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4-H HOME MANAGEMENT PROJECT / UNIT 1

GET SMART

MEMBERS' GUIDE / JANUARY 1974 / MHM:50

(SEE MANAGEMENT THROUGH ACTIVITIES, AND RESOURCES SUCH AS TIME)

PURPOSE OF THIS PROJECT

This project will introduce you to the meaning of home management and help you to become a better manager. However, it will be a little different from others you may take.

In many projects you learn how to do something. For example, you follow a recipe to make cookies -- you follow directions for loading a camera -- you plant seeds according to instructions. In this project you will be mainly learning to think about the choices you have and how to decide which one to use in making things and doing jobs.

The activities in this unit will help you:

1. Learn to make the best use of your personal belongings, time, money, and interests.
2. Share life with others.
3. Accept responsibilities.

WHAT YOU WILL DO IN THIS PROJECT

Read the "Things to Do" pages before your study of the project. Record sheets are provided to hand to your 4-H leader when you complete the project.

In this project there are 5 sections that include different ways to apply management. You may use this booklet as a workbook and write in each section as you go along.

The sections are:

Grooming Your Bedroom

Ways to Help at Home

Using Your Money Wisely

You're the Manager

Making Decisions

Prepared by Janice Woodard, Extension Home Management Specialist with Hilda Dailey, Extension Home Management Specialist contributing the section, "Using Your Money Wisely."

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THINGS TO DO

Most 4-H'ers will want to study this project for 2 years.

In the first year:

1. Complete items 1-4.
2. Complete items 9 and 10.
3. Choose 2 other items.

In the second year:

1. Complete items 5-8.
2. Do a different topic in item 10.

1. Discuss your project with Mom and Dad.
2. Learn the 3 parts of a job as described in the section, "Grooming Your Bedroom."
3. Make your bed the one-trip method at least 4 times. Then see if you need to make changes in this method in order to meet your goals of making your bed. Continue making your bed for another 3 or 4 times and include your changes.
4. Complete the section, "Using Your Money Wisely."
5. Study how you can do one of the following jobs to meet your goals:
 - a) Keep your room neat.
 - b) Keep your clothes neat.

Practice the methods you decide for at least 3 times. Then review your plan and see if you need to make any changes. Continue for another 3 or 4 times including these changes.

6. Wash dishes once a day for a week by the method suggested in this project. After this time, see if you need to make any changes in the method to meet your goals. Then continue washing dishes for at least another week, including these changes.
7. Study the 3 parts of a job as they relate to any job you do at home that is not discussed in the project.
8. Complete the section, "You're the Manager."
9. Complete the section, "Making Decisions."

10. Give a demonstration or illustrated talk on a topic related to this project. Listed below are some suggested topics. You may think of other topics.

Make Your Bed the Easy Way The Three Kinds of Money Managers
Washing Dishes Quickly How to Earn Money
A Place to Store My Shoes
The Three Parts of the Job of Washing a Dog (or another job)
My Resources
How to Make a Decision

Ask your leader for Virginia Polytechnic Institute and State University Extension Publication 56, "4-H Demonstrations and Illustrated Talks with Debbie and Tommy."

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References

The section on "Using Your Money Wisely" was adapted by permission of the Louisiana Cooperative Extension Service by Hilda Dailey from the 4-H project, "More Fun--More Funds through Management."

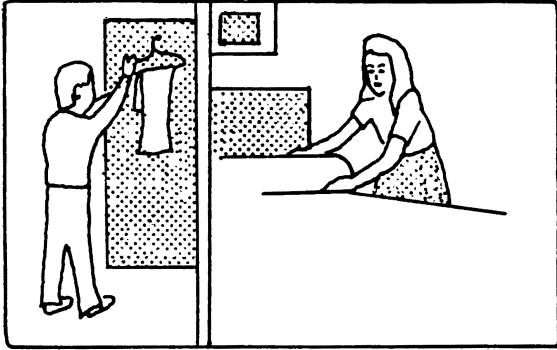
Other references:

"Pre-Teens Can be Artists with Their Resources,"
Alice Mae Alexander, University of Missouri, Home Management I,
YP 59, Reprint 1969.

"Have Fun--Think! Plan! Act!," Julia Barnes,
Mississippi State University, Unit I, 4-H Home Management,
Publication 619, 1968.

"Management Project I," Thelma Hinson, North Carolina
State University at Raleigh, C-15-2, 1966.

GROOMING YOUR BEDROOM



Take a look at your bedroom and your storage areas. Here is your place for treasured possessions and everyday necessities. Your room is where you rest and perhaps study and play. If you share your room with another member of your family, you need to be considerate of your roommate in the way that you keep your room. But whether you share your room or have it all to yourself, it is a place where you can practice good management to make it pleasant and comfortable.

In using management while grooming the things in your room, you need to know what your goals are. What do you want to accomplish in your cleanup and pickup campaign? Just doing work isn't practicing management.

Things you need to decide about while you're choosing your goals for grooming your bedroom:

1. How do you want your bed to feel when you sleep in it? How do you want it to look in the daytime? Is making your bed quickly important to you?
2. How neat and clean do you want your room to look? How important is your safety when you plan for the care of your room? Why do you want this amount of order and cleanliness? Are there other things you want to work for besides orderliness and cleanliness in taking care of your room?
3. How clean and tidy do you want your clothes to look when you wear them? How handy do you want your clothes to be when you get ready to put them on?

With these ideas in mind, what are your goals for grooming your bedroom?

Some suggestions for helping you reach your goals for bed making:

As you think ahead to making the bed, you will find that there are 3 parts to the job:

getting ready
doing the job, and
cleaning up.

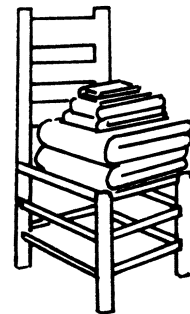
Most jobs can be divided in these 3 ways. Sometimes getting ready or cleaning up may take more time than doing the job.

Let's look at these 3 parts of the job of making the bed:

Getting Ready (making a single bed)

At least once a week, remove the sheets and pillowcase, and put clean ones on the bed, following these suggestions:

1. Put a chair or table on which to place the pillow, covers and clean bedding near the head of the bed.
2. Use both hands to collect clean sheets and pillowcase at the storage area and carry to the bedroom.

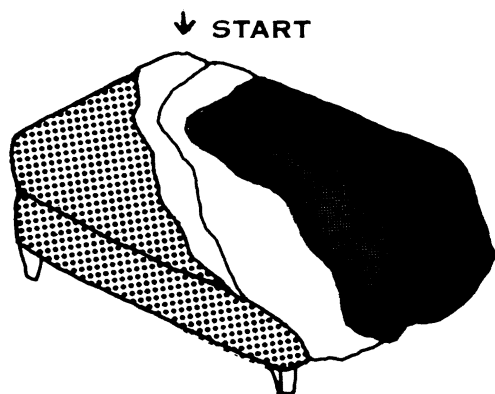


Doing the Job

In making the bed, you can use either flat or fitted sheets.

Making a Bed with a Fitted Sheet

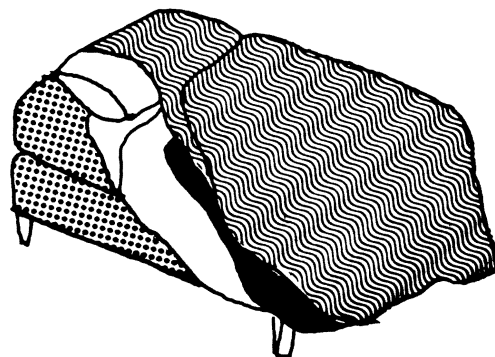
Standing at one side of the bed near the head, do steps 1, 2, and 3.



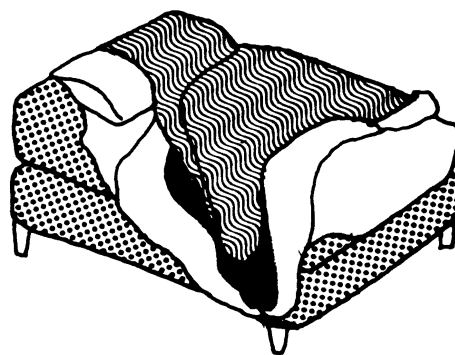
1. Unfold the bottom fitted sheet lengthwise with the right side up. Hook one corner of the sheet around one corner of the mattress at the head of the bed.

2. Place the top sheet on the bed, right side down, with the center fold of the sheet on the center of the bed. Allow enough of the sheet at the head of the bed so that the sheet can fold over the blanket a little, if possible.

Spread the blanket over the sheets with the top edge about 8" from the edge of the mattress at the head of the bed.



3. Unfold the bedspread on top of the blanket; then fold the edge nearest the head back about to the edge of the top sheet. Put pillow in pillowcase and place on bed. Bring turned back edge of bedspread over the pillow.

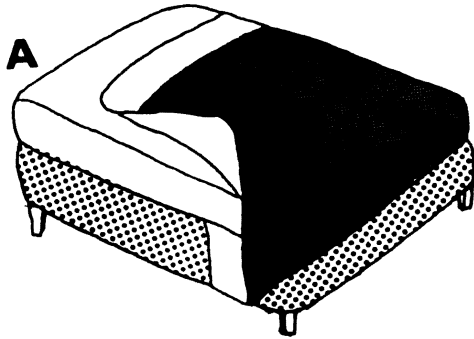


4. Now move to the foot of the bed and fold back the top sheet, blankets and bedspread so you can fix the bottom sheet. Hook the foot corner of the bottom sheet around the foot of the mattress.

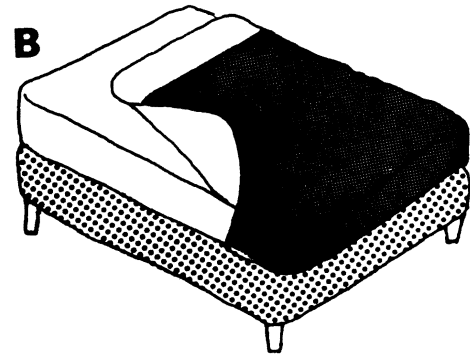
5. Miter (square) the top sheet and blankets at this corner. See drawings below. Stop after step C. Bedspreads usually hang loose on the sides and are not tucked under the mattress.

DIRECTIONS FOR MITERING CORNERS

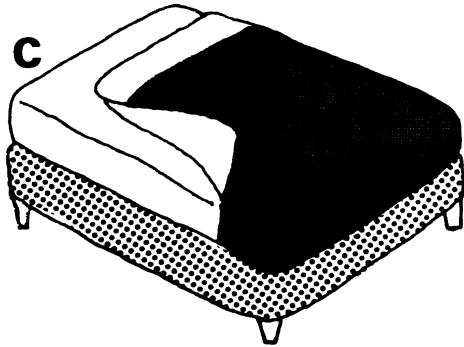
This method makes square corners.



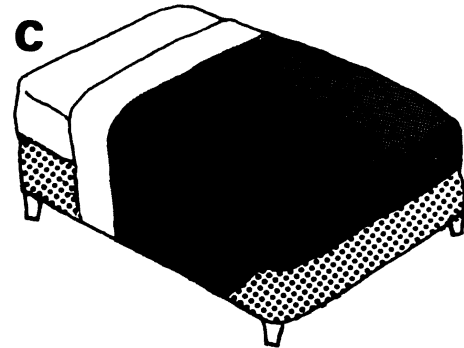
- A. Catch edge of sheet about 18 to 24" from corner



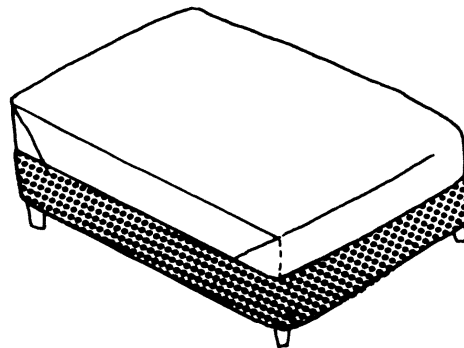
- B. With left hand, lift the sheet to form a triangle. With right hand, tuck free edge of sheet under mattress.



- C. Holding right hand against sheet and mattress, bring down the left hand and edge of sheet.



This is the way the finished square corner of the bed will look. The top sheet and blankets should not be tucked under the mattress along the sides.



- D. When you use a flat sheet as a bottom sheet, it should be tucked under the mattress along the sides. This is the way the finished square corner will look when you have tucked under the bottom sheet.

6. Go around to the other corner at the foot of the bed and fix the sheets, blankets and bedspread the same way as the corner you just finished.
7. Finally, move to the last corner at the head of the bed and fix the sheets, blankets and bedspread like you did on the other side of the head of the bed. You may need to bend up the corner of the mattress if the fitted sheet is tight.

Making a Bed with Flat Sheets

1. Standing on one side of the bed, unfold the bottom sheet, right side up with the center fold in the center of the bed. Tuck the sheet under the mattress at the head of the bed and along the side.
2. A good way to keep the sheets tucked in at the corners is called mitering. To do this study the drawings on page 6.
3. Place the top sheet on the bed, right side down, allowing enough at the head of the bed to fold over the blanket a little if possible. Spread the blankets over the sheets with top edge about 8" from the edge of the mattress at the head of the bed. See drawing 1 and 2 on page 5.
4. Fold bedspread on loosely but straight, then fold the edge nearest the head of the bed back about to the edge of the top sheet. Put pillow in pillowcase and place on bed. Bring turned back edge of bedspread over the pillow. See drawing 3 on page 5.
5. Now move to the foot of the bed. Lift the top sheet, blankets, bedspread and turn them back so you have room to work on the bottom sheet. Tuck the bottom sheet under the foot of the mattress. Miter the corner. See drawing 4 on page 5 and drawing D on page 6.

Smooth top sheet and blankets down and tuck under the foot of the mattress. Miter the top sheet and blankets half way at this corner. See drawings A, B, and C on page 6. Stop after step C.

Bedspreads usually hang loose on the sides and are not tucked under the mattress.

6. Make the other foot corner, just as you did the first one.
7. Now move to the other head corner. Fix the sheets, blankets and bedspread like you did the other corner at the head of the bed.

Suggestions for Cleaning Up

Put the dirty sheets and pillowcase in the laundry hamper or the wash.

What method of bed-making will you use?

The method of making a bed in the illustration you have just seen is called the one-trip method. Research has shown that this method of making a bed cuts down on the steps, motions and time involved in this job.

The one-trip method means making up one side of the bed completely, then the foot, then the other side. If possible your bed should be at least 15 inches from the wall for ease in making it this way.

However, there may be things that make another method of making the bed more practical for you. Some of the things that may influence your choice of bed-making are the arrangement of your bed in relation to other furniture and to the walls of your room and the length and width of the sheets and blankets.

For example, if your bed is against a wall and you don't have room to walk around the bed, you may be able to work on three sides only, reaching to the fourth side. Or if your top sheet is shorter than average length, you may not be able to fold it over the blanket at the head of the bed.

Try the one-trip method at least 4 times to see if this method helps you get the results you want. After trying this method, have you decided to make any changes in your method? Why? Explain your changes below:

What changes I have made:

Why I made them:

Some suggestions for reaching your goals in keeping your room neat:

1. Hang up clothes or put them away in drawers after you take them off.
2. Form a habit of putting books and objects back in place after you use them.
3. Tidy up your room just before going to bed.
4. Keep a wastebasket in your room to collect trash. Empty it before it overflows.

Things to Do (Optional)

Buy or make a wastebasket which will suit your needs. For example, you might consider the color scheme of your room. You probably will also need to consider what you'll be putting into the basket to determine the size you'll need and whether or not the basket should be fireproof.

Inexpensive wastebaskets may be made from 5 or 10 gallon ice cream cartons or large metal containers for potato chips painted with latex paint or covered with gift wrapping paper.

For other suggested activities which can help make your room neat, see the 4-H Home Improvement project.

What things will you do to keep your room neat? Why? List below.

Some suggestions for reaching your goals
in keeping your clothes clean and tidy

1. Hang dresses, jackets, and shirts where they can air overnight after you have worn them. Where you hang clothing depends on how well ventilated your closet storage area is. You might put a hook on the closet door or over a door if your closet is crowded and it is difficult to get good air circulation.
2. After airing, brush garments and put them in your closet or other storage space. Airing and brushing will help remove moisture, dust, and some odors.
3. Hang trousers on a pants hanger or hang across padded hanger.



4. If you use wire hangers for garments, be sure they are not rusty. Sturdy hangers help keep the shape of clothing better than frail wire hangers.
5. Put sweaters on the bed or other flat surface for airing. Then fold them and store in drawers or boxes. Knit garments usually keep their shape best when stored folded instead of hung up.
6. Clean dust and dirt from your shoes when you take them off and air them. Then store them in a shoe bag, or a shoe rack or in the box in which they came.
7. Put dirty clothes in the family laundry hamper or in a laundry bag in your room.

Things to Do (Optional)

1. Make a padded hanger for slacks or trousers. Start with a sturdy wire hanger. Pad the part of the hanger where you will put the garment. Suggested padding material: old Turkish towel, corduroy.
2. Fix up some cardboard boxes to store shoes in. Cover them with latex paint or gift wrapping paper.
3. Improve the storage of your clothing or accessories in one drawer. Arrange things so they are easy to see, get out, and put back.

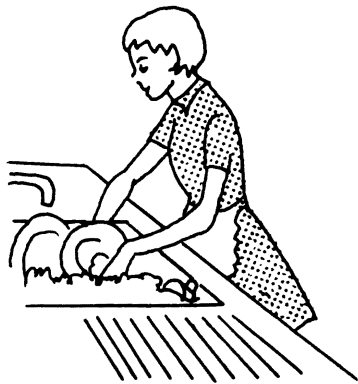
Small clean boxes make good dividers for such things as underwear, socks and belts.

For other suggestions which can help keep your clothes neat, see the 4-H grooming projects.

What things will you do to keep your clothes tidy and clean?

WAYS TO HELP AT HOME

Home is an ideal atmosphere for learning and sharing. Jobs done well at home can help you both today and tomorrow.



One job you can do at home is dishwashing. As you begin, you can practice some management. Think about what you are going to do, why you are planning to wash the dishes, and how you are going to get the dishes washed.

Dishes need to be clean for use, health, and appearance. Therefore in washing dishes one goal is:

to get clean, sparkling dishes, glasses, and flatware.

As you become busier with school, and home care assignments, the resources of your time may be very important to you in getting the dishes washed. You may be interested in knowing how to wash dishes clean, yet quickly. If your family owns a dishwasher, that is a resource which you may want to use to get the job done. You may have limited water supply at home so you may need to conserve your resource of water.

What goals do you have in washing dishes?

Let's look at the 3 parts of the job of doing dishes: getting ready, doing the job, and cleaning up.

Suggestions for Getting Ready

1. Collect dishes from the dining table on a tray or a cart and carry them to the dishwashing area.
2. Scrape food from the dishes, using a scraper and/or paper.
3. Stack things to be washed to the right of the sink or dishpan (if left-handed, place to the left). Group all the plates together, all the cups together and all the flatware together in the order in which you will wash them. Place the items you will wash first nearest the sink or dishpan.

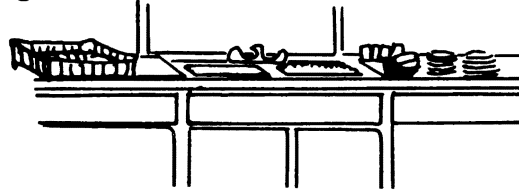
4. Assemble dishwashing supplies according to your needs.

For handwashing:

Dishpans if needed Sponge, brush, dishmop or cloth
Drainer Dishtowels
Detergent or soap

For machine washing: dishwasher detergent

Suggestions for Doing the Job



By hand

1. Wash dishes in hot sudsy water until clean. One suggested order is: glassware, flatware, cups, saucers, plates, serving dishes, kitchen knives and pots and pans. It is wise to wash greasy pots and pans last. Change water if it becomes cold or greasy before you finish the job.

2. Rinse dishes with scalding water in dishpan or sink or use spray attachment. Use both hands to lift dishes from rinse water and place in drainer. You can use tongs if the water is too hot for your hands.

3. Dry flatware and glassware with a towel, holding one end of the towel in each hand. Drain and air-dry everything possible. This saves time and is more sanitary than towel drying.

For machine washing:

1. Follow the instructions in the use and care booklet for the dishwasher for loading and operating the machine.

2. Use only dishwasher type detergent in the machine.

Suggestions for Cleaning Up

1. Wipe off counter tops, table and range as part of your dishwashing job.

2. Rinse the sponge or dishcloth and hang the dishtowel to dry.

3. Clean the sink.

You can save the most time and energy in washing dishes by hand by following these 3 suggestions: (1) drain the dishes instead of wiping them (2) leave the dishes in the drainer and (3) wash dishes once a day.

There are many other ways to go about the job of washing dishes. Which way you choose depends upon your situation and your goals. Such things as the size of your family and the arrangement of your kitchen enter into the decision.

What way have you decided to wash the dishes? Why? In the space below, list the steps you take and explain why you made this decision.

USING YOUR MONEY WISELY

How many times have you wished that money grew on trees and all you had to do was pick all you wanted?

My, that would be fun.

But money does not grow on trees. Your Mother and Dad work for the money they have to spend. Also, they earn the money they give you to spend. They manage the money they make so you and all members of your family will have clothes, food, recreation, a car, and money for school.

You, too, can learn to manage money. This will please your parents and they will be willing to let you have money of your own to use.



How to Manage Money

To be a good money manager, you must first know how much money you have to spend. Then you must know what you want to use your money for.

Where do you get your money? List several ways you may get the money you have to spend.

You can ask Mother and Dad for money each time you need it. This is not always the best way. You might ask for more than they can afford to give you. Or, you may dislike asking for money. Another disadvantage of asking for money is that you cannot plan how you are going to spend it, because you will not know how much you will have each time.

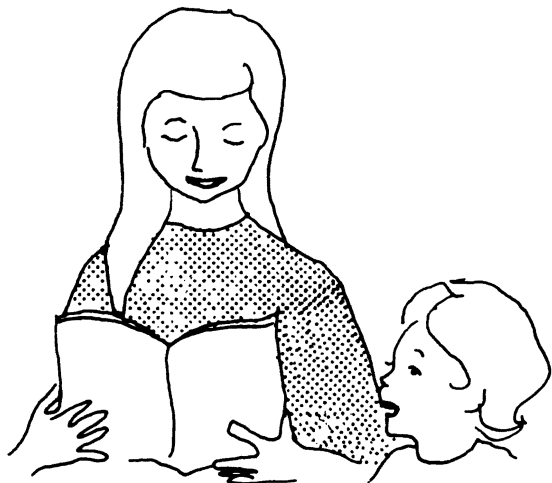
You could earn your money. Many boys and girls do this by doing jobs at home and part-time jobs after school and on Saturdays. Some make money from their 4-H projects. 4-H members with garden projects often sell vegetables.

Let's talk about home jobs. There are many jobs you should do without pay, just because you are a member of your family. You should share in the work that it takes to make your home a pleasant place in which to live.

Some of the home duties you should do without pay are: pick up your clothes, make your own bed, straighten your room, dust and sweep or vacuum the floor. You may wash dishes and help with preparing meals and caring for younger brothers and sisters.

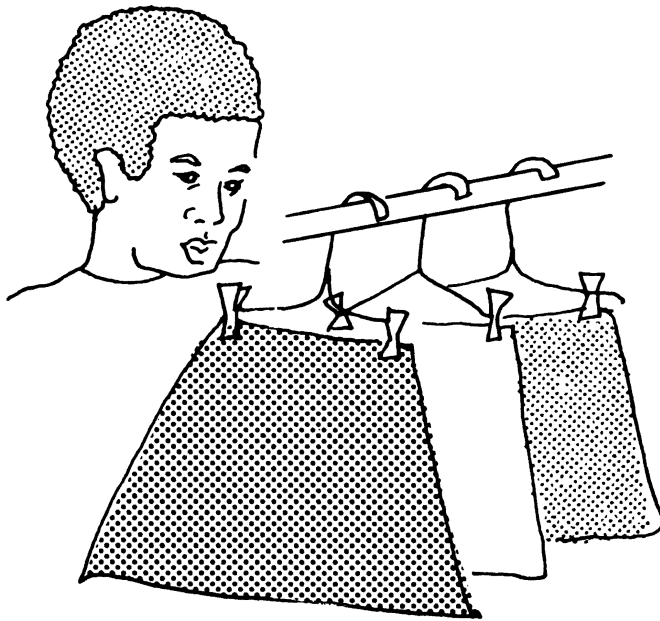
Some jobs that you may get paid for doing might be extra cleaning, extra baby sitting, sweeping porches, walks, raking leaves, or even dishwashing. Whether you are paid for doing jobs and which ones may depend on how well you do your regular jobs, how well you can do a job for which you think you should be paid, and, of course, whether your parents think that it is a good idea to pay you for extra jobs.

What are the home duties that you did last week? _____



You may receive gifts from friends and relatives. You can't always be certain that you will receive these money gifts, so you can't plan on this money to use. However, if you are sure that you will receive a definite amount of money at a certain time you can plan to use it.





Your parents may give you an allowance. An allowance is a certain sum of money you are given at regular periods. You and your parents should decide on the amount of your allowance. Also, you must decide on the main things your allowance is to cover.

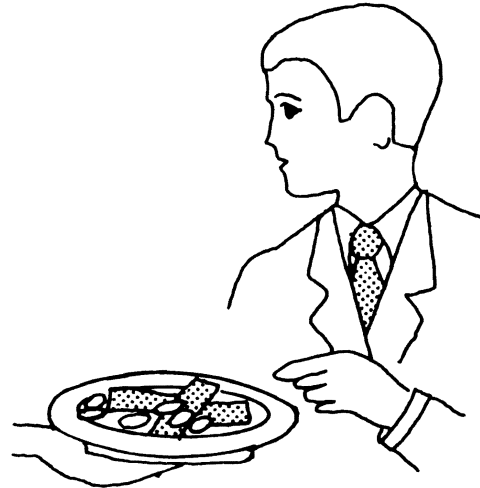
You want to be a wise spender and plan how you will use your money. The only time you can manage your money is while you still have it. Planning how to use money isn't as much fun as spending it. But planning will help you manage your dollars so you can get many of the things you want.

A good plan provides for using money in 3 ways: sharing, saving, spending. Deciding how much money you will use for each of these is planning.

Sharing your money means giving it to your church and to programs such as the March of Dimes and the Red Cross. You may also share by giving gifts to family and friends.

Saving means putting aside money today in order to get something you want in the future. For example, you may want to save for a trip to 4-H camp, to repair your bike, or to buy a camera.

I want to save for _____



You spend your money for needs and "wants." Your needs may be a haircut, lunches, or school supplies. Your "wants" may be for such things as movies, funny books, toys, or candy. Usually you and your parents decide on the everyday needs for which you will spend your money. You can decide on the "wants" you spend your money for.

Sometimes your "wants" cost more than the amount of money you have. Since you can't get all the money you would like to have, you will decide which "wants" you will buy and which ones you will do without. Remember, the cost of things you buy cannot be greater than the amount of money you have.

Next week I want _____

And these will cost \$ _____

Summary

A simple plan that shows where your money comes from and how you plan to spend it will help you to spend wisely and get more of the things you want.

Questions to Answer:

1. How much allowance should you receive?

Explain. _____

2. What home jobs do you think that you could be paid for?

3. What home jobs should you do without pay? (List) _____

You have decided on your goals for the use of your money. You listed these as those things you are saving for, your needs and wants. You need to know how much you will spend or save for all of these and how much money you will have to use. This planning sheet will help you to do this:

Next week I will need to buy _____ that costs \$ _____

_____ that costs \$ _____

_____ that costs \$ _____

Next week I want to buy _____ that costs \$ _____

_____ that costs \$ _____

_____ that costs \$ _____

Next week I will save _____
toward my _____. (Big goal).

All of these added together are \$ _____

The amount of money I will receive next week is \$ _____

Do you have enough money to do all of these things?

How much do you have left? \$ _____

or

How much did you run short? \$ _____

Your spending and saving must equal the amount of money you have to use. If you planned to spend and save more money than you have you can try earning some money or do without some of the things you had planned to do. (Change your plan.)

Will you try to earn money or cut down on your goals for next month?

YOU'RE THE MANAGER

You have many things to do every day, such as school work, club activities, taking care of your pets, helping with jobs at home, and having fun with your friends. How much you get done, how well it is done, and how much you enjoy what you do depends largely on how you do what you do -- in other words, how you manage.

Management is a way of thinking about what you have to do as well as doing it. Management is defined as deciding how you can use what you have to get what you want. Home management simply means deciding how you can use what you have to get the kind of living you want or need for yourself and your family.

Let's go back and think about those 2 main statements in the definition of management: what you have to use

and

what you want



What you want are your goals -- the things most important for you to achieve or reach. A goal is a specific thing to be accomplished. It may pertain to a single job, such as setting the table for supper or to your own health, such as getting enough sleep.

Goals are of 2 types:

- (1) short time--those you can accomplish soon, such as getting a new outfit to wear, cleaning your room, getting ready for your 4-H demonstration, washing your hair.
- (2) long time--those you can accomplish in the future, such as doing a report for school, going to 4-H camp next year, taking a trip next year.

You need to know what your goals are--what you want to accomplish--or you will not do very well in your management. Can you imagine playing a game if you didn't know the object of it?

Goals should be possible to achieve. They should not be unrealistic dreams or such big ideas that you cannot reach them within the time you have available. Several short time goals help you to accomplish a bigger goal. Think of how stones in the middle of a stream help you walk from one side of the stream to the other. What would happen if there were no stones?



Your values are guides for your behavior, and they help determine what you want to do in life. Values are the reasons "why" we want something or "why" we do something. Values are the inner feelings and beliefs that are important to you. Some examples of the values you may have are love for your parents, respect for other people, good health and having fun.

What you have to use are your resources. In school you may have studied about our country's natural resources such as coal, iron and oil. In learning about management, there are 2 kinds of resources:

- (1) human
- (2) material

A person's abilities, time, and energy are examples of human resources. You also have other people's abilities as human resources.

Money, furniture books and equipment are examples of material resources. You also have other people's or your community's material resources such as schools, libraries churches and 4-H Clubs.

Now that you have studied about the meaning of goals, values, and resources, let's think about your goals, values, and resources.

Write down 3 ideas of your own in each section below:

Short time goals:

Example: Getting my lessons ready for tomorrow.

1. _____
2. _____
3. _____

Long time goals:

Example: Go to 4-H camp next year.

1. _____
2. _____
3. _____

Values

Example: Respect for others

1. _____
2. _____
3. _____

Resources

Example: Money

1. _____
2. _____
3. _____

Remember, your values guide you in choosing your goals. Individuals and families who manage well have fairly definite goals. The goals you just wrote down may be similar to those of other 4-H'ers or they may be different. What matters most about them is that they are what you want to accomplish. However, you can't put your goals in your pocket and expect them to be the same each time you take them out. Your goals will change as you grow older and have new experiences.

The way you use your resources will determine how successful you are in teaching your goals.

Just to summarize this section:

You can become a better manager by:

- (1) deciding what values and goals are important to you, and
- (2) learning the best way to use your resources to reach these goals.

The most important part of management is making decisions.

You have had a chance to practice some good management in the other sections of this project.

Making Decisions

Let's take a closer look at this matter of making decisions. Since decision-making is the heart of management, it is important to learn how to make decisions. We take the same steps in making a decision, whether it is a big one or a little one.

Steps in making a decision:

1. Think of one decision you need to make _____

2. Think about all the possible ways of doing it.
3. Think about what will happen if you choose this, that, or another way. Will the choice help you? Will the choice hurt anyone else?
4. Choose the best way for you to get the job done -- the way which more nearly gives you what you want.
5. Carry out the way you choose.
6. Ask yourself:

Am I pleased with the outcome? Why?

What do I need to do differently next time?
7. Use these answers when you need to make another decision.

EXAMPLE of how you can apply the first 4 steps to a specific decision:

- Step 1. Decision
You would like to have a bulletin board of your own. Now you need to decide how to get the kind you want.
- Step 2. Think of all the possible ways of doing it.
In this case, you will need to think of the ways of getting a bulletin board. This means consider whether to make it or buy it.
- Step 3. Think about what will happen if you choose each of these choices.
If you make it, it will take more of your time than if you buy it.
If you make it, you can more nearly suit your particular needs.
If you make it, you will have a chance to use your artistic ability.
If you buy it, you can have one of the bulletin boards that has been very popular with several of your friends.
If you buy it, you would probably spend more money than you would if you make it yourself.
If you buy it, it may be more durable than if you make it.

Reporting What You've Done

GET SMART

4-H Home Management Project

Name _____, 19____
Age _____

Address _____

County/City _____

This is my _____ year in 4-H.

1. List the topics of the demonstrations you gave this year related to this project.

2. Circle below which of the "Things to Do" items listed on pages 1 and 2 you completed this year:

- | | | | |
|----|----|----|-----|
| 1. | 4. | 7. | 10. |
| 2. | 5. | 8. | 11. |
| 3. | 6. | 9. | |

3. Tell briefly about the most important things you learned this year in this project:

4. Tell briefly what this 4-H Home Management project has meant to you and your family.