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Norma Dudley

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1952

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Let's Help Mother and Dad

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4-H HOME LIVING I

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Foreword

This bulletin is for 4-H girls and boys who want to help make their house a home, and to help mother and dad keep it clean and comfortable. It is for younger 4-H members, up to 12 years old.

Acknowledgment

The author wishes to express her appreciation to Miss Martha Hann, Children's Librarian, Lincoln City Libraries, for writing the section Learn About Books.



4-H HOME LIVING I

W. LAMBERT, DIRECTOR
COOPERATING
AND U. S. DEPARTMENT OF AGRICULTURE
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE
LINCOLN, NEBRASKA

LET'S HELP MOTHER and DAD

Norma Dudley

To the Girls and Boys who have joined the Let's Help Mother and Dad Project.

A home is a place father is proud to support, mother loves to keep, and friends like to come to. Home is where the whole family laughs, works, and plays together.

To help make your house a home, help mother and dad keep it clean and comfortable.

Begin now:

WHAT YOU DO IN THIS PROJECT

1. Practice judging in your club.
2. Help with demonstrations in your club.
3. Fill out your record book.
4. Exhibit what you have made.

DO THE FIRST FIVE:

1. Set the Table

Set the table 2 times a week for 4 weeks.

Fix a centerpiece to use on your table.

2. Serve the Family Meal

Help put the food on the table 2 times a week for 4 weeks.

Help serve 2 special or company meals.

To decorate and exhibit:

A tray

3. Do the Dishes

Do the dishes 2 times a week for 4 weeks.

4. Help Clean House

Sweep the kitchen floor 4 times. Include emptying the wastebasket.

Help mother dust the living room 3 times.

To make and exhibit:

Dustcloth container and 2 treated dustcloths.

5. Clean Your Room

Make your bed 5 times.

Help mother put clean bedding on your bed 2 times.

To make and exhibit:

Bulletin Board

CHOOSE ONE OF THESE:

6. Learn About Money

Practice making change.

7. Learn About Books

Read five books.

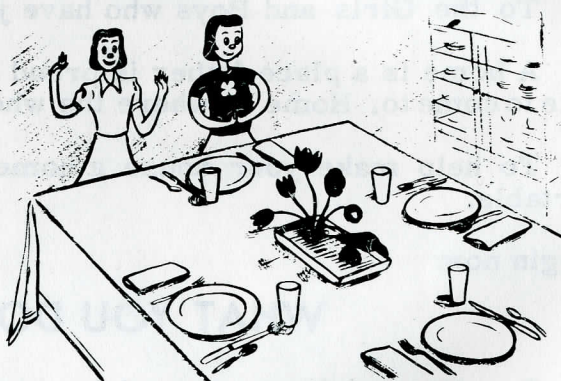
8. Learn About Pets

Clean your pet's house 2 times.

YOU BE THE JUDGE



You know when you see a pretty, well set table.



DO YOU SAY:

"I don't like this pencil because it has a dull point."

"If I have my choice, I want the red apple."

"Doesn't the table look nice!"

If you do, you are judging. Judging is choosing what you want from several different kinds. It's deciding you want one thing instead of another.

It's easy to choose the red apple instead of the yellow one when you know what both are like. You know you like the taste of the red one and perhaps the red one is bigger.

You can tell when your pencil needs sharpening. Perhaps the point is broken, or worn down to the wood.

But how do you choose the things you want or like when you don't know much about them? Let's learn how.

THIS IS WHAT YOU DO:

Have a real "honest to goodness" object to look at.

Learn as much as you can about the object.

Learn about the different parts.

Learn words that describe it.

Talk to your leader and to your mother to find out what the nearly perfect one is like.

Find out what the good things are about the object you have. Find out what the poor things are. A good judge knows what is good and what is poor.

Now you are ready to choose the one you want.

BE A GOOD JUDGE

Learn to make choices you are happy with.

Be able to give reasons why you made the choice you did. A good judge knows why.

SET THE STAGE FOR A CLUB DEMONSTRATION

"Hi, Mary. Come in. Jane is in the kitchen. Her mother is showing her how to tie a bow on a package."

"What's Ann doing?"

"She's showing Alice the new finger exercise she learned on the piano!"

"Oh look, there's our leader showing Judy and Sally how to play the game 'This and That'. Let's go watch her."

THESE PEOPLE ARE GIVING DEMONSTRATIONS



Jane's mother is demonstrating as she shows and tells Jane how to tie a bow.

Ann is demonstrating as she tells Alice about the new finger exercise and does it at the same time.

Your leader is demonstrating as she shows and tells Judy and Sally how to play the game "This and That".

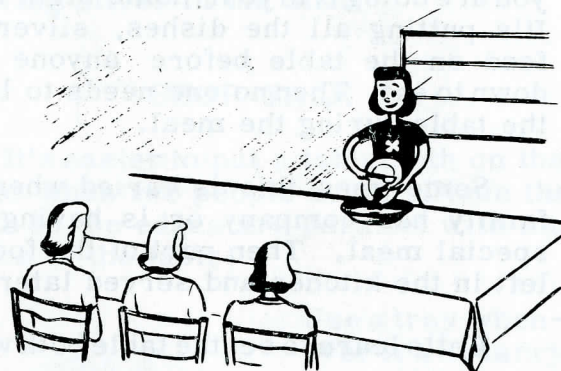
It's much easier to learn how to do something by watching someone tell what she is doing while she does it.

WHAT CAN YOU DEMONSTRATE TO YOUR FELLOW CLUB MEMBERS?

Do something you do in your home.
Do something new you have learned or something you already know how to do.

For example, show and tell:
How to use a rubber scraper; or
How to use a tray when clearing the table; or

How to stack the dirty dishes beside the dishpan.



Use the equipment you ordinarily use at home.

WHAT DO YOU DO WHEN YOU GIVE A DEMONSTRATION?

1. Tell them what you are going to do.
2. Do it.
3. Tell them what you did.

While you are giving the demonstration:

Work so each person can see what you are doing.

Tell them why you are doing it that way.

Tell them why you are using the materials and equipment you are using.

Where to find answers to the whys:

- Read this bulletin
- Ask your leader
- Ask your mother
- Ask your home agent

LET'S HELP OUR LEADER

Help your leader when she asks you to give a demonstration. Help your leader when she asks you to help her with a demonstration. Remember it's easier to learn by doing. Seeing comes next.

SET THE TABLE

Our most familiar and popular way of setting the table is probably the way you are doing it in your home right now. It's putting all the dishes, silver and food on the table before anyone sits down to eat. Then no one needs to leave the table during the meal.

Sometimes this is varied when the family has company or is having a special meal. Then part of the food is left in the kitchen and served later.

Let's learn to set the table both ways.

THE TABLE COVERING

The table covering is a background for your dishes and silver. It can be oil-cloth, a cloth or plastic tablecloth, or a place mat. The table covering must be clean.

Use a silence cloth under your tablecloth. It protects the tabletop and makes the tablecloth look and feel better.

Another thing - your tablecloth will look best if it hangs 10 to 12 inches over the edge of the table on all sides.

Here's something to remember about place mats. Choose them large enough to hold the plate, cup and saucer, silver and water glass. Lay the mat close to and parallel to the edge of the table.

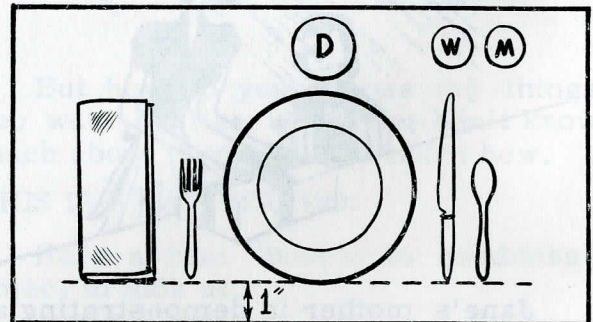
THE CENTERPIECE

Arrange a simple decoration for your table. Try a simple flower floating in a low dish. Use a growing plant in a pretty container. Arrange flowers in a low bowl. Keep the arrangement low so the family and your guests can see each other. About 8 inches is the highest the arrangement can be when it's in the center of the table.

PLATES AND SILVER

Check with mother to see how many will be home for dinner. Count the number of plates you need and take them to the table. Place the plates so they are the same distance from each other.

Count the silver and place it on the table. Place a knife to the right of the plate. Place it with the sharp edge toward the plate. Place one fork (tines up) on the left side of the plate. Place one spoon to the right of the knife.



The place set for each person - silver, glasses, plates, and napkin - is called a cover.

NAPKINS

Place the folded napkin to the left of the fork. Place the open edges next to the fork and the edge of the table. Then when you are seated, you can place it on your lap and open it easily. Try it.

If there isn't room for the napkin to the left of the fork, place it in the center of the plate.

SALT AND PEPPER-SUGAR AND CREAM

Place the salt and pepper on the table. Place the sugar and cream on the table. Put them where someone can reach them easily. Put the sugar to the right of the cream and the sugar spoon to the right of the sugar bowl.

MILK AND WATER GLASSES

Place the water glass just above the tip of the knife. Place the milk glass to the right of the water glass.

COFFEE CUPS AND SAUCERS

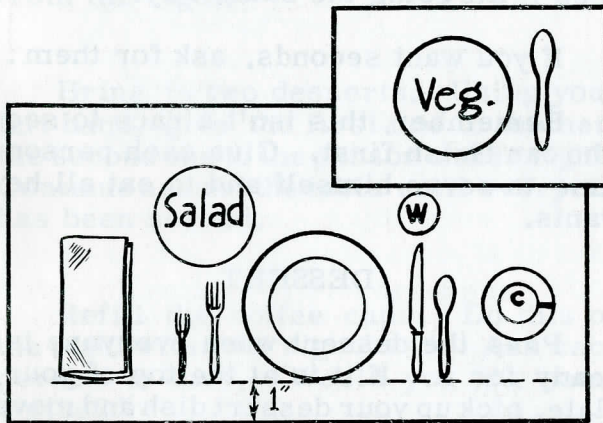
Place the coffee cup and saucer on the table to the right of the spoons. Place the center of the cup even with the center of the plate.

CHAIRS

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

FOR SPECIAL OCCASIONS

For special occasions, let's serve individual salads on salad plates and serve the dessert as a separate course.



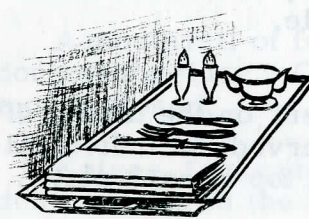
Place the individual salads above each fork. Do not put the dessert on the table.

If the dessert is eaten with a fork, place another fork to the left of the dinner fork. If the dessert is eaten with a spoon, place another spoon to the right of the dinner spoon. Individual salads are eaten with the dinner fork.

For special occasions, place table-spoons and other serving silver on the table. Place it so it will be to the right of the food with which it will be used. The person starting the food will place the serving silver in the dish.

SHOP TALK

It's easier to put a tablecloth on the table when two people do it. Place the cloth so the edges are parallel with the edges of the table.



Use a tray whenever it will carry several things at once. For example, carry all the silver to the table at once. Carry other small things such as the salt and

pepper, napkins, sugar and cream on a tray.

Set your table so it is neat, clean and attractive.

There is more than one way to set a table. You have learned one way today.

Part of visiting a friend's home is being good company. Good company offers to help with the work. You can help set the table.

A REMINDER

To practice at home _____

To bring for next meeting _____

SERVE THE FAMILY MEAL

While mother is finishing the last-minute things, you can start to put the food on the table.

Where on the table do you put the food? There is no set place. Many people place the meat in front of dad. Then they place the potatoes and gravy close by. The other food is placed on the table so someone can reach it easily. Also, place it so everything isn't in one spot.

Place the butter, the relishes and the salad on the table.

Place the dessert on the table. If the dessert is served in individual dishes, put it at the top of each plate.

Rinse the water pitcher with cold water; then fill it. Fill the glasses. Refill the water pitcher and put it at one end of the table.

Pour the milk.

THE LAST-MINUTE THINGS

We want hot food to be hot when we eat it. We want bread and rolls to be fresh and soft.

Place the bread and rolls on the table. Place the meat, vegetables, and other hot food on the table.

Pour the coffee the last thing.

THE FINAL CHECK

Stand at the table and check to see if you have forgotten anything. Napkins? Water? Salt and Pepper? Salad? Bread? Butter?

BE SEATED

Do you have regular places for everyone? If so, you know where to sit. Sometimes it's nice to change. If you are having company, then mother will tell each person where to sit. After everyone has a place, seat yourself from the left. Don't jump the gun. Let mother start to sit down first.

Again, wait for mother to be the first to reach for her napkin. She will put it, partly unfolded, on her lap. You do the same.

LET'S EAT

Start the dish of food nearest you. Don't help yourself first unless it is the usual thing in your family or you are asked to.

Pass the food either to the right or to the left. Once food has been started, keep it all going the same way.

If you want seconds, ask for them.

Remember, this isn't a race to see who can finish first. Give each person time to serve himself and to eat all he wants.

DESSERT

Pass the dessert when everyone is ready for it. 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. Put your dessert dish in place of your plate. Let mother be the first one to start eating. When you have finished, lay your napkin to the left of your plate.

FOR SPECIAL OCCASIONS

Serve the dessert from the kitchen. Leave the dessert in the kitchen until you have finished the main part of the meal. Clear the table and bring in the dessert.

To clear the table.

When everyone is finished, excuse yourself quietly.

First, take the food dishes from the table. Take one in each hand and carry them to the kitchen. Do this with the rest of the dishes, including the salt and pepper. Leave the sugar and cream.

Then, starting with mother and using your left hand, pick up her dinner plate. Transfer it to the right hand. Pick up her salad plate and place it on the dinner plate. Go to the next person and pick up the salad plate. Place it on top of the other plates. Pick up the dinner plate. Carry them to the kitchen. Go to the next person and do the same thing again. Don't carry more than two covers at one time.

When you have finished with the plates, remove the milk glasses.

Refill the water glasses. Do this from the right.

Bring in two desserts. Using your left hand, give the first one to mother; the second one to the person on her right. Continue around the table until everyone has been served.

Refill the coffee cups. Do this on the right with your right hand. Ask each person in turn, "Would you like some coffee?"

Dessert is served! Seat yourself and wait for mother to begin.

DO YOU KNOW JANE?

Do you know Jane like her family knows Jane? What a girl? Jane saves all her smiles and best manners for her friends. Jane forgets that families are people too. Don't be like Jane! Be

pleasant. Know and use your table manners no matter where you are.



Ask politely for food - "Please" and "Thank you." Don't reach in front of others.

Have hands and face clean, hair combed.

Be on time.

Sit straight. The table isn't a leaning post.

Have fun at the table. Don't argue and fight.

A mouthfull of food and talking just don't go together. Chew food with your mouth closed.

Knives, forks and spoons once used don't belong on the table. Put them on your plate. Place the knife with the cutting edge toward the center of the plate.

Don't hold your fork as though it were a shovel. Hold it pencil fashion but nearer the top.

Yes, you may pick up fried chicken with your fingers.

Don't criticize the manners of others.

SOMETHING TO DO

Decorate a tray. You will need:

1. A good tray that needs re-decorating.
2. Paint and paint brush.

A REMINDER

To do at home _____

To bring for next meeting _____

DO THE DISHES



If you are right-handed, wash dishes from right to left. If you are left-handed, wash dishes from left to right.

Dishwashing - it's the job that comes after every meal. Three times a day, we eat and then we do dishes.

THE GETTING READY

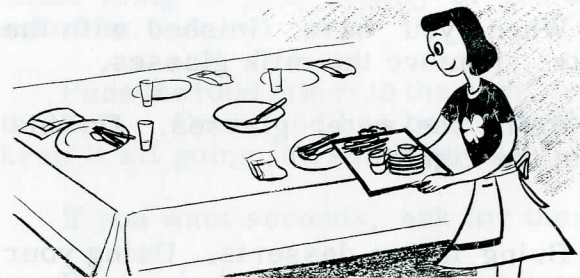
As you leave the table, carry one or two dishes of leftover food to the kitchen. Put the leftover food in smaller covered dishes. Place them in the refrigerator.

If your work space near the sink or dishpan needs clearing, do it now. Use a scraper to clean the pans and then put water in them. Stack the pans to one side.

A word of warning: Never use knives or good silver to scrape pans. It scratches the pans and the silver, and dulls knives.

When you have finished with the pans and leftover food, take your tray and a scraper to the table. Scrape the food onto one plate or dish. Stack scraped dishes on the tray. Place like things together. For example, put all the glasses together and all the silver.

When the tray is full, but not overloaded, carry it to the kitchen.

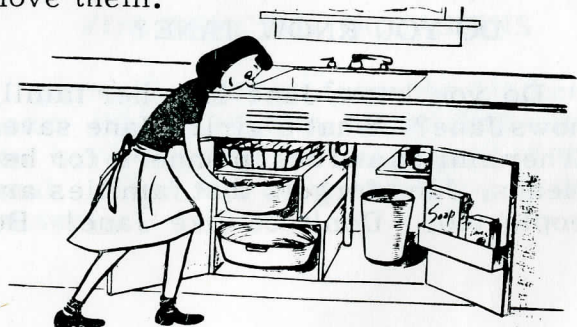


Throw scraps into the garbage; paper napkins in the waste basket.

Has everything been removed from the table?

WASHING THE DISHES

Any job is easier if you have all the things you need close to the place where you are working. Then you won't need to go to the pantry for the dishpans and to the back porch for the soap. Let's keep our equipment below the sink or close by in a cupboard. If mother does not keep hers there, ask her if you can move them.



To do the dishes, partly fill the dishpan or sink with hot water. Add soap to make a suds.

Partly fill the rinse pan with hot water.

Place the dish drainer on a tray or rubber mat beside the rinse pan.

Use a soft, absorbent dishcloth. Keep cloths just for washing dishes and change them often.

Wash all the glassware and put it in the rinse water. When you have finished washing the glassware, use both hands to lift it out of the rinse pan. Place it upside down in the dish drainer.

Wash the silver. Put it in the rinse pan. Do not bang it for it scratches easily.

Wash the china. When the rinse pan is full, use both hands and put the china in the dish drainer. Still using both hands, put the silver in the dish drainer.

When the dish drainer is full, take time out to dry those dishes. Then continue washing dishes.

Wash the pots and pans. Wash the cleaner ones first, then the dirtier ones. You may want to use a fine metal scratcher or scouring powder.

Add hot water to your dishpan and to your rinse water whenever it's needed.

DRYING THE DISHES

Use a clean, soft towel. Dry silverware and pots and pans thoroughly. Hang damp dish towels on a rack to dry.

CLEANING UP AFTERWARD

Put away dishes, pots and pans. Wipe cupboard tops and kitchen table with a damp cloth.

Wipe range, scrub stubborn spots.

Dry dish drainer - empty rinse pan, dry, put away.

Rinse dishcloth in soapy water.

If you use a scratcher, wash in soapy water and rinse in clear water.

Empty dishpan, wipe, put away.

Clean sink, scrub stubborn spots.

Hang dishcloth on rack to dry.

SHOP TALK

Wipe greasy dishes with paper. Soak in hot water. Soak "sugary" dishes in hot water too.

Use cold water to soak other dishes and pans.

Wipe electrical equipment, wooden trays and salad bowls with a damp cloth. Don't put them in water.

Keep the gear part of the egg beater out of the water.

Wash sharp knives one at a time, rinse, and dry without letting go of them.

It dulls knives to be knocked against silver and dishes.

It is dangerous to leave knives loose in the bottom of a dishpan.

A part of visiting a friend's home is being good company. Good company offers to help with the dishes. You can help with the dishes.

A REMINDER

To practice at home _____

To bring for next meeting _____

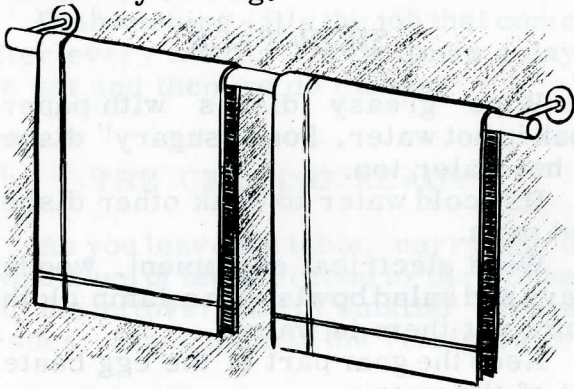
HELP CLEAN HOUSE

Sweeping, dusting, cleaning. It seems as though there is always something to do. Some of these jobs have to be done everyday, some every week and some just once in awhile.

FIRST THE KITCHEN

Helping to make cookies is fun. But did you accidentally drop some food or spill some water? Wipe it up right away. It's much easier than when it dries. Also, someone may slip and hurt himself. Have a cloth or paper towel handy, just in case.

Dishes, knives, towels, food, pots and pans have a place. Let's put them where they belong.



The floor has a way of getting dirty. Sweep it whenever necessary. The easiest time to do it is just after you finished the dishes.

Tips for sweepers:

1. If there is any water on the floor from doing dishes, wipe it up.
2. Sweep with smooth, even strokes. Overlap the broom strokes. Don't move the dirt so fast that you raise a dust.
3. Sweep under chairs and tables, not around them. Move them if necessary.
4. Don't forget the corners.
5. Sweep the dirt and waste to one central place. Don't sweep dirt and waste from one room to another.
6. Sweep the dirt and waste onto a dust pan. Look at the waste to see that

you aren't throwing away buttons or something you want to keep.

7. Put waste in wastebasket.
8. Empty wastebasket.

THE BATHROOM

This is a place that is easy to keep clean if everyone does his share. What is your share? It's taking care of the things you have used.

Put your toothbrush and tooth paste back after you have finished using them.

Hang up your towel and wash cloth.

Wipe the wash basin clean. Use scouring powder if it needs it.



Wipe out the bath tub when you have finished using it. Use a damp cloth. Start with the edges and work down the sides and do the bottom of the tub last. Do the bottom while the water is draining out.

Put soiled towels in the dirty clothes hamper.

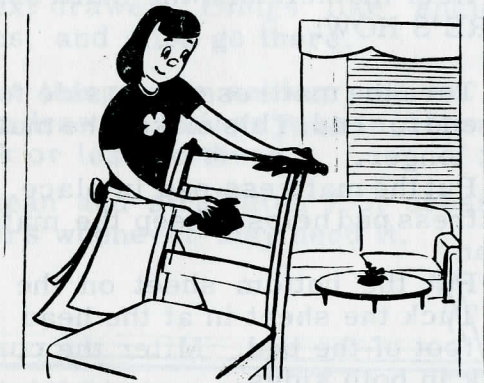
THE LIVING ROOM

Where's the paper? Where's the checker board? You won't be able to find the paper, or any of your games if you don't put them back where they belong. Put games, papers, and magazines back when you are finished with them.

Rooms get dusty and need to be dusted.

Tips for dusters:

1. Use two dust cloths, one for each hand.
2. Start in one spot and work around the room.
3. Dust the whole piece of furniture, not just parts of it.
4. On table tops, take everything off, dust, put everything back in place.
5. Dust window sills as you work around the room.
6. Clean the floor after you have dusted.
7. Empty wastebaskets.
8. Put your dust cloth in your dust cloth container. Keep your dust cloth container with the other cleaning supplies. Change your cloth when it gets dirty.



SHOP TALK

Let's have a place for school books and music instruments. Have a place in your room or some other special spot. Then there won't be a mad scramble later.

Let's help mother and dad with errands. Get things for them that they ask for and need.

SOMETHING TO MAKE

Dust cloth and container - you will need:



1. A metal can or glass jar with a lid. Get one with a large opening so that you can put your hand in it.

2. Paint to decorate your can or jar.

To treat your dust cloth:

1. Put enough polish in the container to make a thin coat on the sides and bottom.

2. Use a soft, knit cotton cloth or cheese cloth.

3. Put the cloth in the container and leave it overnight.

4. The cloth is ready to use.

A REMINDER

To do at home

To bring for next meeting

CLEAN YOUR ROOM

YOUR ROOM

It's the place to keep your doll collection, your keepsakes from friends, souvenirs from trips and where you sometimes play. It's the place where you keep your clothes; where you sleep. It's your room.

You may share your room with your sister. Then together you share the dresser, the closet space and bed, and also the job of keeping your room clean.

Let's talk about room cleaning. It can be divided into three parts. Those things that have to be done everyday, once a week, and whenever necessary.

1. TO DO EVERYDAY

Hang up your night clothes.

Put odds and ends away and straighten articles on your dresser top.

Put dirty clothes in the dirty clothes hamper.

Straighten the furniture.

And yes, make your bed.
HERE'S HOW:

Fold the covers back to the foot of the bed as soon as you get up. Leave it while you dress. This gives the bed a chance to breathe.

THEN

Put the pillow on a chair. Tighten both sides of the bottom sheet.

Smooth and straighten the top covers. Straighten and fold top sheet over the covers at the head of the bed.

Plump and straighten the pillows and put them on the bed.

Straighten and smooth the spread or top cover.

Tips for bedmakers:

1. If possible, put your bed so you can walk around three sides of it. It will be easier to make.

2. If you and mother fix your bed well once a week, it will be easy to fix everyday.

2. TO DO ONCE A WEEK

Dust your room. Do it the way you learned to dust the living room.

Empty your wastebasket. Empty it more often if it needs it.

Help mother put clean sheets and pillow cases on your bed. HERE'S HOW:

Get clean sheets and pillow cases.

Take the bedding from the bed and put it on a chair in this order - spread on the bottom, pillows next and then the blankets and mattress pad.

Lay used sheets and pillow cases aside to put in the dirty clothes hamper later.

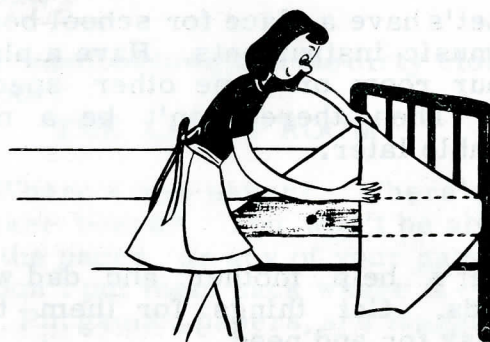
Help mother turn the mattress.
HERE'S HOW:

Turn the mattress from side to side and end for end. This makes the mattress last longer.

Put the mattress pad in place. The mattress pad helps to keep the mattress clean.

Put the bottom sheet on the bed.

Tuck the sheet in at the head and the foot of the bed. Miter the corner. Tuck in both sides.



Put the top sheet on the bed. Leave 8 to 10 inches at the top to fold back over the covers. Tuck in at the foot of the bed. Make mitered corners at the foot. The sheet will stay tucked in better if you do. Put blankets - one at a time - on the bed. Tuck them in at the foot. Miter the corners.

Fold top 10 inches of sheet over the covers. (The sheet helps keep the covers clean.)

Put the spread on the bed.

Plump and straighten the pillows. Put them on the bed.

Straighten and smooth the spread or top cover.

3. DO WHENEVER NECESSARY

Help mother whenever she does other cleaning in your room. Help her clean the floor, the rugs, and the closet.

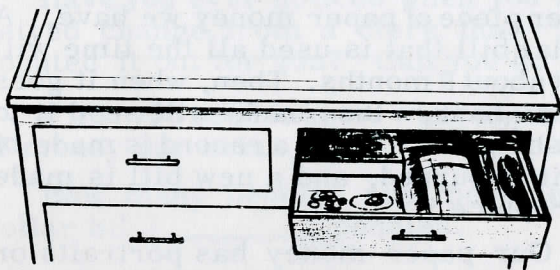
YOUR DRESSER

Put things you use most often in the top drawer where you can see and reach them easily. Things like your hair-brushes, bobby pins, and comb go there.

Put things you don't use as often in the next drawer. Things like anklets, panties, and slips go there.

Put things you seldom use in the bottom drawer. Things you use just once a week or less go there.

Clean and straighten your dresser drawers whenever they need it.



Tips for a neat drawer

Save shoe and stationery boxes (with or without lids) to make drawer dividers. Use small boxes for jewelry and odds and ends. Use larger boxes for panties, slips and anklets.

You can also buy or make drawer dividers.

YOUR CLOSET

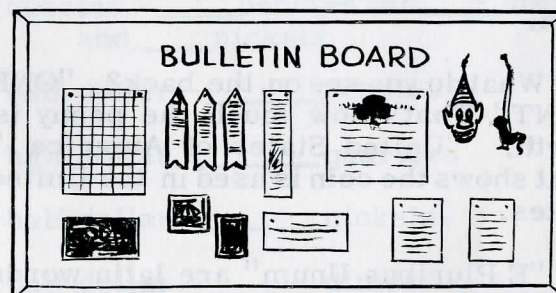
Hang your dresses, coats, blouses and skirts on hangers. Button the top button of coats and blouses. This makes them hang straight so they won't need more pressing.

The time to hang clothes on a hanger is when you take them off. Not several hours later of the next morning.

Fold sweaters and put them on a shelf or in a dresser drawer. They are knit, so hanging them on a hanger makes them lose their shape.

Put your shoes in a shoe rack, shoe bag or a shoe shelf.

SOMETHING TO MAKE



1. Get a piece of insulation board, cork, or other material. Get material that you can stick thumb tacks into easily.

2. Make your bulletin board a size that will fit the space where you want to put it.

3. Use tape or some other edging for the frame. Use a color that will go with your room.

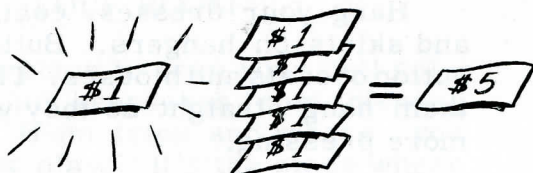
4. Use 2 screw eyes and picture wire or strong cord to hang your bulletin board.

A REMINDER

To do at home _____

To bring for next meeting _____

LEARN ABOUT MONEY



Pennies, nickels, dimes, quarters, half dollars and dollar bills. Did you know that there are \$1,000, \$5,000 and \$10,000 dollar bills?

FIRST, LET'S LOOK AT A PENNY

What do you see on the front of a penny? A picture of Lincoln? Yes. The date? Yes. It tells what year the penny was made. "In God We Trust" represents our nation's faith in God, "Liberty" represents our nation's freedom.

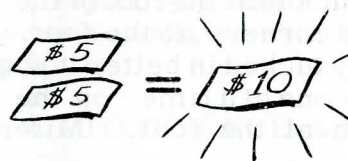
What do you see on the back? "ONE CENT". That's how much the penny is worth. "United States of America." That shows the coin is used in the United States.

"E Pluribus Unum" are latin words and say, "One composed of many." Why is it there? A long time ago, before Nebraska was a state, there were thirteen separate colonies on the east coast. When these colonies united as one large group, they became "one composed of many".

Now turn the penny over again and look under the date. Can you find a "D" or "S" there? The "D" and "S" are called mint marks and show where the penny was made.

If you find a "D", it means the penny was made in Denver. If you find an "S", it means the penny was made in San Francisco. If there isn't a "D" or an "S" there, it means it was made in Philadelphia.

Philadelphia, Denver and San Francisco are the only places in the United States where pennies and other coins are made.



OTHER COINS

Other coins all tell how much they are worth, whether it is five cents or one half-dollar; the year they were made; and where they were minted. Look at some nickels, dimes, quarters, half dollars, and silver dollars. Do they all have "In God We Trust", "Liberty", and "E Pluribus Unum" on them. What did we say those things mean?

Can you tell at a glance whether you have a dime, a nickel, a quarter or some other coin in your hand? Practice until you can.

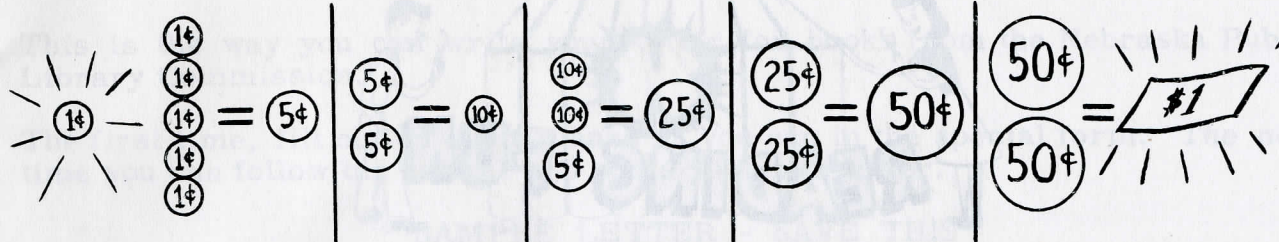
PAPER MONEY

All our paper money - \$1 bills, \$5 bills and larger - is made in two buildings in Washington, D. C. These bills are pointed on the best and strongest paper our paper mills can make. Even then, this strong paper wears out as we pass the money from hand to hand, store to store and bank to bank.

We use the dollar bill more than any other piece of paper money we have. A dollar bill that is used all the time will last about 9 months. Then, when it goes to a bank, the bank will send it to Washington. There a record is made of it, it is burned, and a new bill is made to replace it.

Our paper money has portraits or pictures of men on the front of it. George Washington is on the front of all \$1 bills. Abraham Lincoln is on the front of all \$5 bills. Portraits of other men are on the larger bills.

All of our paper money bears the signature of the Secretary of the Treasury and the Treasurer of the



United States. Can you find their signatures?

Ask at the bank and at the library in your town to find out more about coins and paper money.

USING COINS AND PAPER MONEY

Our coins and paper money are used as a medium of exchange. Exchange means to give one thing for another. Most people call it "buying."

When you buy candy or gum, you exchange money for them. When you go to a show you exchange money to see the movie.

You give one thing for another when you go to the store to buy candy, gum, and ice cream, and when you see a movie.

MAKING CHANGE

Our coins and paper bills equal different amounts of money. If you give a clerk a bigger coin or bill than a thing costs, you will get some change back.

Have you ever noticed when you received change from a clerk that she counted it out for you? Can you do it?

First you need to know what amounts of money our coins equal.

How many pennies are there in a dollar bill? _____ pennies.

How many nickels are there? _____ nickels

How many dimes are there? _____ dimes

How many quarters are there? _____ quarters.

THEN

What combinations of coins equal a dime, a quarter, a half dollar, a dollar?

See if you can fill in the blanks.

1 dime - _____ pennies

1 dime - _____ nickels

1 dime - _____ pennies and _____ nickels

1 quarter - _____ pennies

1 quarter - _____ nickels

1 quarter - _____ nickels and _____ dimes

1 quarter - _____ pennies and _____ dimes and _____ nickels

1 half dollar - _____ pennies

1 half dollar - _____ quarters

1 half dollar - _____ nickels

1 half dollar - _____ dimes

1 half dollar - _____ dimes & _____ nickels

1 half dollar - _____ dimes & _____ nickels and _____ pennies

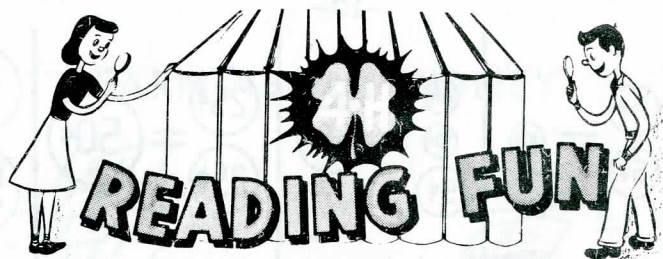
1 dollar - _____ nickels and _____ dimes and _____ quarters

What are some other combinations of coins that make a dollar?

When you know these you can make change.

TO MAKE CHANGE

The best way to learn to make change is to practice. Set up a store at a club meeting. Use stage money or real money. Have articles to buy and sell. Take turns being a clerk and making change. A good clerk starts with the price of the article and counts out the change.



LEARN ABOUT BOOKS

Would you like to play detective and do some sleuthing? Would you like to do some discovering and investigating? There are opportunities galore waiting for you. You can unravel clues to many exciting adventures, investigate new and strange friends, and unlock the door to fantastic places. Here are a few of the book people you might meet and investigate:

ONCE UPON A TIME



Almost anything could happen once upon a time as you will soon discover. A fairy godmother made it possible for Cinderella to go to the king's ball. Puss in Boots helped his master become rich and marry a king's daughter. Mischievous Brer Rabbit played pranks and outwitted the bear, the wolf, and other animals. Have you ever investigated his affair with the Tar Baby?

Have you met Paul Bunyan, the famous logger who could cut two trees down at once - one tree as he swung forward and another as he swung backward for the next stroke? They say his footsteps made when he came west from Maine have now filled up with water and are known as the Great Lakes! Do you know any famous cowboys? Meet Pecos Bill, the most famous of them all. He bounced out of a wagon when he was a baby and was raised by a coyote.

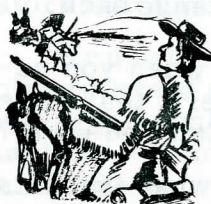
EXCITING NEW FRIENDS



Do you know a boy in France or a girl in China? Would you like some new and interesting friends? Let me introduce to you a few whose adventures make good sleuthing. Jade, Pearl and Jasmine as **THREE LITTLE**

CHINESE GIRLS who have lots of fun and interesting adventures. Then there is Andreshek who because of his carelessness was always getting in trouble. Once while he was bounding on the feather bed the goose got in and gobbled up every one of his Aunt Katushka's **POPPY SEED CAKES**. You'll like Birgit, the little Danish girl whose grandmother gave her **SEVEN CROWNS**, and you'll be interested in what she decided to do with them. Suppose you were a hungry French boy and received a box of pancake flour but could not read the directions because they were written in English. Maybe you would have done what Charles did in the book **PANCAKES IN PARIS**.

MEET FAMOUS PEOPLE



Would you like to travel through the wilderness and fight Indians? Take a trip with Buffalo Bill or Daniel Boone and have many exciting adventures. Meet Pocahontas, the brave Indian maiden; and Jane Addams, the little girl who grew up to help many people by her famous Hull House. You can get acquainted with Mozart who enchanted the Austrian court with his music; and meet Bach who copied music by moonlight because it was locked up from him during the day. Then there are the Wright brothers who worked on the airplane, and Clara Barton founder of the Red Cross. There are many exciting, famous friends whom you can meet through your sleuthing.

This is the way you can write your letter for books from the Nebraska Public Library Commission.

The first time, fill out as many blanks as you can in the special form. The next time you can follow the sample and write your own letter.

SAMPLE LETTER - SAVE THIS

Nebraska Public Library Commission
State Capitol
Lincoln, Nebraska

Dear Librarian:

My name is Betty Smith and I want to be a 4-H Book Detective. My father's name is Fred Smith. I am 9 years old and in the 4th grade. I like stories about pioneers. I have read these books recently and liked them.

1. Little House in the Big Woods
2. Susanna, The Pioneer Cow

Please send me one or two books of dog stories, or funny stories. If you have The Double Birthday Present, I would like it too.

Your friend,

Betty Smith

My address is

Redford, Nebraska

-----Cut here-----Special Form-----Cut here-----

Nebraska Public Library Commission
State Capitol
Lincoln, Nebraska

Dear Librarian:

My name is _____ and I want to be a 4-H Book Detective. My father's name is _____. I am _____ years old and in the _____ grade. I like stories about _____. I have read these books recently and liked them.

1. _____
2. _____

Please send me one or two books of _____, or _____.

If you have _____. I would like it too.

Your friend,

My address

This is the way you can write your letter. The Nebraska Public Library Commission.

The first time, fill out the blank space in the special form. The next time you can follow the example and write your own letter.

SAMPLE LETTER - HAVE THIS

Nebraska Public Library Commission
State Capitol
Lincoln, Nebraska
Dear Sirs:

My name is John Doe. I want to be a 4-H Book Detective.
Father's name is John Doe. I am 12 years old and in the 7th grade. I
live about 10 miles from Lincoln. I have read these books recently and liked

them very much.
1. The Boy Who Sailed the Ocean in a Barrel
2. The Boy Who Swam with Sharks
3. The Boy Who Rode a Horse a Thousand Miles
I would like to see you.

My address is
John Doe
123 Main Street
Lincoln, Nebraska
Yours truly,
John Doe

Nebraska Public Library Commission
State Capitol
Lincoln, Nebraska
Dear Sirs:

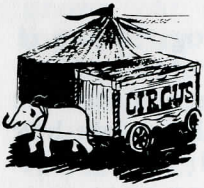
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1. The Boy Who Sailed the Ocean in a Barrel
2. The Boy Who Swam with Sharks
3. The Boy Who Rode a Horse a Thousand Miles
I would like to see you.

My address is
John Doe
123 Main Street
Lincoln, Nebraska
Yours truly,
John Doe

My address

CLUES TO ANIMAL ADVENTURES



Do you like animals? Meet the POLAR BEAR TWINS who got lost and were carried out to sea. Discover how they were finally found by their mother. Have you ever found a polliwog? Make friends with WAGTAIL who was almost swallowed up by a heron. He had forgotten to do as his mother had said and jump at the sight of any strange creature. Have you a cat for a pet? Follow the adventures of BUTTONS, an alley cat born in a trash can who finally found a good home. Have you ever watched a dog dig up a bone he had buried? You can become friends with a little dog who could never find the bones he had buried. You see, he was a circus dog and moved every night to a new place. His story is told in the book LITTLE-OR-NOTHING FROM NOTTINGHAM. Also there is the PONY CALLED LIGHTING whose adventures make interesting sleuthing. There are many more animal friends whom you can meet if you investigate their stories.

GIRLS AND THEIR FAMILIES



What present would you give twins which they could not use if they were angry with each other? Discover the answer in the book THE DOUBLE BIRTHDAY PRESENT. How would you earn money if you lived on a farm down in the Southern mountains? and Hetty needed money for a pair of shoes and they couldn't raise pumpkins because they might roll DOWN THE MOUNTAIN. Have you ever heard of THE TOPSY-TURVEY FAMILY? Would you like to have lived in a log cabin in Wisconsin during the pioneer days? The Ingalls family in the book LITTLE HOUSE IN THE BIG WOODS did and had some good times too as you will find out. Maybe you would have liked living in THE WONDERFUL

HOUSEBOAT TRAIN or with the TROLLEY CAR FAMILY. There's lots of fun in every one of these stories. Just try them and see.

DIRECTIONS FOR DETECTIVES

If you do not have a Library in your community, you can borrow books by writing to the Nebraska Public Library Commission, State Capitol, Lincoln, Nebraska. Fill out the form in this circular and then mail it in. You can keep the books a month before sending them back. All it costs is the postage when you return the books.

KEYS FOR BOOK DETECTIVE

Lattimore, Eleanor
Three Little Chinese Girls
 Clark, Mary E. & Quigley, Margery
Poppy Seed Cakes
 Lattimore, Eleanor
Seven Golden Crowns
 Bishop, Claire H.
Pancakes in Paris
 Tompkins, Jane
Polar Bear Twins
 Call, Alice & Grew, Fleming
Wagtail
 Robinson, Thomas
Buttons
 Henry, Marguerite
Little-or-Nothing from Nottingham
 Mason, Miriam
Pony Called Lighting
 Hunt, Mabel L.
The Double Birthday Present
 Brock, Emma L.
The Topsy-Turvey Family
 Wilder, Laura Ingalls
Little Home in the Big Woods
 Gannett, Ruth Stiles
The Wonderful Houseboat Train
 Clyner, Eleanor L.
Trolley Car Family

BOOK DETECTIVE AWARD



As a reward, each girl finishing the Book Detective requirements will receive a special seal on her project certificate.

LEARN ABOUT PETS



Yes, he's the family's pet. He is your friend. He will give your companionship and be your playmate. He will warn you of danger.

Whether his name is Blackie, Pepper, Toby, or something else; whether he is a little dog or a big dog; whether he is black, brown or white; your dog likes you and wants you to like him too. He wants to play with you. He wants to do things with you. He will do tricks for you if you teach him.

Treat your dog as you would a good friend. Treat him as you want to be treated. Give him food, milk and water.

YOUR DOG'S FOOD

Dogs like meat, vegetables, milk and cereal without sugar. They like their food warm but not hot. If your dog burns his tongue on hot food, he will be afraid to eat for several days.

Feed a grown-up dog two meals a day. Give him a small meal in the morning and a larger meal at night. Don't give him food between meals. You are the one that will have to decide how much food your dog needs so that it isn't overfed or underfed. Young dogs need more milk and more and smaller meals.

Dogs like and want clean fresh water. Have some in a place where he can get it any time he wants it.

Dogs like large bones to gnaw on. It helps to keep their teeth clean and healthy.

A word of warning: Don't give your dog chicken bones or fresh bones to eat. Small bones sometimes break into small, sharp pieces and injure your dog.

YOUR DOG'S BED

Fix a good bed for your dog. Make it large enough for him to stretch out in. Make it in a dry place, sheltered from the wind or in a dog house. Line his box or dog house with clean, dry straw or blankets. Change the bedding once in a while.

Fix his bed where he can come and go as he pleases.

YOUR DOG'S BATH

If your dog needs a bath, give him one in warm water in a warm place. Dry him quickly. Wash him with dog soap. Follow the directions on the package. Don't wash him too often for his skin may get too dry.

YOUR DOG'S HEALTH

Take your dog to the veterinarian whenever he needs medical attention. Be sure your dog is healthy and has the proper care. Vaccination for rabies and distemper is good health insurance.



Cats are another favorite pet. They like to play with you. They make little or no noise and most of them are good at catching mice.

Be a good playmate for your cat and treat him the way you want to be treated.

Give him food, milk and water.

YOUR CAT'S FOOD

Grown-up cats like milk, bread and meat. Cats have to have meat to eat and they like it best raw. A cat will eat vegetables if they are mixed with the meat or fish. Chop their food into small pieces. A cat will not chew any food it can swallow whole. Feed your cat in the morning and again at night.

A kitten eats the same food that a grown cat does. He wants his meals more often and in smaller amounts.

Give your cat plenty of fresh water. Fix it so the cat can get water anytime it wants it.

YOUR CAT'S BED

Some cats will sleep in any bed and some insist on fixing their own. You can fix a bed for your cat in a box or a basket. Line it with an old coat or blanket. Change the bedding once in a while.

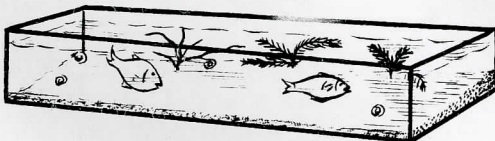
YOUR CAT'S GROOMING

Cats aren't meant to be washed. Cats do their own grooming as they lick themselves. Did you ever notice how your cat washes its face at mealtime?

YOUR CAT'S HEALTH

There is no substitute for the veterinarian in case your cat gets sick or has an accident.

FIXING A GOLDFISH AQUARIUM



It's fun to have goldfish as pets in your home. They are easy to keep and the cost of keeping them is very little.

Glass container - wash it. Then measure to find how much water it will hold.

Sand and gravel - wash it so it will be clean. Put enough in so that it will more than cover the bottom of the container.

A few plants - get some from a pet shop. Put one end of the plants in the sand. Put the plants toward the back of the container.

Water - fill the container so it is almost full. Be sure the water is at room temperature.

Goldfish - decide the size of the goldfish you want. Put 2 quite small goldfish or one fairly large one to each gallon of water.

Snails - get one or two at a pet shop. They do the dishwashing. How? They clean the sides of the container.

WHERE TO PUT YOUR GOLDFISH AQUARIUM

Put it where it will get some sunshine each day. Plants need sunshine to grow.

Put your goldfish aquarium where it will stay almost the same temperature all the time.

A word of warning: If you change the water, be sure it is at room temperature.

FEEDING YOUR GOLDFISH

Fishfood - prepared foods are for sale in pet stores. Follow directions on the box for feeding your goldfish. Feed them sparingly.



PETS ARE FUN

Pets are fun whether you have a dog, a cat or goldfish. There are other kinds of pets too. Whatever kind of pet you have, be his friend and care for him. He will reward you by being your best friend.

Make a collection of pictures of pets like yours. Learn as much as you can about your pet. Ask your folks. Ask your leader. Look in books and encyclopedias.