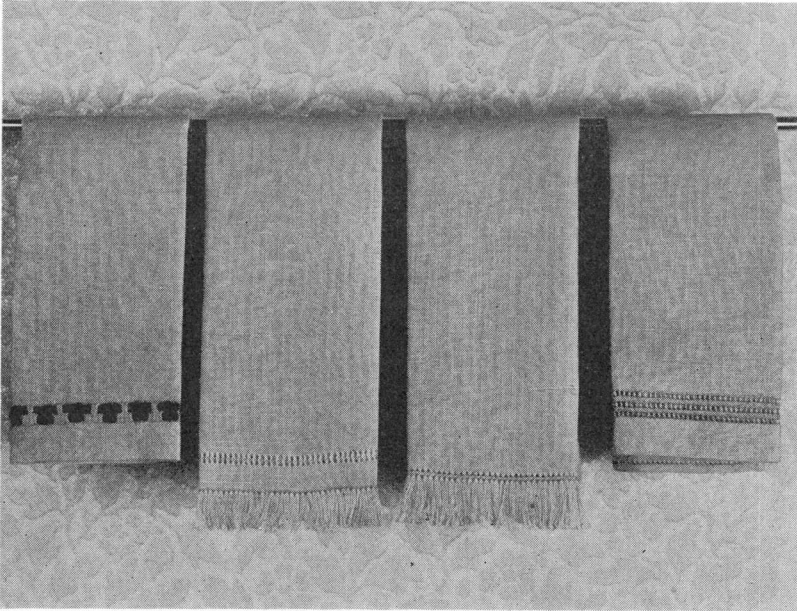
## FOLDING CLOTHES

Do not fold pieces any more than is absolutely necessary for storing purposes.

**Dinner napkins.** Lay napkin on board, with wrong side up and one hem parallel with the edge of the board. Bring the opposite hem up so that it is parallel with the first but  $\frac{1}{4}$  inch (scant) below it. Crease this fold. Then bring the fold up even with the first hem and crease again. Next fold the left-hand edge over to within  $\frac{1}{4}$  inch of the right-hand edge, and last bring the fold, which is on the left-hand edge, over even with the right-hand edge.

**Small napkins** are folded twice to form a square.

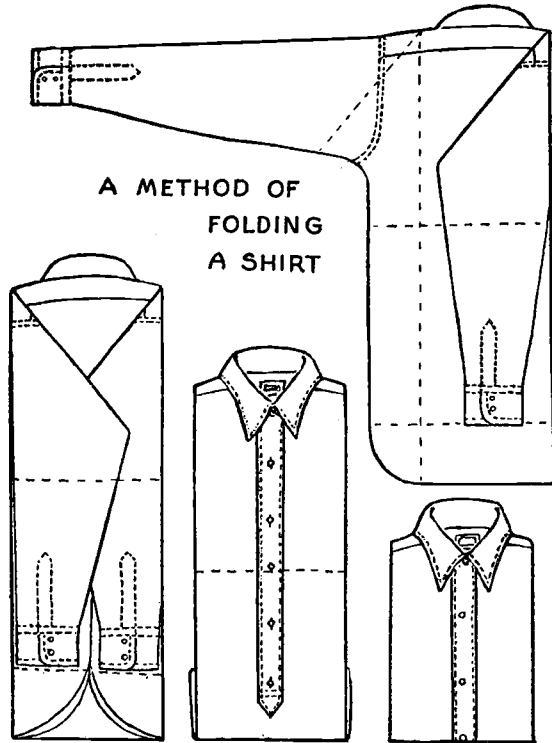
**Hand towels and pillowslips** are folded in thirds lengthwise and then in halves across. The cross fold is not ironed in. The towel for exhibit is to be folded in this way. It is well to change the fold occasionally so as to avoid undue wear in one place.



**Sheets and tablecloths** are folded in halves lengthwise first, then in half crosswise, and only enough more to fit storage space.

**Dresses** look much better left unfolded and put away on a hanger. If a dress must be folded, as for exhibiting, place it on a table with the front down. From a point on the shoulder about half way from sleeve to neck fold in a straight line to the hem. Then fold the sleeve so that it is in a straight line with the fold of the dress. Fold the second side in the same manner. Next bring the hem of the dress up even with the neck, and last fold once again crosswise. If tissue paper is crumpled and laid in these crosswise folds, no crease will be made and the dress will look better. Men's shirts, baby dress, slips, nightgowns, and in fact almost any garment may be folded in this way.

**Shirt or dress for exhibit.** The accompanying illustration shows a shirt being folded in the manner just described. For exhibit the shirt or dress should be folded in this way to make for uniformity and ease in judging.



A simple method of folding a shirt, which can be applied to many other garments.

From U. S. Department of Agriculture Farmers' bulletin 1497, *Methods and Equipment for Home Laundering*.

## DEMONSTRATIONS

You have learned to do many things by this time that will be of help to you all your life, but until you have passed on to others some of the knowledge you have gained you have not gained all you can from your months of work. For this reason we want you and every member of your club to give some demonstrations. A list of possible demonstration topics is given below. We are certain you will find this phase of the work interesting.

**Value of demonstrations.** Demonstrating is merely showing others how to do things one has previously learned to do. It includes doing the work and explaining it. Demonstrations also help to fix in the demonstrator's mind facts concerning the work done.

**Personal appearance of a demonstrator.** Be sure that you are neat and clean.



**Where to give demonstration.** Some of the demonstrations may be given in a home, and some in the schoolhouse or at a local or county fair, the grange, or any other public function.

**Number in team.** Each team is to have two members.

**Number of demonstrations.** We want every club to give demonstrations. We suggest that some demonstration be given at each meeting. Then when fair time comes, it will be easy to select a demonstration team and subject to prepare for the county and state contests.

In planning a demonstration, first decide on a subject with which you are already fairly familiar through the responsibility you have been doing.

After you have selected your subject you are ready to plan the demonstration. It is a help in planning a demonstration to take a sheet of paper and divide it in half lengthwise. Number the upper left corner one and the upper right corner two to designate the two team members.

The work and subject matter for talking is then divided between the two sides of the paper (the two team mates, you see) in this general way.

1.	<i>Talk</i>	<i>Work</i>	2.
a.	Introduces team	a.	Acknowledges introduction
b.	Gives subject	b.	Arranges equipment
c.	Begins describing what team mate is doing	c.	Commences to work

In some demonstrations it may be necessary at times for the talker to help with some of the work. This would be true in setting the table and making the bed, wouldn't it?

Because both members of the team wish to share in both talk and 1 takes up the work while number 2 does the explaining. The outline looks like this:

<i>Number 1 works</i>	<i>Number 2 talks</i>
Takes up the work where team mate left it	Explains what team mate is doing Gives summary Invites questions

If the demonstration is very short and simple, the one who is talking will sum up the demonstration and ask for questions. If the demonstration is more complicated, the first speaker may again take up the talk and her team mate continue with the work; then the second team mate would close the demonstration by summing it up and asking for questions.

In answering questions, always repeat the question before answering it. Each girl should try to answer the questions that pertain especially to the part of the demonstration she explained.

A few suggestions which may prove helpful:

1. Have your equipment well arranged.
2. Do not have any equipment so placed that it will obstruct the view of your work.
3. Use posters to illustrate your point.
4. Speak clearly, fairly slowly, very distinctly.

5. Use good English.
6. Keep talk and work together.
7. Be happy and smile.
8. Do *not* chew gum.
9. Be neat and well groomed.
10. Be familiar with your subject. This will probably mean *study* and *practice*.
11. Watch your team mate—keep together. The one who is talking may have to tell a story to fill in time. The worker may have to do some more work while the talk is catching up. Keep together.

#### Subjects for demonstrations—

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Bed making                       | 13. Care of furniture             |
| 2. How to sweep a room              | 14. Care of clothing              |
| 3. Making dustless dusters          | 15. Cleaning of silver            |
| 4. Removal of stains                | 16. Care of brooms                |
| 5. Washing windows                  | 17. Table courtesies              |
| 6. Cleaning woodwork                | 18. Table setting                 |
| 7. Arrangement of flowers           | 19. Making a furniture polish     |
| 8. Washing clothes                  | 20. Serving a meal                |
| 9. Dish washing                     | 21. Clearing away a meal          |
| 10. Mopping                         | 22. Arrangement of bureau drawers |
| 11. Ironing clothes (any one piece) | 23. Shoe trees and bags           |
| 12. Hanging clothes to dry          | 24. Cleaning a stove              |

Some of these subjects, like numbers 8, 11, and 13, can easily be divided into two or more demonstrations. If you have any other subjects in mind you may use your own.

When you have completed all the requirements of the project, complete your records, write your story and send or give your Record Book to your local leader, your County Extension Agent, or the State Club Leader depending on the plan followed in your county.

#### Prescription for Good Homemaker

2 lbs. very best self-control  
 1½ lbs. patience  
 1½ lbs. justice  
 1 lb. consideration  
 1 lb. discipline  
 Sweeten with charity

Let this be taken daily, or in extreme cases, hourly. Keep it always on hand and the domestic machinery will never be troubled with "hot boxes."