



CANADA
4-H Ontario

www.4-hontario.ca

4-H ONTARIO PROJECT



Best of the Bakery

HANDBOOK

The 4-H Pledge

I pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community and my country.

The 4-H Motto

Learn To Do By Doing

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4-H Ontario grants permission to 4-H Volunteers to photocopy this 4-H project resource for use in their local 4-H program.

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CANADA
4-H Ontario



Ontario

WELCOME TO THE '4-H BEST OF THE BAKERY' HANDBOOK

The first baking probably occurred when early humans mashed up wild grain with water and cooked the resulting paste on a hot rock. From there, baking has evolved into an elaborate array of baked goods such as breads, cookies, cakes and pies. Home-baked items are always sought after and are a culinary art, achieved by those who have perfected the craft over the years. Participants in this project are in for a treat as they explore the world of baked goods!

Objectives

1. Follow a baked goods recipe.
2. Measure ingredients accurately.
3. Demonstrate an understanding of baking procedures.
4. Work cooperatively with other members on activities.

HOW TO USE THIS HANDBOOK

The 4-H Best of the Bakery project is made up of three parts:

1. The Reference Book and Activity Guide

The reference book and activity guide, developed by 4-H Saskatchewan, contains project objectives, information and recipes.

2. The Handbook

The handbook is made to complement the 4-H Best of the Bakery Reference Book and Activity Guide developed by 4-H Saskatchewan. The handbook works alongside the information provided in the Reference Book and Activity Guides, providing suggestions and additional recipes for each of the six meetings.

Meeting 1 – Breads & Muffins

Meeting 2 – Easy As Pies & Tarts

Meeting 3 – Cheesecake

Meeting 4 – C is for Cookies!

Meeting 5 – Let Them Eat Cake (and Cupcakes too!)

Meeting 6 – Tea Parties and Bake Sales

Each meeting has suggested roll calls, learning objectives and a sample meeting agenda. As well, extra activities are included at the end of the Handbook.

Sample Meeting Agendas: are at the beginning of each meeting. The agendas give suggestions for topic information, activities and judging and/or communications activities along with suggested times for each section. These are only suggestions – you will know your group best and will know the skill and attention level of your members. There is more topic information and activities than what can be completed in a two hour meeting. Be creative!

3. The Record Book

This booklet is designed to make it easier for members to record information throughout the club. Members are to record their expectations and goals for the project in addition to contact information, a record of club activities, information about the project and themselves, recipes, their evaluation and summary of the project as well as any media coverage their club has had. Print or photocopy pages from the Reference Book and the Handbook that you think will benefit the members either as a resource or an activity.

The Record Book should be given to each member at the beginning of the first meeting. Ask members to keep it in a binder or duotang so they can add to it easily.

Go through the Record Book with the members and explain the pages. Encourage them to use their Record Books at every meeting and record as much information as possible. As an added incentive, a prize could be given at the end of the project for the best Record Book.

INCLUDING STEM IN THE 4-H BEST OF THE BAKERY PROJECT

WHAT IS STEM AND WHY IS IT IMPORTANT?

Since 1915, 4-H in Ontario has engaged youth in science, technology, engineering, and math (STEM). This has traditionally meant a solid focus on agricultural science, mechanics, entrepreneurship, natural sciences and household science. Today, 4-H has grown to include rocketry, robotics, computer science, environmental sciences, and more. 4-H provides hands-on learning experiences to encourage learning about the world around us. Our lives are completely immersed in science and technology.

Understanding how science, engineering, and technology impact our lives, solve problems and create new ones makes it easier to navigate our modern world.

In school, science classes need to cover a broad range of topics in a limited amount of time while STEM in 4-H allows members and leaders time to dig deeper into ideas and concepts and to spend as much time as desired to work on projects based on personal interests, questions, and skills.

STEM in 4-H allows a person to work on their own questions, design their own tests, create their own models, build their understanding, and share their work with others – learn to do by doing. That’s what science and engineering are, trying to understand the natural universe and develop solutions to the problems faced in our world today. Science is inquiry that uses a specific approaches and skills. But all learning is an inquiry process so working with science helps develop your learning muscles.

Within 4-H, the STEM process can go even further to include the Arts, thus changing the acronym to STEAM – Science, Technology, Engineering, Art & Math.

STEAM IN 4-H ONTARIO PROJECTS

As you work through the Best of the Bakery Project, you will see STEAM integrated throughout the project within almost all of the activities and recipes that members will be completing.

STEAM can be challenging but it can also be fun! Be sure to try out the activities. Observe what works and what doesn’t and how activities can be changed slightly to get different results. It’s all a part of the STEAM learning process!

PLANNING A MEETING

Plan your meetings well. Review all the information well in advance so you are prepared and ready!

Before Each Meeting:

- Read the topic information and activities and photocopy any relevant resources for the members' Record Books.
- Be familiar with the topic information for each meeting. Think of imaginative ways to present the information to the members. This is a very 'hands-on' project. Review available resources, plan the meetings and choose activities and themes that complement the ages and interests of your members. This handbook contains extra activities that can be used to provide members with judging and communication activities.
- Gather any equipment and/or resources that will be needed to complete the meeting.
- At least 12 hours of club meeting time is required for every project; including club business, specific project information and social recreation. The delivery format for that material is left to the discretion of the leaders. Before each meeting, create a timeline to ensure that you are providing an adequate amount of instructional time for club completion. **Note:** the best practice recommendation is that a club have multiple meeting times for each project.

Included on the following page is a Leader's Planning Chart to help with the planning of meetings. In addition to the chart, keep track of what went well and what should be changed next time. That way, each time this project is run, the content of the meetings can be different!

When planning each meeting, a typical 4-H meeting agenda should include the following:

- Welcome & Call to Order
- 4-H Pledge
- Roll Call
- Parliamentary Procedure:
 - Secretary's Report
 - Treasurer's Report (if any)
 - Press Report
 - New Business: local and provincial 4-H activities/opportunities, upcoming club activities
- Meeting content and activities
- Clean-up
- Social Recreation and/or refreshments

- Adjournment

Judging and Communications:

Each meeting must include either a judging or public speaking activity.

- Judging gives the members an opportunity to use judging techniques as part of the learning process. Through judging, members learn to evaluate, make decisions and communicate with others. They also develop critical thinking skills, confidence and self-esteem. Examples are given in this handbook but use your imagination! As long as members are setting criteria and critically thinking about where items fit within that set of criteria, they are learning the basic skills of judging! Avoid using the items that members' create during the course of this project as items for judging. It is better to use objects such as scissors, running shoes, craft supplies or other items found in the room rather than comparing and judging items that members have made, especially if there are members in the club that are shy and not very confident.
- Communications activities have been provided in this handbook but can be included in the Roll Call or social recreation time. These activities do not need to involve the topic of baking as the outcome is more about understanding the concepts of effective communication.

LEADER'S PLANNING CHART

Meeting #	Date/Place/ Time	Topics Covered	Activities	Materials Needed

As a club volunteer your responsibilities are to:

- Complete the volunteer screening process and attend a volunteer training session.
- Notify the local association of the club, arrange a meeting schedule and participate in club meetings, activities and the Achievement Program.
- Review the project material in the Handbook, Reference Book and Activity Guide and Record Book to familiarize yourself with the information and adapt it to fit your group. Be well organized and teach the material based on your group's age, interest and experience level.
- Organize the club so members gain parliamentary procedure, judging and communication skills.
- Have membership lists completed and submitted along with fee collected (if applicable) by the end of the second meeting.
- Have members fill out a Participant Agreement form and identify any health concerns. Ensure that all members, leaders and parent helpers know the appropriate actions during any emergency. Check with members for any food allergies or dietary restrictions and plan recipes accordingly.

As a club member your responsibilities are to:

- Participate in at least 2/3 of his/her own club meeting time. Clubs must have a minimum of 12 hours of meeting time.
- Complete the project requirements to the satisfaction of the club leaders.
- Take part in the project Achievement Program.
- Fill in and complete the Record Book.
- Complete any other projects as required by the club leaders.

Achievement Program Ideas/Suggestions.

- Check out the competition categories at a local Agricultural Fair and see if there are any categories for any of the recipes made in this project or any other similar baked items.
- Organize a Bake Sale, creating baked items from the Reference Book as well as new recipes, and sell them at a community event to either raise money for your 4-H club or for charity.
- Organize and host a Tea Party and invite family, community members or whoever you wish to host at your event.
- If your community has a fund-raiser dinner or a Christmas dinner for the less fortunate, donate a baked item for dessert for the meal.

Special Projects

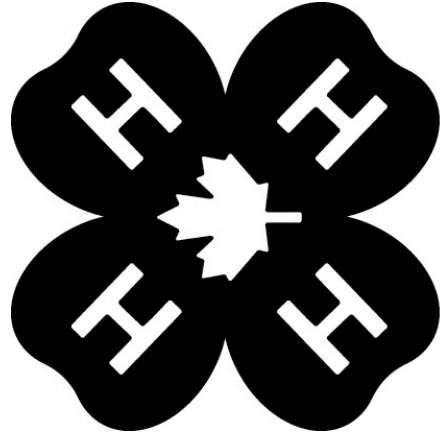
These projects are done outside of meeting time and are for members interested in doing more – often senior members. It's up to you as the leader to decide if you will require members to complete a Special Project for club completion. Some ideas include:

- Interview someone who has been baking for years and sells their baked goods. Find out things like what got them started at baking, why do they continue baking after all these years, what is their favourite baked item to make, how did they get in the business of selling their baking, etc. Write a report for the local newspaper or for a 4-H newsletter.
- Create a display showing the steps of creating a baked item.
- Create a cost comparison chart of a baked item made by you and what that item might cost to purchase already made. Keep track of how many hours it took you to make the baked item.
- Research on the Internet or in books or magazines and find a baked item that is not found in the Reference Manual and Activity Guide. Make this item and bring it to a meeting, Achievement Program or Awards Night. Be prepared to explain where you found the idea for your baked item, how it was made and how it turned out.

Tour & Guest Speaker Ideas

- Tour a bakery, a grocery store or a bulk foods store.
- Attend a bake sale to see other baked items.
- Have guest speakers attend meetings to supplement the material in the Reference Book. Speakers could include cake decorators, chefs/bakers, home economics teacher, someone who judges at culinary arts competitions at agricultural fairs, etc.

**I pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community and my
country.**



CANADA
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REFERENCES

4-H Saskatchewan www.4-h.sk.ca

Discovery Education <http://puzzlemaker.discoveryeducation.com>

Live, Craft, Eat <https://www.livecrafteat.com>

Wilderdom www.wilderdom.com

MEETING 1 - BREADS AND MUFFINS

SETTING OBJECTIVES:

Youth learning to make bread from scratch; math + science + reading + baking know-how = something delicious! In this meeting, 4-H members will discover the world of baking, starting with breads and muffins. They will also learn baking techniques that will be used in the rest of the project as well as throughout their lifetime of creating baking masterpieces.

Suggested Lesson Outcomes

- Learn the election procedure for establishing an executive.
- Gain an appreciation for baking homemade foods.
- Learn vintage baking tips and the history of baking.
- Discover what different types of flours are available and how to buy and store flour.
- Learn about various leavening agents and how they are used.

ROLL CALLS

- Have you ever made bread before? If so, how did you make it?
- Name your favourite kind of bread product.
- Name your favourite kind of muffin.
- Name one tip or trick for baking that a relative has told you.

Sample Meeting Agenda – 3 hrs. 15 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

****Note:** Leaders may want to have members make recipes first (Activities #2 & #3) before reviewing information in the Reference Manual so members can taste the recipe before the end of the meeting.

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Public Speaking/Judging Activity	Activity #1a – Get to Know Each Other Game – The Toaster Game (found at the end of this meeting).	10 min
Parliamentary Procedure	Elect executive, hand out Record Books and discuss club requirements. Fill out club and member information in Record Books, and have each member fill out their “Member Expectations and Goals” page.	30 min
Activity Related to Topic	Activity #1 – Bread Beginnings (pg. 5 – Reference Manual) (could be done as a Take Home Activity)	60 min
Topic Information Discussion	Review the <i>25 Baking Tips, Baking Background: History, Flour and Yeast & Other Leavening Agents sections</i> (pg.3 to 18 in the Reference Book).	15 min
Activity Related to Topic	Activities – Leader’s Choice of Activity #2 – Cinnamon Buns (pg.8) or Activity #3 –Muffins (pg.14) of the Reference Manual.	60 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Complete the Take Home Activity (found at the end of this meeting).	

NOTE: Activities could be used in combination with discussion Topic Information.

ELECTING YOUR EXECUTIVE

Elections can be chaired by a youth leader, senior member or club leader. The person chairing the elections is not eligible for any positions.

Procedure:

1. All positions are declared vacant by the chairperson, who indicates this by saying “I’d like to declare all positions vacant.”
2. The group decides on the method of voting (i.e. show of hands, ballot or standing).
3. The chairperson accepts nomination from members for each position being filled. Nominations do not require a seconder. Nominations are closed by motion or

declaration by the chairperson.

4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e. member with most votes).
6. Announce the name of the successful member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

STEPS IN MAKING A MOTION

The motion is a very important key to having good meetings. Motions are a way of introducing topics for discussion and allowing each member to speak and vote. Any member can make a motion.

Steps in Making a Motion:

1. Address the chairperson (i.e. raise your hand).
2. Wait for the chairperson to acknowledge you.
3. Make the motion: "I move that..."
4. Another person seconds the motion: "I second the motion."
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson restates the motion.
8. Chairperson calls the vote: "All in favour? Opposed?"
9. Chairperson announces the result of the vote: "Motion carried" or "Motion defeated."

ACTIVITY #1A (MEETING #1) - THE TOASTER GAME

Everyone sits in a circle with a toaster in the middle. Pop the toaster down and while the bread is toasting, go around the circle and each person has to say something about themselves. Whoever is talking when the toast pops up must eat the toast with whatever toppings you decide to add! The more creative the better!

TAKE HOME ACTIVITY #1 (MEETING #1) - BREAD AND MUFFIN RECIPES

- a) Do you have a favourite bread or muffin recipe? Write it out, add it to your Record Book and bring it to the next meeting.
- b) Find a new recipe for a bread or muffin that you have never eaten before. Add the recipe to your Record Book and make it at home. Be prepared to tell the group at the next meeting what recipe you made, what ingredients were in the recipe and how it tasted. Record your findings in your Record Book.

MEETING 2 - EASY AS PIE AND TARTS

SETTING OBJECTIVES

The possibilities are endless as to the recipes that can be made once the techniques of making pastry have been mastered. In this meeting, members will learn the art of making proper pastry and, even though it might not be as 'easy as pie', members will see that it's not as hard as one might think!

Suggested Lesson Outcomes

- Discover the history of pastry.
- Learn about the different types of pastry
- Learn how to make a basic pie.

ROLL CALLS

- What is your favourite kind of pie?
- Have you ever made a pie? If so, what kind was it?
- Name one baking tool needed to make a pie.

Sample Meeting Agenda – 2 hrs. 40 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

****Note:** Leaders may want to have members make recipe first (Activity #4) before reviewing information in the Reference Manual so members can taste the recipe before the end of the meeting.

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss Baking <i>Background: Pastry, Types of Pastry and the History of Pastry</i> (pg. 23 to 24 in the Reference Book)	20 min
Activity Related to Topic	Activity #4 – Pie (pg.19-21) and Recipe Tweak: Tarts (pg.22) found in the Reference Book	90 min
Public Speaking/Judging Activity	Activity #4a - Skittles Game (instructions at the end of this meeting)	20 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Complete the Take Home Activity (found at the end of this meeting).	

NOTE: Activities could be used in combination with discussion Topic Information.

ACTIVITY #4A - SKITTLES GAME

Note: Smarties, M&Ms or Mike & Ike's could be used in place of Skittles.

INSTRUCTIONS:

1. Come up with 5 questions (1 for each of the colors in a bag of skittles). Suggestions of questions appear below.
2. Put the Skittles in a bag.
3. Pass around the bowl, making sure it's above each person's head as they reach for a Skittle.
4. Whatever colour is picked is the question that must be answered.
5. Keep going around the room until everyone has answered each question of the bowl of Skittles in empty.

If someone picks the same colour as they have already answered, there are a few options. The participant could just get to eat their Skittle and the game goes on to the next person, the participant could give another answer or the participant could have to do a task such as 5 jumping jacks, recite the 4-H pledge or motto, etc.

SAMPLE QUESTIONS:

- What is your favourite kind of pie?
- Name an ingredient used to make pie
- How many 4-H clubs have you completed?
- What has been your favourite 4-H club that you have taken?
- If you could take any 4-H club, what club would that be?
- What is your middle name?
- What month is your birthday in?
- Name an ingredient needed to make butter tarts
- Name a type of pastry

TAKE HOME ACTIVITY #1 (MEETING #2) - PIE AND TART RECIPES

- a) Do you have a favourite pie or tart recipe? Write it out, add it to your Record Book and bring it to the next meeting.
- b) Find a new recipe for a pie or tarts that you have never eaten before. Add the recipe to your Record Book and make it at home. Be prepared to tell the group at the next meeting what recipe you made, what ingredients were in the recipe and how it tasted. Record your findings in your Record Book.

MEETING 3 - EAT CHEESECAKE!

SETTING OBJECTIVES

Whether they're baked or no-bake, cheesecakes are always a hit! In this meeting, members will learn how to properly measure ingredients and will be introduced to the world of cheesecakes, a dessert that almost everybody loves but not many try to bake.

Suggested Lesson Outcomes

- Learn how to properly measure common recipe ingredients.
- Learn the equivalent measurements for dry and wet ingredients.
- Discover a variety of different cheesecake flavour combinations and toppings.
- Learn how to make a cheesecake.

ROLL CALLS

- Name your favourite kind of cheesecake.
- Name one ingredient used in making a cheesecake.
- Name one kitchen utensil used to measure ingredients.

Sample Meeting Agenda – 2 hrs. 50 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

****Note:** Leaders may want to have members make recipe first (Activity #5) before reviewing information in the Reference Manual so members can taste the recipe before the end of the meeting.

Welcome, Call to Order & Pledge		5 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Flavours & Ingredients needed for making Cheesecake and Baking Background: Measuring</i> (pg. 25 to 31 in the Reference Book).	20 min
Activity Related to Topic	Activity #5 – Cheesecake (pg.25-27) and Recipe Tweak: Mini Cheesecakes (pg.28) in the Reference Book	90 min
Public Speaking/Judging Activity	Activity #5a – How Much Does It Cost To Make A Cheesecake? (found at the end of this meeting)	30 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Complete the Take Home Activity (found at the end of this meeting).	

NOTE: Activities could be used in combination with discussion Topic Information.

ACTIVITY #5A - HOW MUCH DOES IT COST TO MAKE A CHEESECAKE?

Cheesecakes are tasty but they can sometimes be expensive to make!

INSTRUCTIONS:

1. Have participants make a list of all of the ingredients they need to make their favourite cheesecake.
2. Using the Internet, look up the costs at a local grocery store and record the price of each ingredient (or take a trip to the local grocery store and find each item in the store).
3. Figure out what percentage of each item is needed to make the cheesecake (i.e. butter comes in one pound packages but some recipes only require $\frac{1}{2}$ pound so the cost of the pound of butter will need to be divided in half).
4. Have each member tell the group what kind of cheesecake they chose and what the final cost to make it would be.
5. Remind the group that the cost does not include the cost of the hydro for the oven to bake the cheesecake.
6. Have members record their results in their Record Book.

TAKE HOME ACTIVITY #1 (MEETING #3) - CHEESECAKE AND MINI CHEESECAKE RECIPES

- a) Do you have a favourite cheesecake recipe? Write it out, add it to your Record Book and bring it to the next meeting.
- b) Find a new recipe for a cheesecake that you have never eaten before. Add the recipe to your Record Book and make it at home. Be prepared to tell the group at the next meeting what recipe you made, what ingredients were in the recipe and how it tasted. Record your findings in your Record Book.

MEETING 4 - C IS FOR COOKIES!

SETTING OBJECTIVES

No matter your age, cookies are always a favourite! There are as many different ways of making cookies as there are people who enjoy them. A whole 4-H project could be dedicated just to make different kinds of cookies! Members will learn how to make a basic cookie recipe and what to do if they find they don't have an ingredient and need to figure out a substitute.

Suggested Lesson Outcomes

- Discover substitutes for common recipe ingredients.
- Discover a large number of ways that a cookie recipe can be modified.
- Learn how to make cookies.

ROLL CALLS

- What is your favourite kind of cookie?
- Name one topping that could be put on a dessert pizza.
- What has your favourite recipe been so far in this club?

Sample Meeting Agenda – 2 hrs. 35 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

****Note:** Leaders may want to have members make recipe first (Activity #6) before reviewing information in the Reference Manual so members can taste the recipe before the end of the meeting.

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Cookies, Dessert Pizzas and Baking Background: Handy Ingredient Substitute Recipes</i> (pg. 32 to 39 in the Reference Book)	30 min
Activity Relating to Topic	Activity #6 – Cookies (pg. 32-24) and Recipe Tweak: Dessert Pizza (pg. 34-35) in the Reference Book	60 min
Public Speaking/Judging Activity	Activity #6a – Judging Cookies (found at the end of this meeting)	30 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Complete the Take Home Activity (found at the end of this meeting).	

NOTE: Activities could be used in combination with discussion Topic Information.

ACTIVITY #6A - JUDGING COOKIES

JUDGING CARD

NOTE: *It is best to have cookies made by a leader or purchased from a bakery rather than judge cookies that the members have made themselves.*

CRITERIA

1. Is it attractive and eye appealing? Does it look like a cookie you would like to eat?
2. If the cookie has chocolate chips (or other ingredients added), are they evenly distributed in the cookie? Is the cookie round?
3. Has the cookie been cooked properly
4. Does the cookie have a pleasant taste?

If possible, use the guidelines found in the Ontario Association of Agricultural Societies (OAAS) Homecraft Judging Standards booklet. To request a copy, visit <http://ontarioagsocieties.com/>

GIVING REASONS:

I place this class of cookies _____, _____, _____, _____.

I place cookie _____ first because.....

I place cookie _____ over cookie _____ because.....

I place cookie _____ over cookie _____ because.....

I place cookie _____ over cookie _____ because.....

I place cookie _____ 4th because.....

For these reasons, I place this class of cookies _____, _____, _____, _____.

Official Placing _____.

TAKE HOME ACTIVITY #1 (MEETING #4) - COOKIE RECIPES

- a) Do you have a favourite cookie recipe? Write it out, add it to your Record Book and bring it to the next meeting.
- b) Find a new recipe for a cookie that you have never eaten before. Add the recipe to your Record Book and make it at home. Be prepared to tell the group at the next meeting what recipe you made, what ingredients were in the recipe and how it tasted. Record your findings in your Record Book.

MEETING 5 - LET THEM EAT CAKE (AND CUPCAKES TOO!)

SETTING OBJECTIVES

Baking a cake, or cupcakes, doesn't have to be complicated. And it can be fun too, especially when it comes to decorating! The possibilities for decorating are only limited by imagination. Members will discover how to make and decorate a cake, from beginning to final product.

Suggested Lesson Outcomes

- Discover the art of cake decorating.
- Learn how to make cupcakes and icing.
- Learn how to make layer cakes.

ROLL CALLS

- What is your favourite kind of cake?
- If you could decorate a cake or a cupcake as your favourite cartoon character, who would you decorate your cake to look like?
- Name one ingredient in a cake recipe.

Sample Meeting Agenda – 2 hrs. 15 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

****Note:** Leaders may want to have members make recipe first (Activity #7) before reviewing information in the Reference Manual so members can taste the recipe before the end of the meeting.

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Cakes, Icing & Toppings, Layer Cakes and Baking Background: Cake Decorating</i> (pg.40-45 in the Reference Book)	10 min
Activity Related to the Topic	Activity #7 Cupcakes (pg.40-42) and Recipe Tweak: Layer Cake (pg.43) in the Reference Book	60 min
Public Speaking/Judging Activity	Activity #7a – Online Cake Decorating (instructions found at the end of this meeting)	30 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Complete the Take Home Activity (found at the end of this meeting).	

NOTE: Activities could be used in combination with discussion Topic Information.

ACTIVITY #7A (MEETING #5) - ONLINE CAKE DECORATING

There are many websites that offer free online cake decorating games. The following are a few links although there are many sites that offer this. Be sure to monitor youth as they build their cakes (and other baked goods on some websites!).

Monster Cupcake Decorating <http://www.primarygames.com/holidays/halloween/games/monstercupcakedecoration/>

Roundgames.com <http://www.roundgames.com/onlinegame/Cake+Decoration>

Bride Cake Decorating Game http://www.y8.com/games/bride_cake_decorating

Wedding Cake Decorating http://www.4j.com/Wedding-Cake-Decorating?gclid=EAlaIQobChMlj7y_ioX72AIVy2x-Ch1-pQrcEAMYASAAEgJglvD_BwE

TAKE HOME ACTIVITY #1 (MEETING #5) - CAKE RECIPES

- a) Do you have a favourite cake recipe? Write it out, add it to your Record Book and bring it to the next meeting.
- b) Find a new recipe for a cake that you have never eaten before. Add the recipe to your Record Book and make it at home. Be prepared to tell the group at the next meeting what recipe you made, what ingredients were in the recipe and how it tasted. Record your findings in your Record Book.

MEETING 6 - TEA PARTIES AND BAKE SALES

SETTING OBJECTIVES

In many parts of the world, tea time is an honoured tradition. As the custom has evolved, tea time is usually scheduled from mid to late afternoon but can take place at any time. In this meeting, members have the opportunity to plan and host a tea party, complete with the proper cup of tea and baked goods to accompany it!

Bake sales are a popular fund-raiser and can be a lot of fun to plan and host. Members will learn several different helpful tips to help host a successful bake sale for any organization.

To help keep recipe collections organized, members will discuss different methods to store recipes for future use.

Suggested Lesson Outcomes

- Learn how to plan, organize and prepare for a tea party.
- Discover why homemade baked goods are better than commercially prepared baked goods.
- Learn how to plan, organize and prepare for a Bake Sale
- Discover the joy of sharing baking with friends and family.

ROLL CALLS

- Name one new thing you have learned in the Best of the Bakery project.
- Have you ever been to a Tea Party? Where was it and did they serve anything besides tea?
- Name one thing that might be sold at a Bake Sale.

Sample Meeting Agenda – 3 hrs. 15 minutes

****Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Review <i>Baking Background: Tea Parties</i> (pg.48-49 in the Reference Book).	20 min
Activity Related to Topic	Activity #8 – Coffee/Tea Party (pg. 46-47) in the Reference Book.	60 min
Topic Information Discussion	Review <i>Baking Background: Bake Sales</i> (pg.52-53) and <i>Baking Background: Recipe Collections</i> (pg.55-56) in the Reference Book.	20 min
Activity related to Topic/ Public Speaking Activity	Activity #9 – Bake Sale (pg.50-51) and/or Activity #10 – Recipe Exchange Tea Party (pg.54) in the Reference Book.	60 min
Wrap up, Adjournment & Social Time!		10 min
At Home Challenge	Get ready for the Achievement Program!	

NOTE: Activities could be used in combination with discussion Topic Information.

EXTRA ACTIVITIES

ACTIVITY #11 - BAKING WORDSEARCH

U F Q S E I K O O C S G C J I H J M X U
T L L K K V U Z C T Q R I E O A I J Z I
G O J I U R W Q N Q A K S O B L B P N U
N U R G P B A E F I V I S Z K N U E N J
T R W B E L I O A B D D G Q S P P V S D
O D K M U D P J E A P S S F T Z D P C R
U K G T E P D L C R M G N P W V Q J F G
J P A R S P B U A K T T G I B Y S Q E T
X P G K T A P G F Y K P I D F N A I Z R
S N B G N C U L U J S H I U T F B W J C
I D P Y A S J W M X O C B E R K U N D M
G M E K D G J L Y X O S Y U S F V M F A
N W E C N S E L S V Z R J C T L W O B R
I S S Z O S T R A T C V O C Y T X U B Z
C I J R F R X P H Z A B E T P R E D P I
I A V R N I A B V Z K Z K T C E I R S P
R E C I P E R T F C E D A N X U Z A K A
L T L I O E V Z I C H E E S E C A K E N
I U D L A M U O W N H Z H Q M J S Z V I
Z Y W D M I X E R Q G X Z T G Q I J S Q

BOWL	INGREDIENTS
BREAD	MARZIPAN
BUTTER	MILK
CAKE	MIXER
CHEESECAKE	MUFFINS
COOKIES	OVEN
CUPCAKES	PIES
DECORATING	RECIPE
FLOUR	SPATULA
FONDANT	SUGAR
FRUIT	TARTS
ICING	TEA

ACTIVITY #12 - BAKING WHEEL OF FORTUNE

Either working individually or as pairs, have 4-H members fill in the blanks to discover the names of the baked goods.

1. b _ _ _ n _ e _

2. _ u _ g _

3. _ p _ l _ p _ e

4. s _ r _ w _ e _ r _ c _ ee _ _ _ k _

5. _ l _ eb _ r _ y m _ f _ _ n _

6. _ u _ t _ r _ a _ _ s

7. c _ _ co _ _ t _ c _ k _

8. _ u _ c _ _ e _

9. _ o _ f

10. _ a _ m _ _ l c _ _ _ ie _

ACTIVITY #13 - BAKING BINGO

Using the Bingo card provided on the next page, have 4-H members fill in the squares with the following choices:

- Measuring cup
- Recipe
- Cookies
- Cheesecake
- Mixing bowl
- Spatula
- Whisk
- Pastry
- Chef
- Baking soda
- Knife
- Oven
- Cake pan
- Muffin tin
- Oven mitts
- Flour
- Brown sugar
- White sugar
- Butter
- Egg whites
- Electric mixer
- Wooden spoon
- Gingerbread
- Cupcakes
- Egg yolk
- Doughnuts
- Fruit cake
- Birthday cake
- Chocolate chips
- Batter

Cut out the squares with the choices on it (found on pg. ## in this Record Book) and place them in a bag (or box). In a second bag, place five pieces of paper, each with one letter on it – B – I – N – G – O

To start the game, make sure every 4-H member has button, coins, etc. to be able to cover the quilt-related names as they are called out. Be sure to specify before the game begins what constitutes a win – e.g. a line, four corners, full card, etc.

BAKING BINGO CARD

B	I	N	G	O
		FREE SPACE		

MEASURING CUP	SPATULA	KNIFE	OVEN MITTS	ELECTRIC MIXER	EGG YOLK
RECIPE	WHISK	OVEN	FLOUR	WOODEN SPOON	FRUIT CAKE
COOKIES	PASTRY	BROWN SUGAR	WHITE SUGAR	GINGERBREAD	BIRTHDAY CAKE
CHEESECAKE	CHEF	CAKE PAN	BUTTER	CUPCAKES	CHOCOLATE CHIPS
MIXING BOWL	BAKING SODA	MUFFIN TIN	EGG WHITES	DOUGHNUTS	BATTER

ACTIVITY #14 - BAKING BUG

Who has the baking bug? The leader of this activity puts a small clothespin on someone in the room without their knowledge. Later the leader rings a bell and everyone has to hunt for the bug (if the person discovers the clothespin in the meantime, they secretly put it on someone else). The person found with the clothespin has to draw a piece of paper from the task bag and perform the task. Tasks could include:

- Perform the hokey-pokey
- Shout "I love baking!" 3 times
- Sing "I'm a little teapot"
- Recite the 4-H Pledge
- Recite the 4-H Motto
- Name 5 other 4-H projects a member could take in Ontario
- Name their favourite 4-H project
- Do 5 jumping jacks

ACTIVITY #15 - BAKING Pictionary

For this activity, a tripod, pieces of Bristol board or a white board is needed along with the appropriate utensils for drawing.

Divide the group into two teams. Team #1 goes first by having a volunteer from the team draw the name of a baking item from a bag. The volunteer must then draw the baking item while the rest of their team tries to guess what the pattern is. If the team guesses correctly, the team gets a point and Team #2 now takes a turn. If the team does not guess correctly within the time limit (30 seconds to 1 minute – depending on the abilities of the group) then no one gets a point and Team #2 now takes a turn.

The person drawing is not allowed to talk.

Possible baking items:

- Muffin tin
 - Wooden spoon
 - Pastry blender
 - Pie plate
 - Springform pan
 - Kitchen scale
 - Measuring spoons
 - Piping bag
 - Measuring cups
 - Flour sifter
- Spatula
 - Mixing bowl
 - Cookie sheet
 - Whisk
 - Electric mixer
 - Cutting board
 - Tea towel
 - Oven

Feel free to add to the list!

ACTIVITY #16 - EGG RELAY

Divide 4-H members into two teams. The object of this activity is to walk with a spoon containing an egg through an obstacle course without dropping the egg. If someone drops the egg, they must return to the starting area and try again. The team that has everyone on the team complete the obstacle course successfully wins.

NOTE: This activity is best done outdoors! If doing this activity indoors, use a hard-boiled egg.

ACTIVITY #17 - NO RECIPE BAKING CHALLENGE!

Divide 4-H members into small groups of 3 or 4. Give each group a box of ingredients and ask them to make a particular baked good but do not give them a recipe.

The box should include all required ingredients plus some extras. This challenge will reinforce critical thinking skills as members figure out which ingredients and how much of each ingredient is needed in order to have a successful outcome!

EXTRA ACTIVITIES

ACTIVITY #12 - BAKING WHEEL OF FORTUNE

ANSWERS

Either working individually or as pairs, have 4-H members fill in the blanks to discover the names of quilt blocks.

1. Brownies
2. Fudge
3. Apple Pie
4. Strawberry Cheesecake
5. Blueberry Muffins
6. Butter Tarts
7. Chocolate Cake
8. Cupcakes
9. Loaf
10. Oatmeal Cookies