Helping in the Home Record Book

Not for State Competition

Name: ______________________________ Age: ______

Club Name: ________________________ Years in 4-H: ______

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Revised September 2010 by Vera Collins Deaver Lake County 4-H Secretary Available on line at http://lake.ifas.ufl.edu/4-H/projects.shtml
Contents

Helping in the Kitchen

Setting the Table
Arranging Flowers for the Table
Washing Dishes

Helping Through the House

Building Brick and Board Bookcase
Washing Windows
Cleaning Painted Woodwork
Arranging a Cleaning Kit

Give a Demonstration
Helping in the Home Record
Project Summary

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Home Furnishing Specialist

References: Extension circulars from Tennessee, Utah, and Virginia
Home Improvement

Your choice of this project shows that you are not a selfish person, but have an interest in your home and other members of your family. In this project you will be learning how to help others and to take your share of responsibilities in the home.

Here are some of the things you should do during the year. Check those you plan to do.

1– Make three or more items for the home. The following are some suggestions:

   Block and plank bookcase
   Make flower arrangement for dining room
   Arrange a cleaning kit

2- Set an attractive table at least once a day for one month.
3– Wash dishes once a day for a least one month.
4– Clean woodwork in one room.
5– Clean windows in two rooms.
6– Keep a record of what you do.
7– Tell in writing what you have learned in the project.
8– Share with someone else something you learned in this project. This may be done by demonstration, a talk, an exhibit or showing others what you have done and telling them what you learned.

Helping in the Kitchen

Setting the Table  Setting the table correctly is one activity every 4-H Club girl and boy should learn to do. After you learn how, you can set the table quickly and neatly and will be glad you can help with this everyday task.

This is what you do:

1.  Lay the cloth on the table over a silence cloth. A silence cloth is made of washable material and is used to protect the table and keep dishes and silver from rattling. Sue the creases in the middle as a guide to be sure the cloth is straight.

2.  Put place mats on the bare table. The cloth or mats may be lined, cotton, or plastic but should be clean

3.  Arrange a low bowl of flowers, fruit, or small growing plant in the center of the table.

4.  Collect the napkins, dishes, glassware, and silver on a tray. Place tray on a table near dining table.
Set a Place for Each Person in This Way:

PLATE          Open side up, about 1 inch from edge of table
KNIFE          With cutting edge next to plate, at right of plate
FORK           With tines up, at left of plate
SPOON          At right of knife with bowl up
NAPKIN         At left of fork, with open corner turned toward lower edge of plate
WATER GLASS    At tip of knife
CUP & SAUCER   At right of spoon with cup handle turned to right

Plates should be at least 24 inches apart, measured from center of plates. PLACE:
Silver in line with lower edges of plate and napkin. Salt and pepper shakers near center. Individual shakers just above each plate. Chairs with front edges just under edge of table.

Some of the things to remember and practice ARE:
Always be neat. Wash your hands before setting the table. Use only clean dishes, silver, glassware and linens. To keep them clean, be sure to:

T  Pick up silver and cups by the handles only
T  Hold glasses with fingers on the outside near the bottom
T  Keep your fingers out of the dishes by holding each dish by the rim or with your hand on the bottom of it.

Make the table just as attractive as possible because this makes eating pleasant and thus aids in the digestion of food. When you are using colored dishes, linens, and flowers, select colors that look good together. Remember that the main idea in table setting is to arrange the dishes, glassware, silver, napkins, and food so that everything will be convenient and easily used. Practice setting the table at least once a day for one month. Possibly you will want to continue.
**Flowers for the Table** – A centerpiece on the table can make a simple meal seem like a festive occasion. Flowers can be used to carry out a color scheme. Choose ones which will look well with your table setting, keeping in mind the colors of both the dishes and place mats. Cut some lighter colors with long stems and a few darker ones with shorter stems. Put the flowers in a deep can of water for several hours so they can get a good drink.

Use a Low Container— A dining table center piece should be low enough so that people can sit on each side of the table and see each other. You will need to us a low container and some kind of holder.

Making the Arrangement— There are many ways to make arrangements. Practice with flowers and other plant material you have gathered from your garden or from fields and roadsides. You will find helpful ideas in books and magazines and by seeing how plants grow naturally. When you have been in 4-H Improvement another year or two, you will do a more complete study of arranging flowers.

**Washing Dishes Without Electric Dishwasher** — Who told you washing dishes was a job to dread? Since it needs to be done every day in the year, why not learn to do it well? Wash dishes this way for at least two weeks. Before you start washing dishes check with mother to see that you have the necessary tools and supplies close to the place where you will be working. Keep these things together.

Equipment:

- **Sink and Dishpan ****** A rubber mat in the sink will cut down chipping and breakage.
- **Draining Rack is Helpful *** Rinse dishes in hot water and leave in drainer. A draining pan or tray will be needed if the dish drainer cannot be set in the sink.
- **Plate Scraper *** Scrape all food from dishes before washing. Use a plate scraper or paper napkin or paper towel.
- **Paper Towels *** Use for removing grease from dishes and utensils before washing.
- **Tray or Service Cart *** Use a tray or serving cart to save steps I clearing the table and putting things away.
- **Soaps or Detergents *** Use enough soap to keep a light suds while washing.
- **Scouring Materials *** Non-scratching powders, pads, a prong of a wooden clothespin, or brushes can be used to remove hard and sticky food. Never use knives or good silver to scrape pans.
- **Other Supplies *** Be sure the dishcloth, sponge or brush you choose is clean and sanitary and used only for dishes.
- **Hot Water *** Lots of hot water is needed. Add hot water as it cools. Change water when it gets dirty.
Getting Ready to Wash Dishes:

Try to wash all cooking utensils while preparing the meal. Put kettles used in cooking to soak and pile neatly. As you leave the table, remove the dishes of left over food. Put food in small, covered dishes in refrigerator. Clear the rest of the table. When carrying dishes from one place to another, a tray is a labor saver. Scrape, sort, rinse, and stack dishes in neat piles at right of sink or dishpan. Rinsing dishes helps to keep your dishwater from getting dirty. Be sure to rinse dishes if you are not going to wash them until later. If you are left handed, start with dirty dishes on left side of sink and work to the right. Arrange together glassware, silverware, cups, saucers, small plates, and serving dishes and in this order. If dish pan or sink is too high for you, find a stool or wooden box to stand on. This will make the job less tiring. However, if the work surface is too low, place a wooden rack under your dishpan.

Doing the Job:

1. Wash hands.
2. Partly fill the sink or dish pan with hot sudsy water.
3. Wash all glassware and rinse. Then using both hands, lift from rinse water and place upside down in drainer.
6. Wash the china. Rinse and place in drainer. Turn cups and bowls upside down. The china will dry while you wash pots and pans.
7. Wash kitchen utensils and pans, leaving dirtiest until last. Rinse and towel dry.

Special Tips

- Soak greasy and sugary dishes in hot water. Use cold water to soak other dishes and pans.
- Burned on food can often be removed by filling pan with cold water and bringing it to a boil.
- Do not put electrical equipment in water. Wipe with a damp cloth and dry.
- To wash wooden ware, dip quickly and wash immediately in warm, sudsy water. Do not allow it to stand in water. Rinse well and dry thoroughly.
- Keep the gear part of the egg beater out of water.
- Wash sharp knives one at a time, rinse and dry without letting go of them. Handle carefully!
- Rinse milk and egg dishes in cold water as soon as you have finished them.
Cleaning up

1. Put away dishes, pots and pans. If dish cupboards are near the dishwashing center, put dishes away as they are being wiped.
2. Wipe counter tops, kitchen table, range and refrigerator door, if necessary.
3. Empty water, wipe pans and drainer and put away.
4. Rinse dishcloth and scouring pad in soapy water, then clean water.
5. Hang towels and cloth to dry.
6. Clean sink. Scour if necessary.
7. Wash hands and apply hand lotion.

Using Electric Dishwasher — Here’s how a typical dishwasher works. After it is loaded with rinsed dishes and the switch turned on, the dishes are washed with jets of hot water. Then the dishes are given a hot rinse. The drain closes, and fresh hot water rises in the bottom of the tub. The impeller, which is a rotating arm with blades, begins to turn, churning water up to flush the detergent out of a cup. After five minutes the machine drains, then repeats the process with fresh hot water. It drains again then gives two hot water rinses. After draining, it fans heated air over the dishes for 20 minutes as they dry.

Care and Feeding of Dishwashers

< Scrape and rinse dishes before putting them in dishwasher. A dishwasher is not a garbage disposer.
< Load silverware handle down.
< Load glasses and cups bottom up. Don’t overlap flat pieces, water must get to every surface.
< Lipstick on dishes, tarnish on silver, and pots and pans encrusted with cooked and caked food need pre-treatment.
< Measure correct amount of the right kind of detergent and put it in the cup designed for it. Read the instruction book to know what to use.
< Clean the impeller, see that it is free to rotate. Give it a flick with your finger to make sure.
< Don’t let small strainer over the drain in the bottom of the tub become clogged.
< If you are plagued by hard water, the hard water scum can be slushed off by running the dishwasher through a complete cycle without any dishes, using a cup of vinegar instead of a detergent. The only permanent solution is to install soft water in the line.
< Do not put kitchen knives in the dishwasher, wooden handles may deteriorate, and the temper of the blades is damaged by prolonged high temperature.
Helping Through the House

Keeping newspapers, magazines, and books picked up helps the appearance of a room a great deal. If you save newspapers for any reason, have a place to keep them stacked neatly. A bookcase helps keep a room organized, too. Here’s how to make one kind of bookcase.

**Brick and Board Bookcase.**

Every important job needs a plan. On a separate sheet of paper make a drawing of your shelves as you want them to look. Here are some things to think about.

- Where will you put the shelves?
- How long is the space?
- How many shelves do you want?
- How long should they be?

Ask your mother and dad to help you answer these questions. They will have good ideas to share with you. Look for pine or fir boards about 1 inch thick and 10 or 12 inches wide. Maybe you can find old boards around the house. Be sure the boards are straight and not warped. If you have to buy lumber, find out the cost per foot of the width you want. Then figure how much the lumber for your shelves will cost. Use building bricks, concrete blocks, or glass bricks between the shelves under the bottom shelf. If your shelves are more than 54 inches long, use bricks or blocks near the center as well as at the ends. The number of bricks or blocks you need will depend on their size and the number and length of shelves you want. If you use concrete blocks, you’ll find it easier to use half blocks than whole ones.

Materials needed to make shelves:

- Boards cut to the size you want
- Bricks, concrete blocks, or glass bricks
- Sandpaper, 1 sheet medium and 1 sheet fine
- Water base wall paint and brush

**---------OR---------**

- Penetrating wood sealer, pad of fine steel wool, old nylon stocking and cup or small dish.
- Newspaper

Before applying the finish to the boards, rub or sand with sandpaper until they are smooth. First use the medium weight and then the fine. Always rub or sand with the grain of the wood, never across it.
How to apply penetrating sealer finish

When applying penetrating wood sealer finish be sure to work in a well ventilated room in which there are no fires. Wear old clothes. Cover your work area with old newspapers, and dust the boards before applying the finish. Read the directions on the can of sealer before you start. Instead of a brush, you can use a pad made of an old nylon stocking. Our boards will need two or three coats.

How to apply paint

Painting can be messy, so wear old clothes. Cover your work area with a thick layer of newspapers to catch the drips. Try to find a place where there is little or no dust. Wipe the article with a clan cloth. Put the board on old jar lids or small blocks of wood so the paint won’t stick to the newspaper. Be sure to use a clean brush.

2 Stir paint until it is well mixed.
2 Dip bristles into paint about half their length, and lightly tap rim of paint can.
2 Paint with light short strokes following the grain of the wood. Catch runs and drips and smooth them with the brush.
2 Be sure paint is dry before you touch or move the board.

After the paint or sealer is completely dry, you’re ready to build your shelves. Isn’t it fun to see your shelves just as you planned in your drawing?

Washing Windows

Windows should not be washed when the sun is shining directly on them because they will dry too quickly and show streaks. When washing windows, it is good to assemble all your tools before starting the task. This will save your energy. Another energy saving suggestions is to use a good, sturdy, well braced stepladder with a shelf attachment for the bucket to avoid unnecessary stooping. For safety, never stand on the top step of a stepladder. Always stand low enough so there are at least tow steps above the one on which you are standing. This enables you to brace yourself against the ladder with your knees. Before starting to wash the windows, dust the screens, glass and woodwork. If one person works on the outside while another works on the inside you can tell better when glass is sparkling clean. Use clear warm water, a chamois or soft lint less cloth and one of the following mixtures.

- 1/4 cup household ammonia to four quarts of warm water.
- ½ cup denatured alcohol to four quarts of warm water.
- Two tablespoons kerosene to four quarts of warm water.
- 1/4 to ½ cup vinegar to four quarts of warm water.
- Soap is not advised for cleaning windows because it will streak.

Dip cloth or chamois in mixture. Wring dry as possible and wash the glass. Dry with a clean cloth. Be careful to clean corners and sills. It is easier to see streaks and eliminate them if you wash the outside of the window using horizontal strokes and the inside with vertical strokes. The streaks will show up in the light and you will be able to tell which side needs the extra polishing. There are good commercial cleaners available if you prefer to use one of them. Read the label and follow instructions.
**Cleaning Painted Woodwork**

Start washing woodwork at the bottom and work upward. Water running down dirty woodwork cases streaks which are difficult to remove. To prevent running, never use cloths or sponges which are so wet they drip. Wash only a small area at a time and rinse with a cloth wrung out of clean water. Use any good paint cleaner. Check with your parent to see what he/she uses. You can make a soap jelly cleaner by mixing 3/4 cup neutral soap flakes in a quart of boiling water. Let set until it jells. Use small amount of soap jelly on sponge or soft cloth to clean woodwork, then rinse with clot wrung from clear water. To reach high places, stand on a sturdy stool or ladder.

**Arrange a Cleaning Kit**

The first step to easier cleaning is to keep your supplies together in a kit that can be carried from room to room as cleaning is done. The kit can be an open basket or a box with handles. If a basket is used, it should be lined with oil cloth or plastic to keep any spilled liquids from getting on floor or fabrics. Use jars and small bottles so the kit will not be too heavy. Label each container so you know what is in it. The cleaning kit might include:

- chamois
- whiskbroom or upholstery brush
- wax
- soft clean cloths
- sponges
- neutral soap or synthetic detergent
- treated dust cloths
- mild scouring powder
- window cleaner

You may omit items, or add others depending on your needs and methods of cleaning. A cobbler apron with deep pockets is a useful cleaning aid. You can keep your dust cloth, small vacuum attachments, and other cleaning equipment right at hand in the pockets while you are working. You'll probably find that an apron with a neck strap is more comfortable than one that ties at the waist only.

**Give a Demonstration**

You give a demonstration if you show and tell how to do or make something. Here are some ideas for demonstrations or you can think of others. These you have studied in this project.

<table>
<thead>
<tr>
<th>scrape &amp; stack dirty dishes beside dish pan</th>
<th>set a table</th>
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<tbody>
<tr>
<td>sand &amp; finish wood</td>
<td>make an arrangement for dining table</td>
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<td></td>
<td>equip a cleaning kit</td>
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<tr>
<td>assemble a board &amp; brick bookcase</td>
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Helping in the home record.
Check a box each time you complete one of the following jobs.

<table>
<thead>
<tr>
<th>Task</th>
<th>Total</th>
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<tr>
<td>Wash dishes</td>
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<td>Set the Table</td>
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<td>Dust furniture</td>
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<td>Vacuum/Sweep</td>
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<tr>
<td>Wash Windows</td>
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<td>Clean bathroom tub/sink</td>
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<td>Take out the trash</td>
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<td>Other projects</td>
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I made or bought these articles for our home.

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<th>List</th>
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**Project Summary**

**LEADERSHIP**

List your accomplishments both in this project and as a member of your club, county council, etc.

*Ex: participate in TLC as the delegate to District VIII meetings.*

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**COMMUNITY SERVICE**

List in detail your individual or club community service accomplishments and the purpose for the service. *Ex: Our 4-H Club saw a need for a food drive & collected 200 items that were delivered to the needy.*

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<tr>
<th>Date</th>
<th>Activities and Events</th>
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PRESENTATIONS

List in **detail** the demonstrations, speeches, exhibits, workshops where you presented. Also list the topic of your presentation & the level at which you participated at.

*Ex: County Events Demonstration - "How to prepare your Rabbit for Show" Check County*

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CLUB ACTIVITIES

What activities did you participate in with your 4-H Club.

*Ex: Workshops, fair, field trips, judging trips*

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NEWSPAPER Articles and/or Pictures of your 4-H Project

NEWSPAPER Articles are extra and will not be deducted.
If you or your 4-H club was in the newspaper please attach the article here.
For project pictures, be sure to include captions describing each photograph. If possible show (The Beginning of your project (work being done and (your completed project. (Minimum of 3 pictures). You may insert pages as needed.
Your 4-H Story

In your story include as many of the following as possible.

6. What 4-H work has meant to you.
7. What you have learned.
8. What safety practices you used in your project.
9. How you managed your project.
10. What you can do to improve your project next year.
11. About your trip to Congress, camp, the fair, etc.
12. What you did to "Make the Best Better".
13. About any other 4-H experiences.

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