

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

Nebraska 4-H Clubs: Historical Materials and Publications

4-H Youth Development

1969

Learning to be a Homemaker : Extension Circular 11-11-69

Magdalene Pfister

Follow this and additional works at: <https://digitalcommons.unl.edu/a4hhistory>

Pfister, Magdalene, "Learning to be a Homemaker : Extension Circular 11-11-69" (1969). *Nebraska 4-H Clubs: Historical Materials and Publications*. 253.

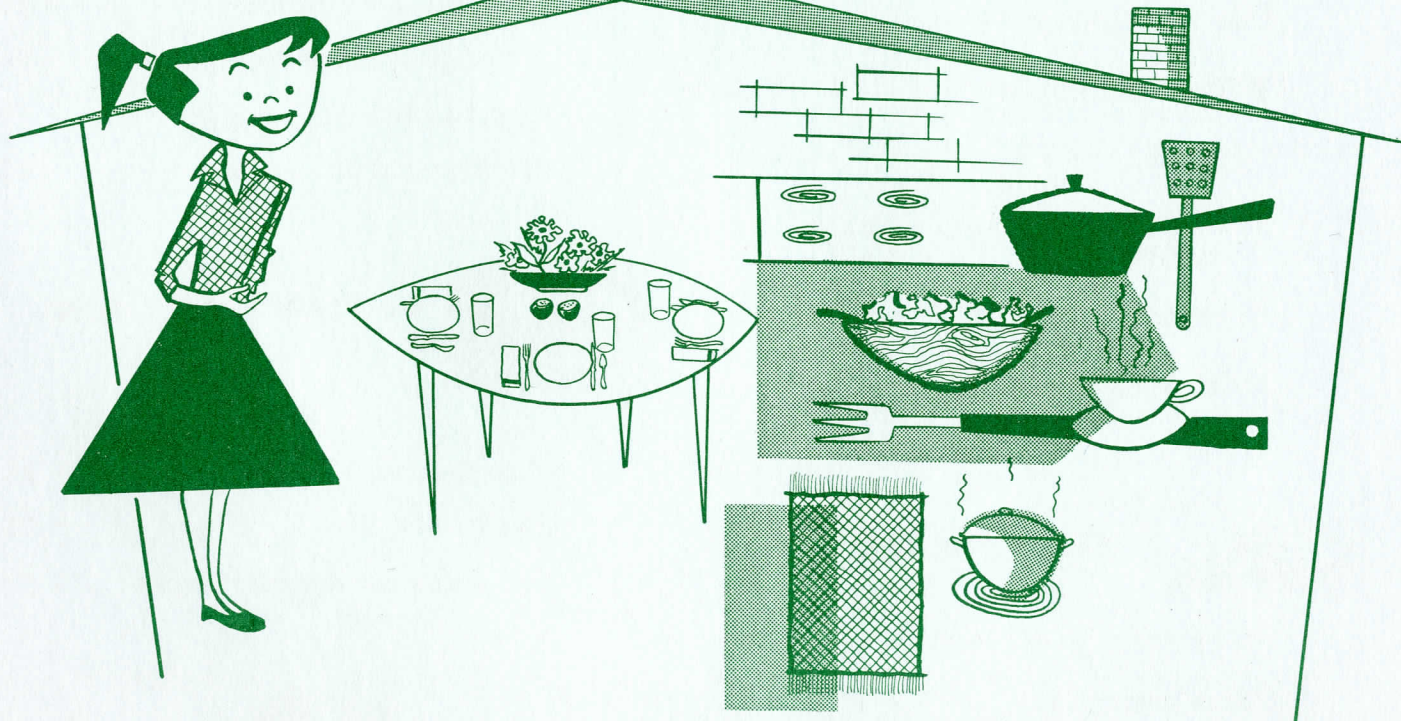
<https://digitalcommons.unl.edu/a4hhistory/253>

This Article is brought to you for free and open access by the 4-H Youth Development at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in Nebraska 4-H Clubs: Historical Materials and Publications by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

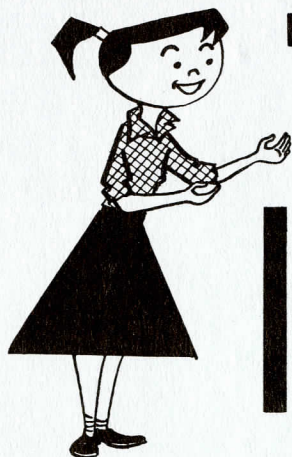
NOV 14 1973

LEARNING TO BE A

homemaker

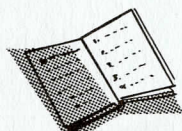


Extension Service, University of Nebraska-Lincoln College of Agriculture Cooperating with the
U. S. Department of Agriculture and the College of Home Economics
E. F. Frolik, Dean J. L. Adams, Director



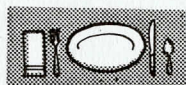
Learning To Be A Homemaker

Contents



1. PROJECT REQUIREMENTS

Project Requirements - - - - -	3
--------------------------------	---



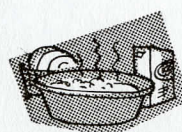
2. SET THE TABLE

The Table Cover - - - - -	3
The Centerpiece - - - - -	4
Plates and Silver- - - - -	4
Napkins - - - - -	5
Salt, Pepper, Sugar, Cream and Relishes - - - - -	5
Glasses and Cups - - - - -	5
Make a Luncheon Set- - - - -	6



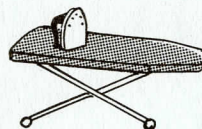
3. SERVE THE MEAL

Place food on the table - - - - -	10
Enjoy the meal - - - - -	11
Clear the table - - - - -	12
Things to make for serving the meal - - - - -	13



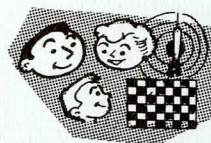
4. DO THE DISHES

Get organized- - - - -	16
Wash and rinse dishes - - - - -	16
If you have a dishwasher - - - - -	16
How to make a dish towel - - - - -	17
Arrange cupboard - - - - -	18



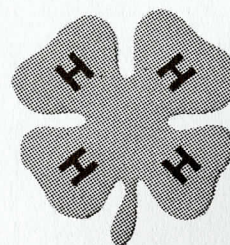
5. IRON

Dampen the clothes- - - - -	19
Arrange ironing equipment- - - - -	20
How to iron - - - - -	20
After you iron - - - - -	21



6. PLAN FAMILY FUN

Plan the time and activity - - - - -	22
Games for all - - - - -	22
Fun when each contributes - - - - -	23



1 | learning to be a homemaker

In the "Let's Groom Your Room" project you learned how to take care of your room and to make it more attractive. You probably used many of those things you learned to help mother in other parts of your home.

In this project you will learn to do some new homemaking jobs in your home.

Requirements for this project:

1. Set the table 10 times
2. Help to serve 8 family meals and 2 company meals
3. Help do dishes 10 times

Check cupboard arrangement

4. Dampen and iron each of the following twice:

Luncheon cloth or place mats.

Napkins

Skirts

Pillowcases

5. Plan and carry out at least two different kinds of fun with your family.

6. Make at least 3 things:

Luncheon set

Serving tray

Hot dish mat

Dish towel

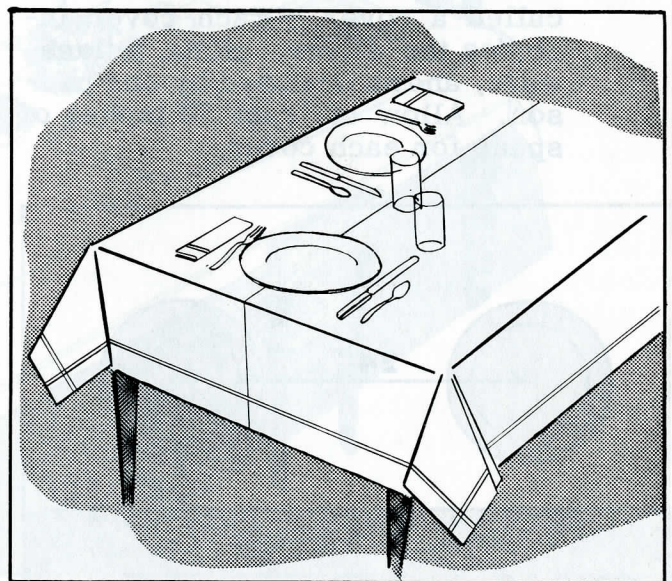
Step shelves

2 | set the table

Entertaining is a chance to make others feel welcome in our home. Since much of our entertaining is planned around some type of refreshments you will want to learn to set the table properly. Here is one way of doing it.

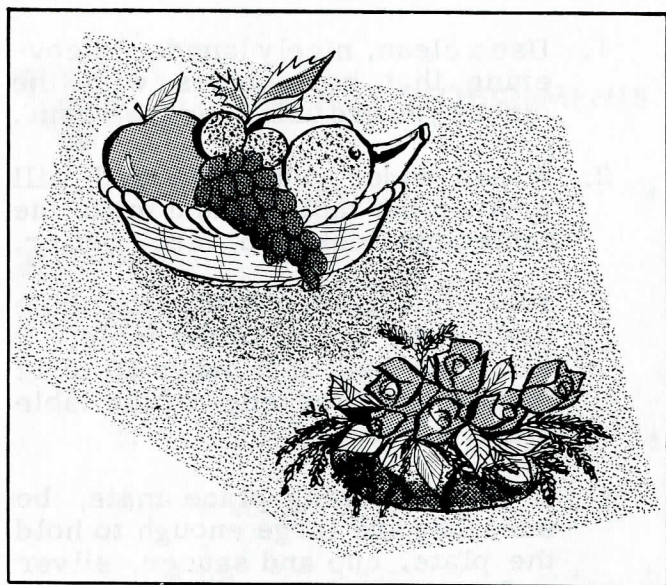
THE TABLE COVERING

1. Use a clean, nicely laundered covering that harmonizes with the dishes you are using and the room.
2. A pad under your tablecloth will protect the tabletop and make the tablecloth look and feel better.
3. Place the center fold of the table cloth in the center of the table. It will look best if it hangs 10 to 12 inches over the edge of the table on all sides.
4. If you are using place mats, be sure they are large enough to hold the plate, cup and saucer, silver and water glass. The mat should be close to and parallel to the edge of the table.



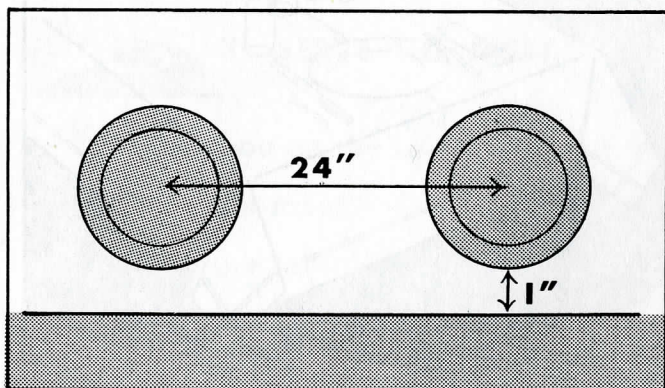
THE CENTERPIECE

1. Arrange a simple decoration as a centerpiece for your table. You might use a dish of fruit, a small plant, a flower floating in a low dish, or a low vase of flowers.
2. Keep the arrangement low so the people can see each other. An arrangement in the center of the table should not be more than about 8 inches high.

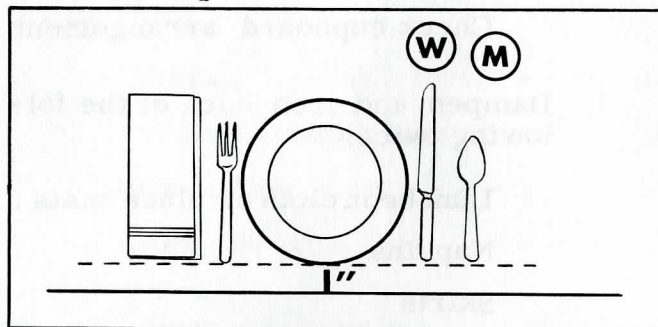


PLATES AND SILVER

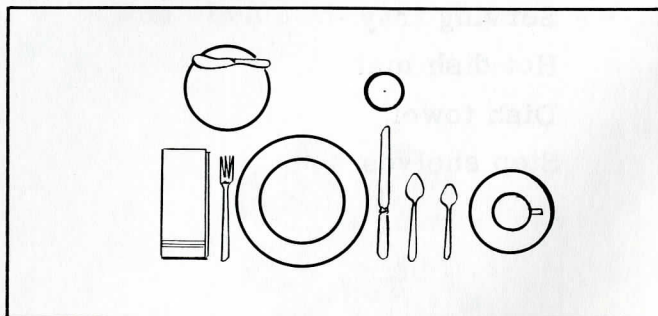
1. Each person's place at the table is called a cover. Each cover includes the silver, china, glassware, and napkin used by one person. Allow at least 24 inches of space for each cover.



2. Use a tray to carry all dishes and other supplies to the table. You will save many extra steps this way.
3. Place the edge of the dinner plate and silver one inch from the edge of the table. Be careful not to touch the eating surfaces. Be sure the silver is straight so the table will look neat and orderly.
4. Place the knife at the right of the plate with the cutting edge toward the plate. Spoons are placed at the right of the knife with bowls up. Forks are placed to the left of the plate. Silver is usually placed in the order in which it is used beginning from the outside of the plate. For example if the soup spoon is used before a teaspoon, the soup spoon is placed to the right of the teaspoon.



5. A bread and butter plate may be placed above the fork. The salad plate may be placed left of the fork and napkins and one inch from edge of the table, or at the tip of the fork if there is no bread and butter plate, or above the dinner plate or in place of the cup and saucer if no beverage is served.



NAPKINS

1. Place the folded napkin to the left of the fork. Put it with the open edges next to the fork and the edge of the table. This way you can pick it up and open it easily.

SALT, PEPPER, SUGAR, CREAM AND RELISHES

1. Place the salt and pepper shakers, sugar and cream, relishes and jellies on the table so they can be easily reached by someone.
2. Serving silver for these are placed to the side of the dish, parallel to the edge of the table with the handle to the right.
3. The sugar should be to the right of the cream and the sugar spoon to the right of the sugar bowl.

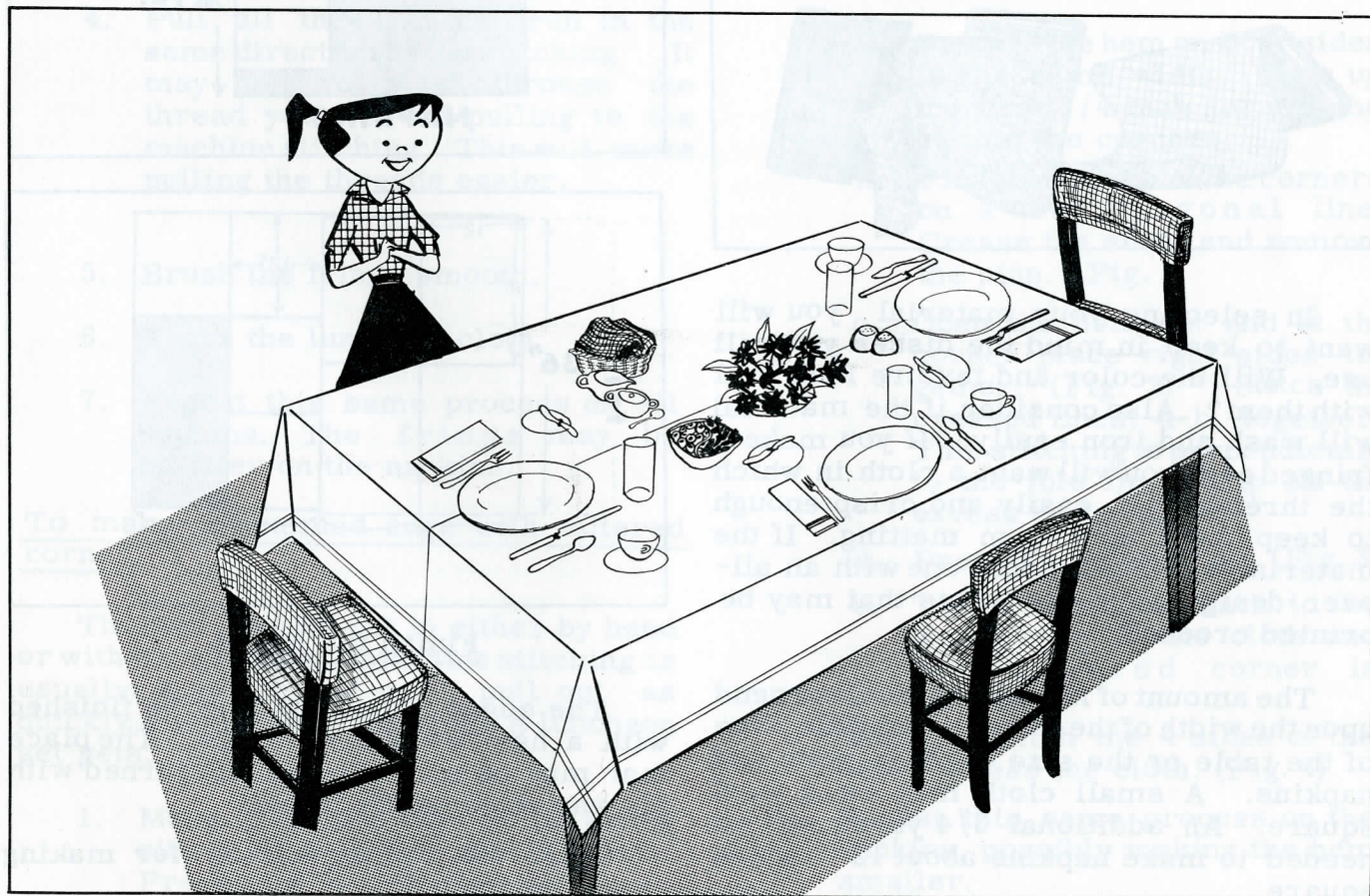
GLASSES AND CUPS

1. Place the water glass above the tip of the knife. The milk glass is placed to the right of the water glass.
2. Place the coffee cup and saucer to the right of the spoons. The center of the cup should be even with the center of the plate with the handle to the right so it can be picked up easily.

CHAIRS

1. Place a chair in front of each place with the front edge of the chair even with the edge of the table.

Now you are ready to serve the meal, enjoy it, and make your guests feel at ease.



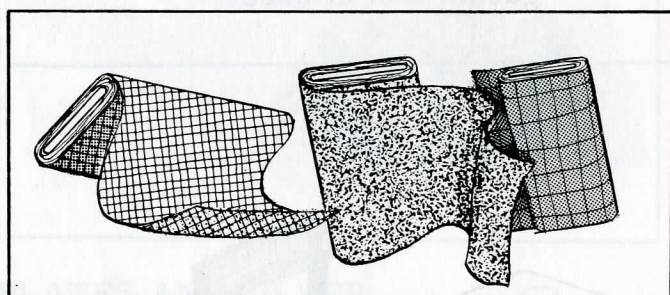
MAKE A LUNCHEON SET

Perhaps you would like to make a luncheon set to add color and variety to your table. A luncheon cloth should be a pleasing shape for the table. A square or a rectangular table requires a rectangular cover. On a round table, a round cover looks best. The size depends on the table on which it is to be used. If possible the cloth should hang over the edge of the table a few inches.

Place mats are often used today. They are easy to wash and iron.

Select Fabric Carefully

Attractive luncheon sets may be made of any firmly woven material. Crash, gingham, Indianhead, butcher linen and towelling are fabrics that may be satisfactory.



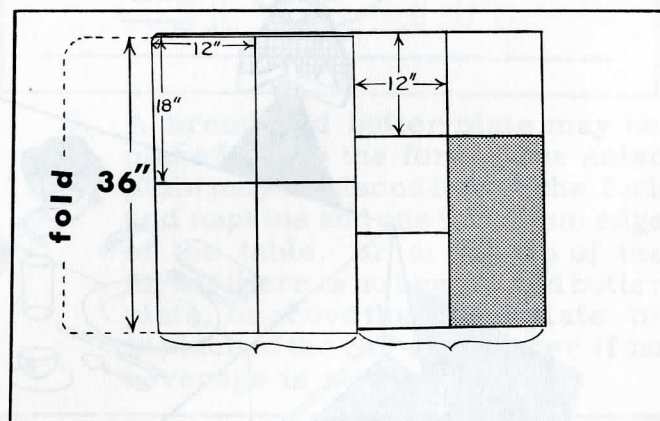
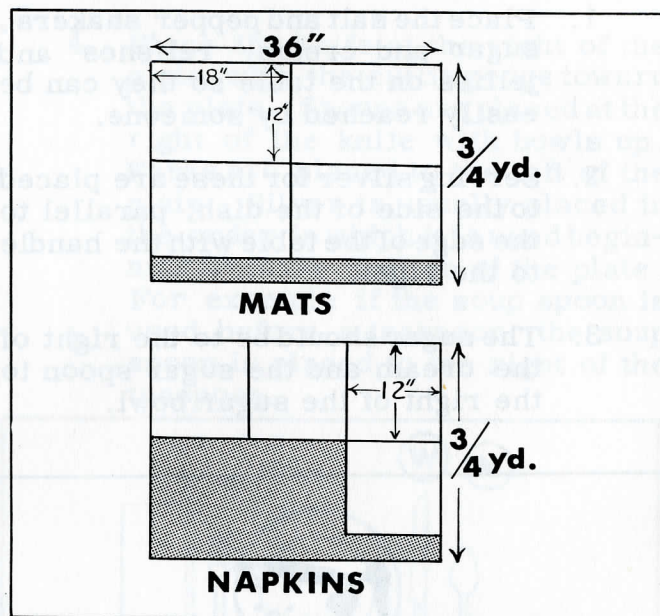
In selecting your material you will want to keep in mind the dishes you will use. Will the color and texture look well with them? Also consider if the material will wash and iron easily. If you make a fringed edge you will want a cloth in which the threads pull easily and crisp enough to keep the fringe from matting. If the material is printed choose one with an all-over design or avoid prints that may be printed crooked.

The amount of fabric to buy will depend upon the width of the material, and the size of the table or the size of place mats and napkins. A small cloth may be a yard square. An additional $\frac{3}{4}$ yards will be needed to make napkins about 12" inches square.

Most place mats are from 18" inches to 22" long and usually 12" inches to 15" inches wide.

If you know the dimensions of your table add 16-24 inches to the length and width to make an overhang of 8-12 inches on each side.

Here are some ways to cut out the luncheon set:



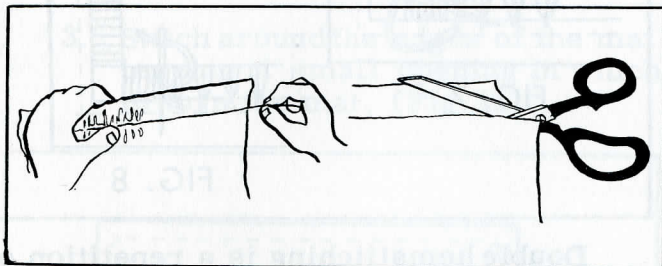
Finish the Edges

The edges of the cloth may be finished with a hem or with a fringe. The place mat may be made double and turned with the raw edge on the inside.

Here are the directions for making these finishes:

To make a fringed edge

1. Draw threads along all four sides to make sure they are straight.

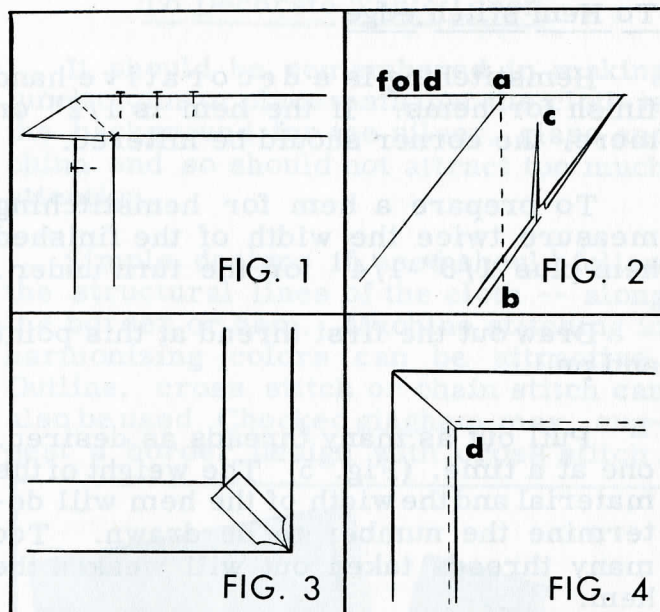


2. Measure in from each edge $\frac{1}{2}$ to 1 inch. Draw a thread along these lines.
3. With the sewing machine set at about 15 inches per inch, stitch in the space where the thread was drawn. At each corner, leave the needle in the material while you turn the cloth.
4. Pull all threads that run in the same direction as the stitching. It may help to slash through the thread you will be pulling to the machine stitching. This will make pulling the threads easier.
5. Brush the fringe smooth.
6. Press the luncheon cloth.
7. Repeat this same process on all napkins. The fringe may be smaller on the napkins.

To make a hemmed edge with mitered corner.

The hem may be put in either by hand or with the machine. Machine stitching is usually stronger and won't pull out as quickly with the many washings a luncheon set gets.

1. Make a $\frac{1}{4}$ inch turn to the wrong side all the way around the cloth. Press this turned edge.



2. Make a second turn the width you want the finished hem, usually $\frac{1}{4}$ to 1 inch. Place pins every few inches to hold the hem in place. Press the hem.
3. Miter the corners.
 - a. Be sure the hem on both sides is the same width. Open up the first $\frac{1}{4}$ inch turn of the hem at the corners.
 - b. Pin fold the hem at the corners on a true diagonal line. Crease the seam and remove the pins. (Fig. 1)
 - c. Open the hem out and at the corner place right sides together. (Fig. 2) Stitch the creased lines, a-b, together. This stitching is perpendicular to the fold line. Clip off the excess material, c.
 - d. Press the seam open (Fig. 3).
 - e. Turn the hem back to the wrong side of the cloth and your mitered corner is finished.
4. Machine stitch the 4 sides of the hem. Press the cloth. (Fig. 4)
5. Repeat this same process on the napkins, possibly making the hem smaller.

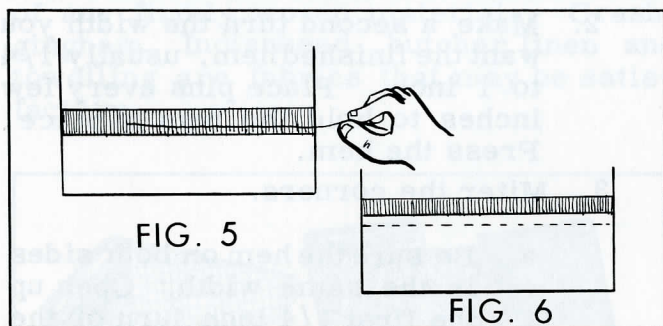
To Hem stitch edge

Hemstitching is a decorative hand finish for hems. If the hem is $1/2''$ or more, the corner should be mitered.

To prepare a hem for hemstitching measure twice the width of the finished hem plus $1/8''$ - $1/4''$ for the turn under.

Draw out the first thread at this point and pull.

Pull out as many threads as desired, one at a time. (Fig. 5) The weight of the material and the width of the hem will determine the number to be drawn. Too many threads taken out will weaken the hem.



Pin and baste hem to lower edge of the drawn space, taking care to keep lengthwise threads in line with each other. (Fig. 6)

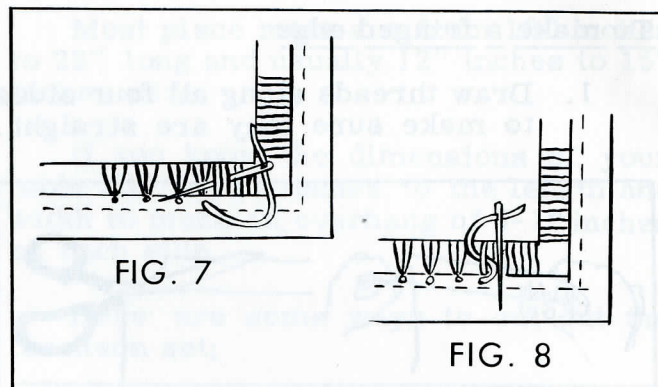
Hold bulk of material away from you and hem toward you with wrong side of material up.

Hide a tiny knot under the folded edge.

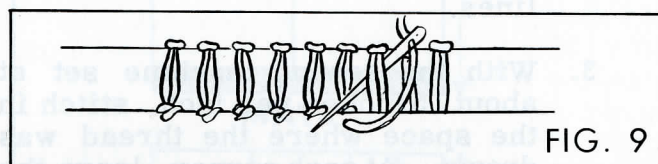
Bring needle from right to left separating out from 3 to 5 threads and allowing the loop of thread to fall below the needle. (Fig. 7)

Draw the needle through and then take a small stitch through the upper edge of the hem with the needle at right angles to the hem and the thread thrown to the left of the needle. (Fig. 8)

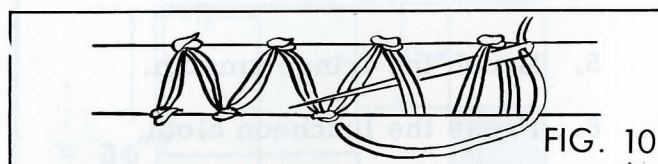
Draw up the thread. Separate the same number of threads as before and repeat.



Double hemstitching is a repetition of plain hemstitching on the opposite side of the drawn threads, forming parallel bars. (Fig. 9)



Diagonal hemstitching is another variation of plain hemstitching. It starts with plain hemstitching on one side, care being taken to catch an even number of threads. The diagonals are made by using half of the threads of each of two groups and hemstitching these together to form a new group. (Fig. 10)

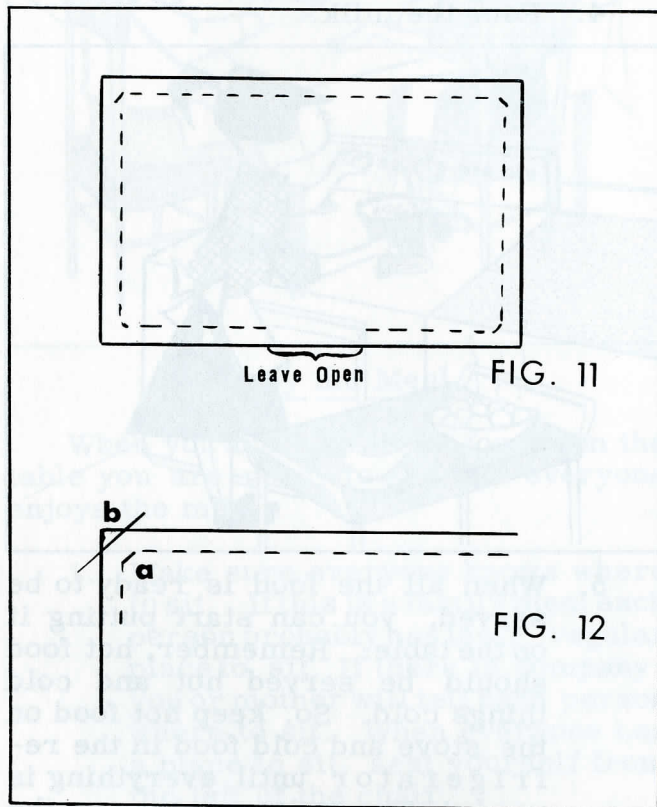


To Finish Place Mat Edge

Another way to finish the place mat besides hemming or fringing, is to make them of double thickness of fabric which makes them lie smooth and flat on the table.

1. Decide on the size you want your place mats. There will be a seam allowance on all 4 sides, so the finished mat will be smaller than the piece you cut. Cut two pieces of material for each place mat.

2. Place the 2 pieces of material, right sides together and pin securely. If you are just learning to use the sewing machine, you may want to baste the edges together.
3. Stitch around the edges of the mat leaving a small opening in which to turn the mat. (Fig. 11)

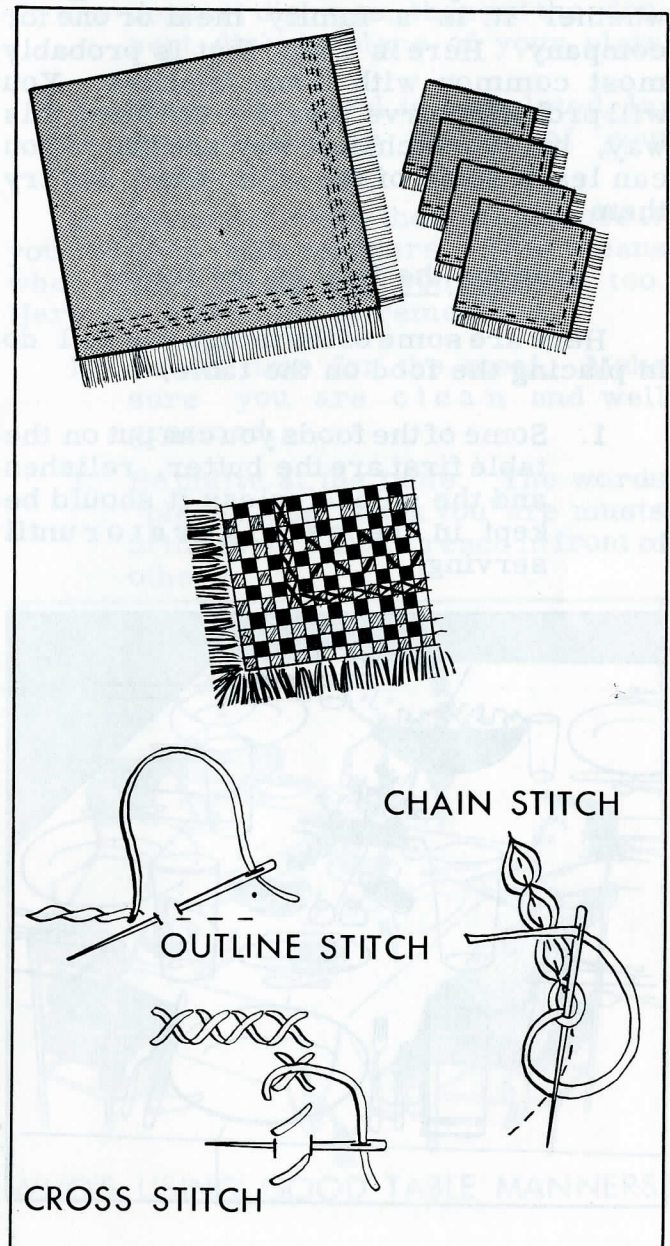


4. In stitching at the corner, take one stitch across the corner rather than making a complete right angle turn. This gives a smoother looking corner when finished. (Fig. 12a)
5. Trim the seam and clip the excess material at the corners. (Fig. 12b) Turn to the right side through the opening you left and close this opening with small blind stitches by hand, or basted and the edge top stitched by machine. Press the place mat well.
6. Finish the napkins with either a hem or fringed edge.

To Decorate Table Linen

It should be remembered in making lunch cloths or place mats that the cloth is the background for the silver, glass and china and so should not attract too much attention.

Simple designs if used should follow the structural lines of the cloth -- along the border or hem. Machine stitching in harmonizing colors can be attractive. Outline, cross stitch or chain stitch can also be used. Checked gingham may suggest a border design with cross stitch.



3 | serve the meal

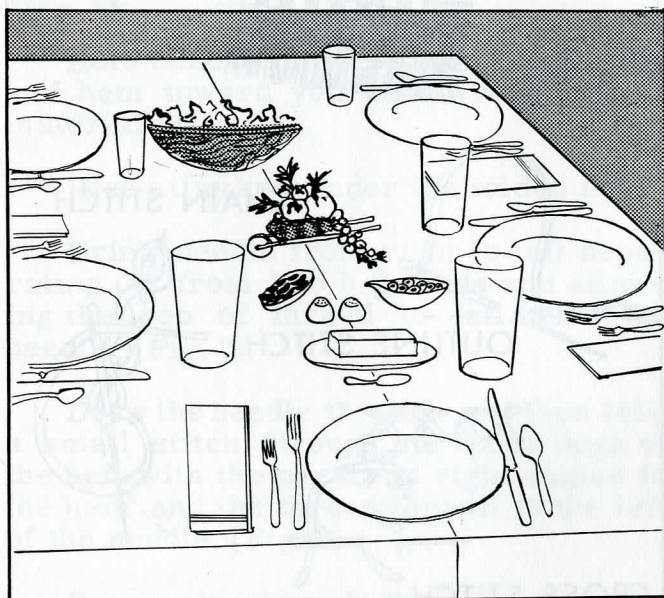
When you have the table all set you are ready to serve the meal. This will include placing the food on the table, enjoying the meal and clearing the table. Remember mealtime should be a time for relaxation and enjoyment. Let's make it that way.

There is no one right way of serving a meal. It may vary depending on how formal the meal is, the space available, the number you are entertaining and whether it is a family meal or one for company. Here is a way that is probably most common with many families. You will probably serve meals most often this way, but for a change why not see if you can learn some of the other ways and try them.

Place the food on the table

Here are some of the things you will do in placing the food on the table.

1. Some of the foods you can put on the table first are the butter, relishes and the salad (unless it should be kept in the refrigerator until serving).



2. The dessert may sometimes be put on the table. If it is in individual dishes put it at the top of each plate.
3. Fill the water glasses. Before filling the water pitcher, rinse it with cold water. After filling the glasses refill the pitcher and put it at one end of the table.
4. Pour the milk.



5. When all the food is ready to be served, you can start putting it on the table. Remember, hot food should be served hot and cold things cold. So, keep hot food on the stove and cold food in the refrigerator until everything is ready. There is no place on the table to set the different foods. Many people like to put the meat in front of dad and the potatoes and gravy nearby. The other food can be placed around the table so someone can reach it easily.
6. Place the bread and rolls, meat and vegetables and other hot food on the table.
7. Pour the coffee last.
8. Stand at the table and check to see if you have forgotten anything. If not, you are ready to begin the meal.



Enjoy the Meal

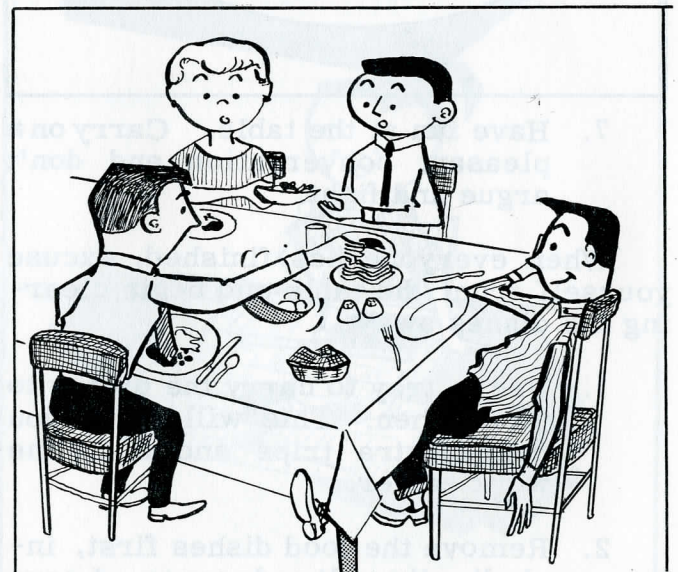
When you are sure all the food is on the table you are ready to see that everyone enjoys the meal.

1. Make sure everyone knows where to sit. If this is a family meal each person probably has their regular place to sit. If there is company, you or mother will tell each person where to sit. When everyone has a place to sit, seat yourself from the left of the chair.
2. The hostess is the first one to start each part of the meal. She will be the first to sit down, the first to open her napkin and the first to start eating. So, wait for the hostess to start. This will probably most often be mother, but you might like to try being hostess occasionally.
3. When everyone is seated and napkins in place, you are ready to start passing the food. Start passing the food nearest you. It is best not to help yourself first unless you are asked to.

4. The food may be passed either to the right or to the left, but keep it all going the same way.
5. If you want seconds, ask for them politely.
6. Be sure everyone has plenty of time to eat all they want of the meal.
7. If the dessert is on the table, start this part of the meal when everyone is ready. If it is at the top of your plate pick up your dessert dish and move your plate up to where the dessert dish was, then put the dessert dish in place of your plate.
8. When the meal is completed, lay your napkin to the left of your plate.

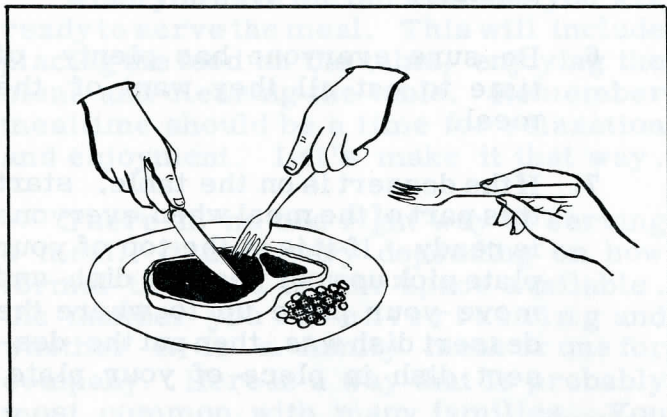
Everyone will enjoy their meal more if you use good table manners. This means when you're eating with your family too. Here are a few tips to remember:

1. Be on time for the meal. Make sure you are clean and well groomed.
2. Be polite at the table. The words "please" and "thank you" are musts at the table. Don't reach in front of others.

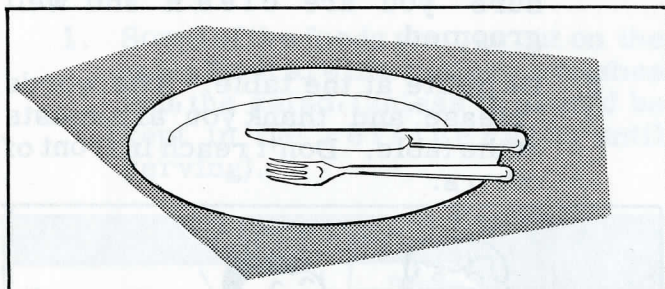


WHO'S USING GOOD TABLE MANNERS?

3. Sit up straight. The table isn't a leaning post.
4. Chew food with your mouth closed. Don't talk with a mouth full of food.



5. Hold your fork like you do a pencil only nearer the top.
6. After your silverware has once been used, keep them on your plate. Place the knife with the cutting edge toward the center of the plate.



7. Have fun at the table. Carry on a pleasant conversation and don't argue and fight.

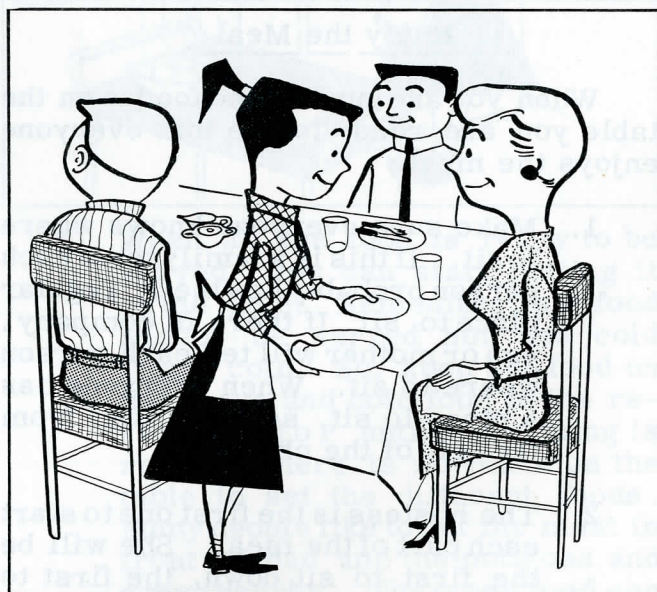
When everyone has finished, excuse yourself from the table and begin clearing the dishes away.

1. Use a tray to carry the dishes to the kitchen. This will save you many extra trips and make the work easier.
2. Remove the food dishes first, including the salt and pepper. Leave the sugar and cream.

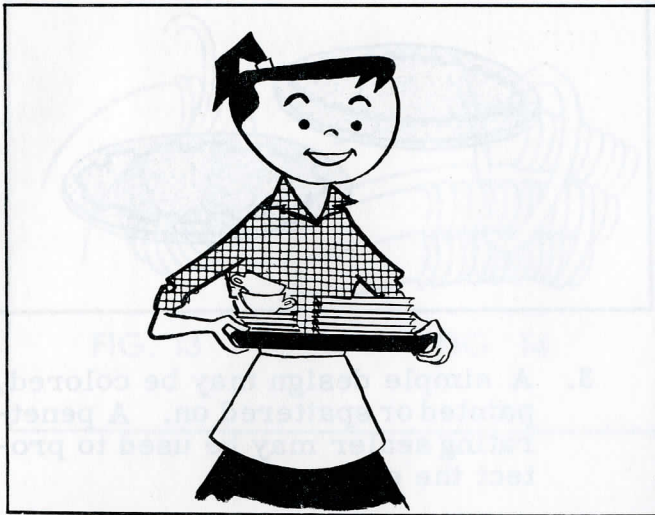
3. Then remove the individual covers, starting with mother. From the left side of the person remove the dinner plate with the left hand and transfer it to the right hand. Pick up the salad plate and place it on the dinner plate. Go to the next person and pick up the salad plate and put it on top of the other plates. Then pick up the dinner plate. Carry these to the kitchen or place them on a tray nearby and remove the rest of the covers the same way.

4. Remove the milk glasses.

5. Refill the water glasses. This is done from the right side of the person.



6. If the desserts are not already on the table bring them in now. Serve the first one, in your left hand, to mother and the one in your right hand to the person to her right. Continue around the table until everyone is served.
7. Refill the coffee cups, pouring from the right side of the person.
8. Now you are ready to complete the dessert course of your meal.



Use a Tray

A tray can play an important part in entertaining friends and serving your meals. You can use it to carry dishes to the table in setting the table, to carry the food to the table and to help carry the dirty dishes from the table to the sink. If you don't use a tray now, try it and see how much easier it makes the work and how much time you save. Perhaps your mother has a tray that you could use or maybe you would like to buy one of your own. If you have an old tray around home, you could decorate it by repainting and have one to use for your work. In selecting a tray you will want to keep some of these things in mind.

1. Decide what you will be using the tray for most of the time and select one to fit that purpose.
2. Make sure it is large and strong enough for the articles you will be carrying on it.
3. A rim around the edge will keep the articles from sliding off.

To Redecorate a Tray

If you decide to redecorate a tray, you will need an old tray, or heavy can lid or baking sheet, paint, paint brush, sandpaper, and steel wool. Here are some helps in redecorating your tray:

1. First, remove all the old paint or finish from the tray with sandpaper, and smooth the surface with steel wool.
2. Wipe off any dust or dirt on the tray. Make sure the tray is completely smooth and clean before you start painting.
3. Now you are ready to paint. The color you choose will depend on the other colors in the room. If you are using a design, be sure to plan where it will go before you start painting. Put newspapers under your work in case you spill. With long, even strokes apply one coat of paint to the tray. Try not to go back over the part you have painted, since it is likely to make streaks or tiny air bubbles. Let the tray dry thoroughly.
4. You may need a second coat of paint. If so, apply it the same as you did the first and let it dry thoroughly.
5. If you are putting a design on your tray, it is best to keep it simple.
6. When your tray is finished, keep it



in a handy place in the kitchen and use it whenever you can. Try to think of as many different ways to use your tray as you can.

How to Make a Hot Dish Mat

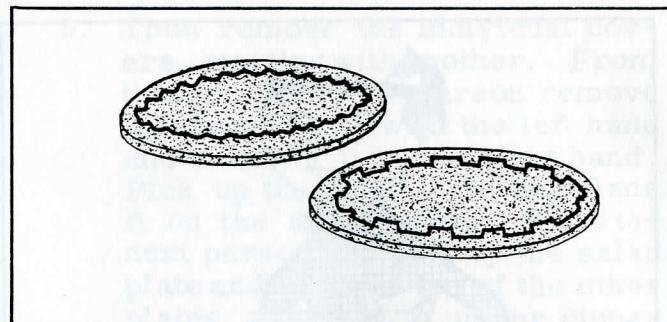
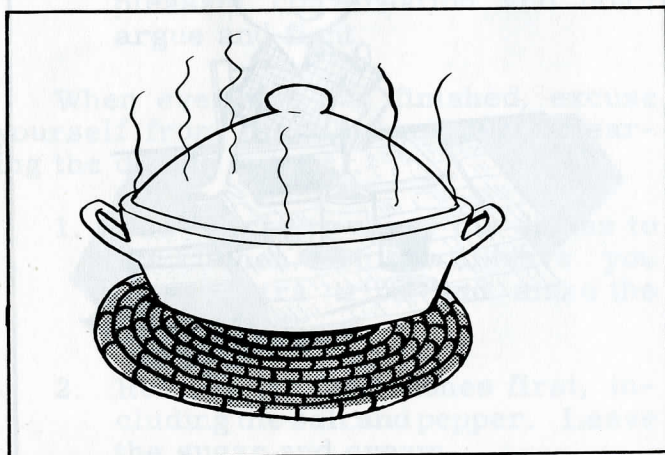
One of the articles you can use to help you in serving your meal is a hot dish mat. You can place these on the table and set the dishes of hot food on them. These mats protect your table from the heat of the dish. Hot dish mats can be made from various materials, such as reed, raffia, cork, plywood, tile or cotton material. Your choice will depend on the kind of table cloth you are using. If you use a white table cloth you will want to use a white mat. Some things you will want to keep in mind are:

1. The mats may be circular, oval or square depending on the shape of your serving dishes.
2. The mat should be fairly heavy or thick to protect the table from heat.

Here are some helps in making some of the different kinds of mats:

Cork

1. Use sheet cork $1/4'' - 1/8''$ inch thick.
2. Cut the mat the size and shape you want it.



3. A simple design may be colored, painted or spattered on. A penetrating sealer may be used to protect the surface.

Raffia

Clothesline cord or firm strips of cloth can be used for a core around which raffia is rapped to form a hot dish mat. From 3-5 yards will be needed for the core. A needle with eye and blunt point will be needed.

Method

1. Thread thick end of raffia into needle.
2. Cut foundation cord for core on a slant.
3. Form this end into a small circle and wind with raffia until the circle is held firmly in place. Binding is always done away from the body. (Fig. 13)
4. Hold the small bound circle in the left hand with the unbound core at the top and out to the left.
5. Wind the raffia three times around core then bring needle from the back to the front, through the hole in the small circle. Then bring the raffia across the finished coil and the unbound core, and up between them from the back. This is called the lazy-squaw stitch. (Fig. 14)

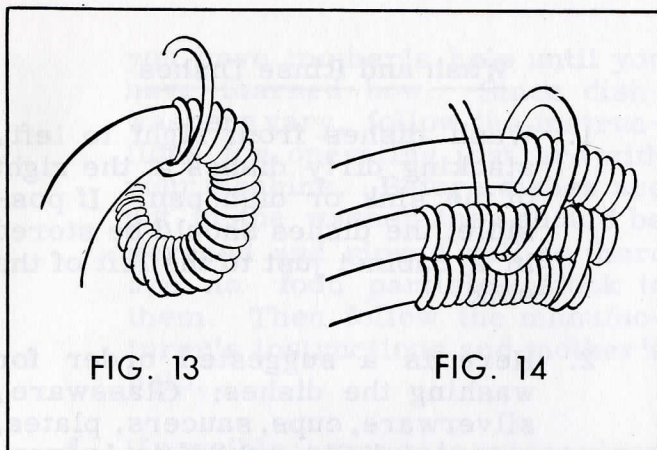


FIG. 13

FIG. 14

6. Continue. The core may be bound more or less than three times, but the lazy squaw stitch looks best when an even space is maintained between the long stitches.

7. To add a new piece of raffia or to bring in a color, hold the end of the last piece with the unbound core and bring the end of the new piece in, holding it also with the unbound core. As the weaving continues, the short ends are bound in with the core and secured in place. In the same way colored raffia is carried along with the unbound core from one place to where it is used again.

8. To finish a piece, cut the end of the core to a long slender point, and bind over with the last coil to the piece. Finishing should not begin until all coils are completed.

9. Smooth, tightly bound cord makes a neat sturdy mat.

Crocheted Fabric

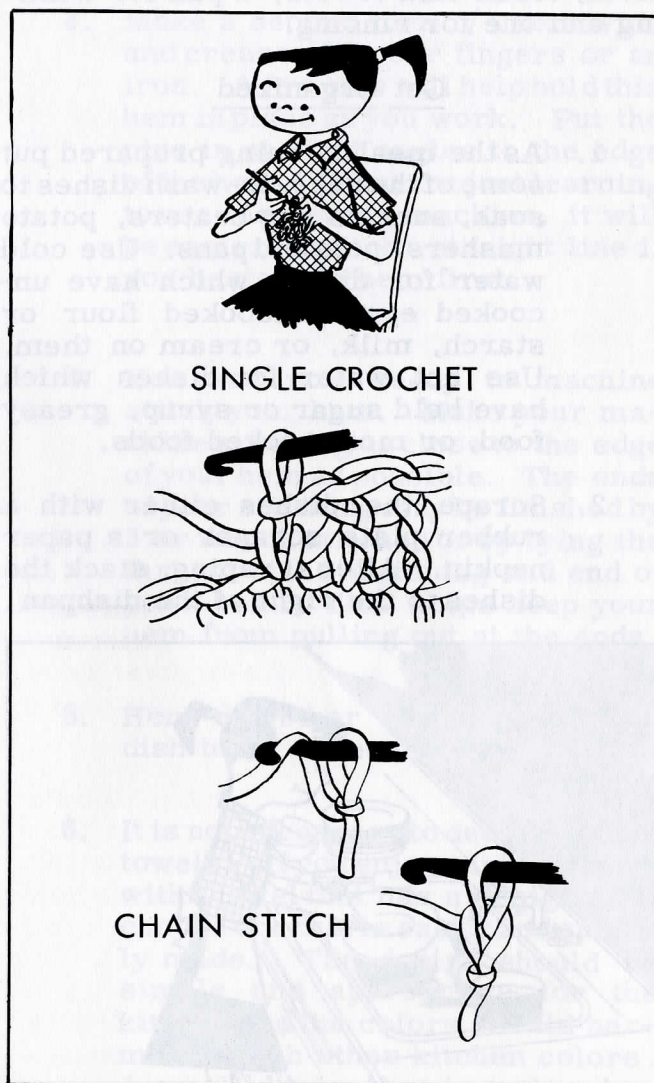
If you know how to crochet or if your leader wishes to teach you, here's an inexpensive way to use worn but firm strips of cloth such as sheeting to make a hot dish mat. With carpet warp crochet over the

folded strips of material using a long single crochet stitch over the fabric and one or two chain stitches between.

Continue to increase in a regular fashion until proper size is reached. Finish with two rows of sc without the roll.

Single crochet. Insert hook in stitch and (1) catch thread, draw through stitch; (2) catch thread, draw through the two loops, as shown in drawing.

Chain stitch. Catch thread as in (a), and pull through loop - one ch made as in (b).



4 | do the dishes

Do the Dishes

You will want clean, sparkling dishes for your table so you will need to know how to wash the dishes. Perhaps if this is a task you have disliked before, you might see if there is some easier, simpler way for you to do them. The equipment and supplies you need for washing dishes are just as important as the ones you use in preparing a meal. Some of these include plenty of hot water, soap, a clean dish cloth, clean dish towels, a pan for washing and one for rinsing.

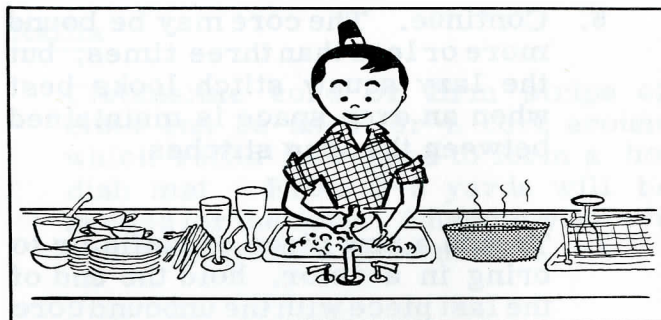
Get Organized

1. As the meal is being prepared put some of the hard-to-wash dishes to soak, such as egg beaters, potato mashers, pots and pans. Use cold water for dishes which have uncooked eggs, uncooked flour or starch, milk, or cream on them. Use hot water for dishes which have held sugar or syrup, greasy food, or most cooked foods.
2. Scrape the dishes either with a rubber plate scraper or a paper napkin. After scraping, stack the dishes to the right of the dishpan.



Wash and Rinse Dishes

1. Wash dishes from right to left, stacking dirty dishes at the right of the sink or dish pan. If possible, the dishes should be stored in a cabinet just to the left of the sink.
2. Here is a suggested order for washing the dishes: Glassware, silverware, cups, saucers, plates, serving dishes, kitchen knives, pots and pans.



3. Wash the dishes in hot, soapy water until they are clean. The water should be as hot as the hands can stand. Be sure you have used enough soap to get a good sudsy water. If the water becomes dirty change it. Use a clean dish cloth to wash the dishes. Dishes won't be really clean with a dirty dish cloth.
4. Rinse the dishes in scalding water. Drain dishes in order to dry them quickly. This can be done in a dish drainer or a wire basket or rack. Fewer dish towels will also be used when you drain the dishes. Dry the glassware and silverware with a dish towel. China can be allowed to drain dry if it has been rinsed in scalding water.
5. If you have a dishwasher in your home you will probably be doing your dishes that way. If you have never used the dishwasher be sure

you have mother's help until you have learned how. Since dishwashers vary, follow the instructions for operating that are with your machine. Before dishes are put in the washer they should be scraped and rinsed well so there are no food particles stuck to them. Then follow the manufacturer's instructions and mother's help.

6. If possible, arrange to put the clean dishes in the cupboard without extra handling. If the cupboard is away from the dishwashing center, a tray will save time and steps. Try to keep your dishwashing supplies, such as dish pans, soap and other equipment near the place you wash dishes.



7. Wipe off tables, counter tops and the stove as part of your dishwashing job.

Make A New Dish Towel

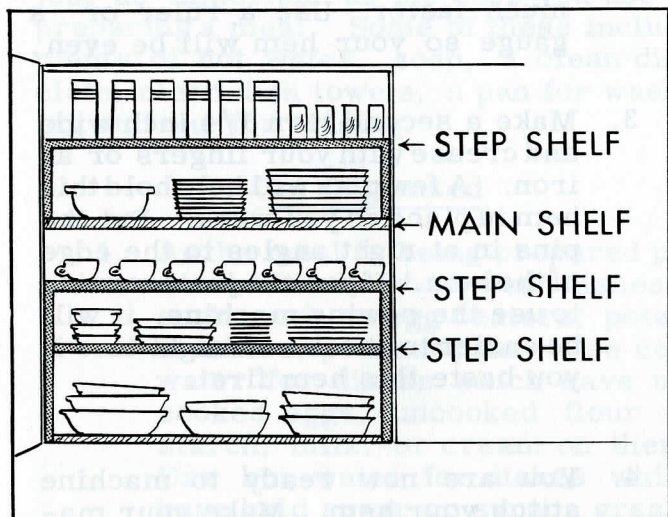
Plenty of good, absorbent dish towels will always make dishwashing much easier and more pleasant. Clean, white dish towels, neatly hemmed are a joy and a necessity for any homemaker. Flour sacks, sugar sacks, and some food sacks make good dish towels because they absorb a lot of water.

Here is how to make your dish towel:

1. Make sure all edges are straight. If there are selvages on the two sides, they may be left on and need not be turned and stitched. To be sure the other 2 edges are straight, pull a thread and cut along this thread line.
2. You are now ready to hem the two raw edges of your towel. Turn under one raw edge not quite $1/4$ inch and crease with your fingers or with a warm iron. An iron usually makes a smoother crease and is much faster. Use a ruler or a gauge so your hem will be even.
3. Make a second turn $1/4$ inch wide and crease with your fingers or an iron. A few pins will help hold this hem in place as you work. Put the pins in at right angles to the edge of the hem. If you are just learning to use the sewing machine, it will be easier to stitch a straight line if you baste this hem first.
4. You are now ready to machine stitch your hem. Make your machine stitching as close to the edge of your hem as possible. The ends of your stitching may be finished by 3 or 4 back stitches or by tying the threads at the beginning and end of your hem. This helps keep your hem from pulling out at the ends.
5. Hem the other raw edge of your dish towel the same way.
6. It is not necessary to decorate dish towels. If you enjoy wiping dishes with a towel that has a design on it choose one that is easily and quickly made. The design should be simple and appropriate for the kitchen and the colors should harmonize with other kitchen colors. A small design that is outlined or appliqued in pleasing colors may be used.

Arrange the Cupboard

As you put the dishes away, why not look at your cupboards and see if they could be arranged more orderly. Are dishes stacked one on top of the other? Do you have to stretch or stand on tiptoe to reach some articles? If so, maybe some simple cupboard arrangement would help make the cupboard more orderly and convenient. Orderly cupboards can save you a great deal of time in the kitchen. There are several things you might do for better cupboard arrangement.



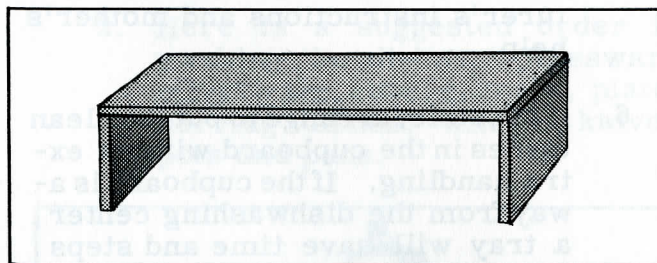
Step Shelves

If the main shelves are quite far apart, some step-up shelves will help give more space. See how the step-up shelves in the picture have made use of the waste space between main shelves. Here is how you can make some step-up shelves:

1. You will probably need mother's help with this and maybe dad's too. First, decide what you want to put on your shelf. This will decide how high it should be. Write down the measurements.
2. The side boards in orange crates or similar boxes are strong enough for the shelves, if you don't make them too long. Or any lumber at least 1/4 inch thick may be used

for the shelves. The end board should be about 1/2 inch thick. You may need a narrow board, the length of your shelf to nail across the back of the shelf for support.

3. Sand all boards as smooth as you can before you nail them together.



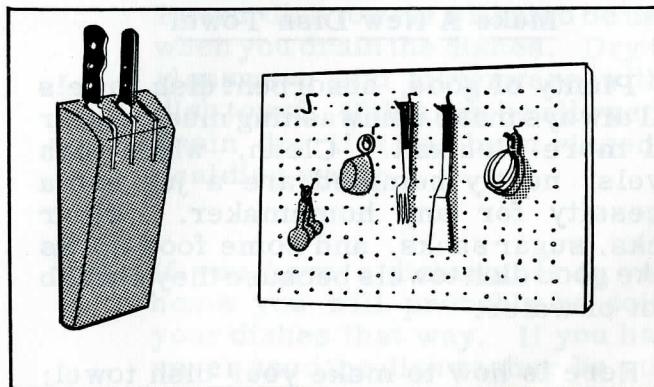
4. Nail the boards together. Shingle nails may be used if you are going to paint or cover the boards. If you are going to finish them with a clear finish, nails with smaller heads are better.
5. After you have painted or covered your shelves they are ready to be put in the cupboard and used. You might like to look in other cupboards and storage spaces to see if more shelves would give you added space.

Racks

A knife rack will keep your knives sharp and free from nicks and also keep you from being cut by their sharp edges.

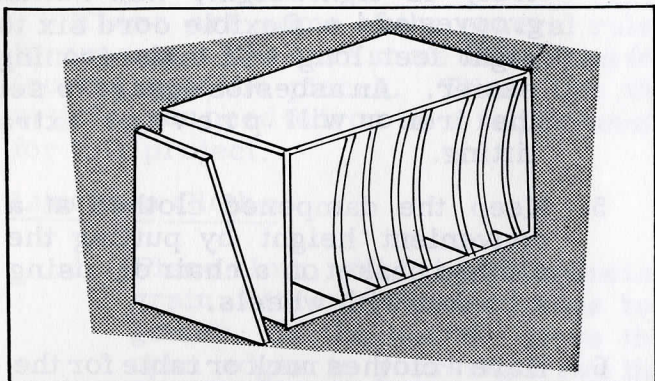
Hooks

Measuring cups and spoons may be hung on hooks near the mixing area.



Vertical Partitions

To avoid stacking use vertical partitions between deep shelves. These are especially good for flat articles like muffin tins, cake and pie tins, and trays.

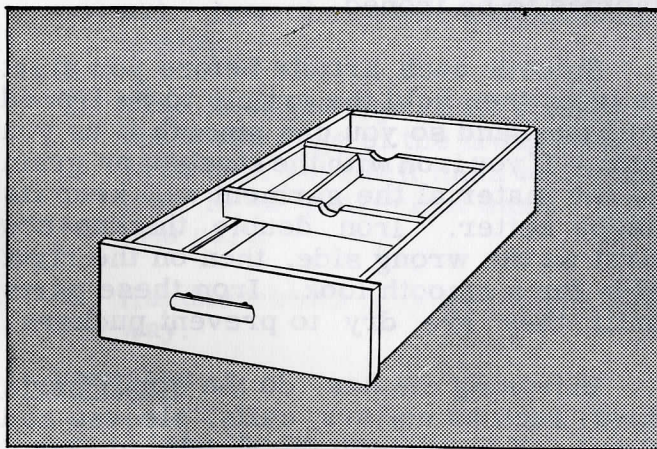


Divided Drawer Space

Maybe the drawers could be made neater by using dividers. You can buy divided silverware holders or you might like to make your own from pieces of cardboard or several small boxes. For a very deep drawer you might divide it by using either a full size tray or a smaller sliding tray for better storage.

What Can You Do?

The requirement for this part of the project is to look over your cupboard arrangements and make at least one improvement to make them neater and more convenient. Of course, if your cupboards need more than one change, it would be good to make your kitchen work that much easier.



5 | iron

Ironing

Easy ironing begins long before you get out the iron and ironing board. Good ironing starts way back when you wash your clothes. Make sure your clothes are washed thoroughly for better ironing.

Before you hang them on the line shake them to get rid of wrinkles. Hang them straight and pin them at the strongest point.

If you are using a clothes dryer, taking the clothes out when they are just damp enough to iron saves time and makes the work easier. It eliminates the next step in ironing -- the sprinkling.

Dampen the Clothes

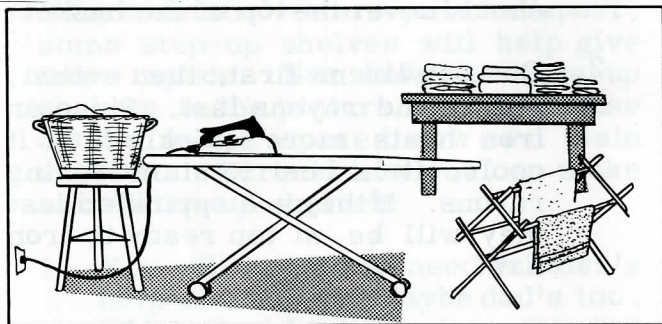
Sprinkling makes the clothes damp enough to iron smoothly. Here are some tips for sprinkling:

1. A plastic or oilcloth lining for your basket helps hold in the moisture. Either this lining or another piece should cover the top of the basket.
2. Dampen linens first, then cotton, silks, and rayons last. Since an iron heats more quickly than it cools, it is best to start ironing rayons. If they are sprinkled last they will be on top ready to iron first.
3. Use a bottle with a sprinkler or a brush and pan of water. Use warm water to sprinkle your clothes.
4. The dampness to which you sprinkle your clothes will depend on the fabric and your speed in ironing. More moisture is needed for starched clothes, heavier fabrics and linen material.

5. Fold your clothes after sprinkling rather than rolling or wadding them in a ball. This prevents unnecessary wrinkles. Let them stand for about an hour so the moisture will be distributed evenly.
6. Keep the sprinkled clothes in a cool place to prevent mildew. If they must stand for a length of time, shake them out and let them dry.
7. Another quick way to sprinkle clothes is to use a zippered plastic bag. Place the clothes into the plastic bag and add about one cup of water. The amount of water you use will depend on the number of clothes you are dampening and how damp you want them. After adding the water, close the bag and the water will dampen the clothes evenly.

Arrange Your Ironing Equipment

The arrangement of your ironing equipment can save you time and make your ironing easier. Does your ironing arrangement look something like this. If not, maybe there are a few things you could do to improve it. See if some of these hints will help:



1. Have the ironing board at a comfortable height for you.
2. Try sitting down to do your ironing. You will need an adjustable ironing board that will lower to make this position comfortable. It may seem awkward at first but after several times you will find

it much easier.

3. A wide board makes it easier to iron flat pieces.
4. An iron that has a thermostatic control, is lightweight, has button grooves and a flexible cord six to eight feet long will make ironing easier. An asbestos square to set the iron on will prevent extra lifting.
5. Keep the dampened clothes at a convenient height by putting the clothes basket on a chair or using a basket with wheels.
6. Have a clothes rack or table for the ironed clothes.
7. If necessary, spread papers or a plastic cloth on the floor to keep the articles from getting dirty.
8. A sponge or damp cloth kept handy will provide extra moisture if you need it. A turkish towel will help in ironing embroidered articles.
9. If you like music, a radio nearby will make the work seem easier.

How to Iron

Start ironing the items that require the lowest temperature first. This will be rayons first, then silks, woolens, cottons and linens. Set the heat control for the fabrics to be ironed.

Smooth each article before you start to iron; then hold the article to be ironed with one hand so you can smooth it as you iron. If you iron with the straight or grain of the material the garment will keep its shape better. Iron double thicknesses first on the wrong side, then on the right side for a smooth look. Iron these parts until they are dry to prevent puckers.

In ironing clothes, do the small parts first, such as collars, cuffs, sleeves and ties, and finish with the waist and skirt.

Turn the garment away from you as you iron to keep from mussing it. Iron embroidered work right side down on a turkish towel or padded surface. Be sure all linens are thoroughly dry before you put them away.

These are some of the general rules for ironing. Here are some directions for ironing specific pieces. These are the articles you need to iron as a requirement for this project.

Luncheon Cloths

1. Place cloth, folded on lengthwise grain with the wrong sides together, on the board. Have the open edges to your right and the fold to your left. Smooth.
2. Iron from the open edge toward the fold, pressing in the crease at the fold.
3. Turn the cloth over and iron this side the same way.
4. Fold again as indicated in the picture, but do not press the crease this time. Fold crosswise several times depending upon the length of the cloth.

Luncheon Napkins

1. Smooth the luncheon napkin wrong side up on the board. (If there is a design in one corner, place it face down in the lower left-hand corner). Iron the lower half with the grain.
2. Fold down the upper half almost to the lower edge of the ironed part. Fold with your left hand while the iron is in your right hand. Iron this part.
4. Handkerchiefs may be ironed this way.

Pillowcases

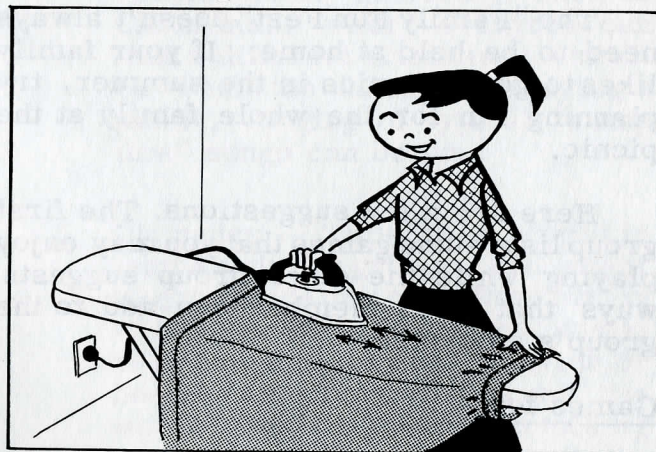
1. Place the pillowcase on the board

with the hem on the left. Smooth out the wrinkles and iron. Fold the upper side over one-third and iron from the closed end to the hem. This keeps the closed end free of wrinkles.

2. Fold the side nearest you over the part already ironed. Iron.
3. Fold the closed end to the open end and iron. Turn over and iron the other side.

Skirts

1. Iron the inside of the skirt band.
2. Iron the right side of the band. Be sure it is dry.
3. Slip the skirt over the small end of the board. Iron from the hemline to the waistband on the grain of the fabric. Be sure you don't iron in any wrinkles.
4. Iron the part covering the board, then shift the skirt away from you and continue ironing.
5. Iron until dry. Place the skirt on a hanger.



After You Iron

When you finish ironing, or whenever you leave the room, be sure to disconnect the iron. Your iron should be connected to a wall outlet, never to an extension cord. Let the iron cool in an upright position before you put it away. Wrap the cord around the iron after it cools. Put away all your ironing equipment. When the ironed articles are completely dry put them away.

6 | plan family fun

A happy family is one that plays as well as works together. Many families today don't take time to have fun. Here is your chance to plan with your family for some fun.

It is just as important to make plans for this as it is for the meal you serve and the table you set.

Plan the Time and Activity

Ask your parents to help you choose a time for family fun. It should be early enough so it won't be near bed time for the younger family members. Sunday afternoon or evening may be a good time.

Think about every member of the family when planning. Ask them what they would like to do.

The "Family Fun Fest" doesn't always need to be held at home. If your family likes to go on picnics in the summer, try planning fun for the whole family at the picnic.

Here are a few suggestions. The first group lists some games that you may enjoy playing while the other group suggests ways that each member can add to the group's enjoyment.

Games for All

Simple Toss Games

Drop clothes pins in a fruit jar from a given height. The person getting the most in the jar wins.

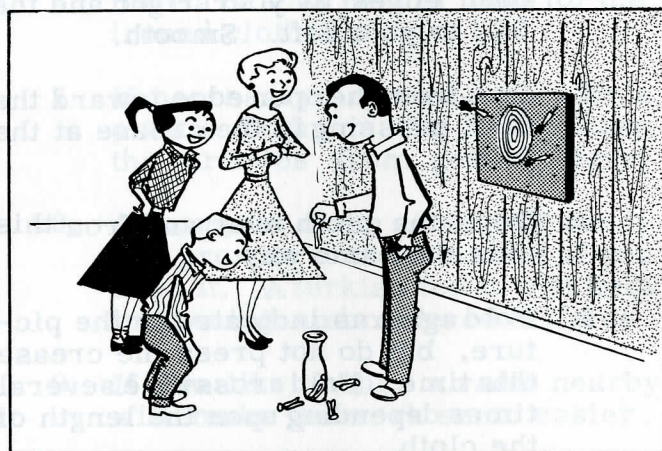
Toss milk bottle caps (or similar object) in a muffin tin. You might have each space in the muffin tin count so many points.

Toss cards into a waste basket from a distance of five feet or toss

jar rings at the legs of an overturned chair.

2. Relay games are fun if your family is large enough to divide into two teams.

Feather flying is one to try. The first person on each team starts by blowing a feather up into the air and tries to keep it in the air by blowing. He goes to a line about five feet away and back; then the next person does the same thing. The object is to go through the whole team without the feather falling to the ground.



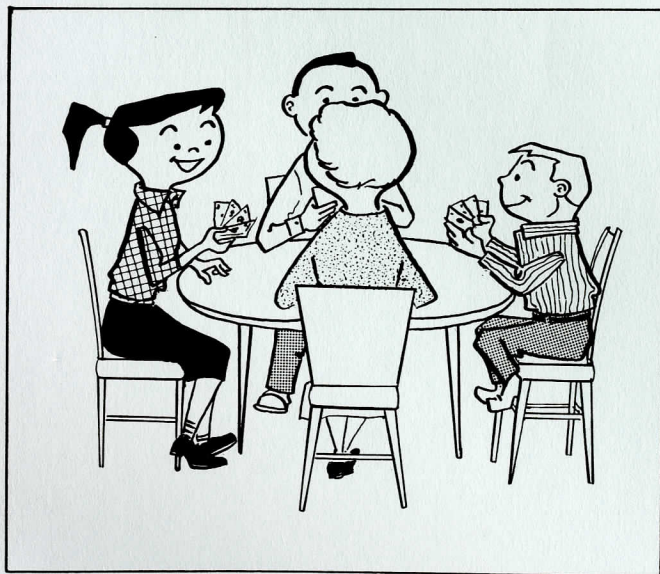
3. Quiet Games

Land, Air, Fire and Water -- The players sit in a circle. "It" in the center tosses a handkerchief on one player's lap or points to one player and says, "Air", and quickly counts to 10. Before he finishes, the one who gets the handkerchief or is pointed to must name something that flies through the air. If land or water is called he must name something that is on the land or in the water. On "fire" the person must not say anything. If he misses he becomes "it".

Rhythm -- Players are seated in a small circle. The chairs are numbered from one up to the highest. The person sitting in the highest

numbered chair usually starts the game because he is anxious to get "promoted" to a lower number and finally arrive in number one position. He starts the game by clapping his hands first on his lap, then together, then snapping his right fingers, and then his left. All players join in this "Rhythm". As soon as everyone has the "Rhythm" the starting person calls his number as he snaps his right fingers, and someone else's number as he snaps his left fingers. That person must answer, on the next snapping of the fingers with his own number, then calls another number. This continues until someone breaks the rhythm, or gets confused. Then that person takes the bottom chair, and everyone sitting below him in the circle progresses up one place, taking the number of the new chair.

4. Ready-made Games such as dominoes, checkers, tiddley winks, jacks or Monopoly.
5. Card games, such as Rummy, Hearts, Pig, or Canasta.



Fun When Each Member Contributes

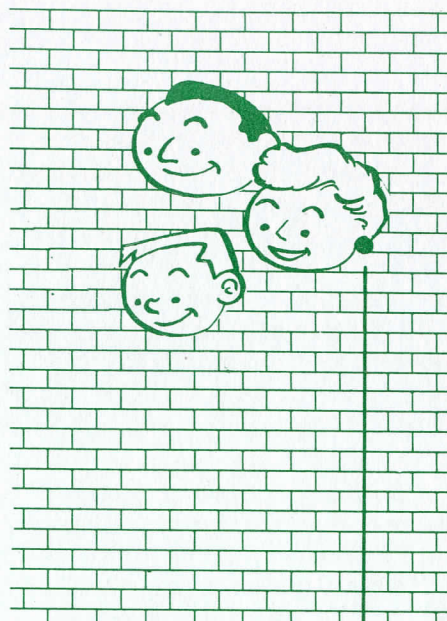
1. Home Talent Show -- A home

talent show can be a lot of fun and give each member a chance to show some of his talents. You will want to plan this far enough ahead of time so each member will have time to prepare his part. Some of the numbers you may find on your talent show program might be singing, playing a musical instrument, dancing, acting, reading and reciting. Let each family member take part. Even the youngest member might like to "speak a piece". Try to see that everyone enjoys the talent show.

2. Songs -- Try using some songs for family fun. You might have each person choose a particular kind of song for the family "song fest", such as an action song, a round, an animal song, a patriotic song or a hymn. Be sure everyone joins in the singing or learns the song if it is new to them. You might like to have this kind of family fun at a special family gathering, such as Christmas, where everyone can lead a different Christmas carol. Or when the family is enjoying a picnic, singing of typical "camp fire" songs can be fun.

3. Charades -- This can be played in teams or in one group. You might like to decide on a certain group in which you want to keep the game, such as songs, sayings, movies, or books. One person acts out the words in this title, doing no talking until the others can guess it. To make it more of a contest you might like to time each person to see who takes the least amount of time in acting out his part.

These have been just a few suggestions of things you might do for family fun. You may ask your 4-H Leader or County Extension Agent for other ideas. There are also books and pamphlets of games that you can use.



learning to be a homemaker