

# **YOUR BEST FOOT FORWARD Leaders' Guide**



Ontario  
4-H Council



Ministry of Agriculture,  
Food and Rural Affairs

4-H-2570-90LE

## 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."

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### **PURPOSE OF THE 4-H PROGRAM**

The primary purpose of the 4-H program is the personal development of youth in rural Ontario.

In 4-H, members will be:

- encouraged to develop self-confidence, a sense of responsibility, and a positive self-image;
- helped to develop their skills in communications, leadership, problem solving, and goal setting;
- offered the opportunity to learn about the food production, processing, and marketing systems and the heritage and culture of Ontario through projects such as livestock and crop production, financial management, food preparation, nutrition, recreational activities, and career development.

### **WELCOME TO 4-H**

The 4-H Club Leaders' Handbook says that, "volunteer 4-H leaders are a blend of friend, teacher and parent." What a big order to fill! But you will discover that you have many talents as a 4-H leader. Having an interest in young people and their development and being willing to take up the challenge of 4-H leadership is the first step to success.

This project focuses on acceptable social behavior. However, the development of members as individuals is your real goal. You will get to know the club members very well and where their interests lie. Use this knowledge, your own expertise and imagination to plan a fun, interesting and challenging club program for your members. And enjoy being a 4-H leader!

### **WHAT ARE MY RESPONSIBILITIES AS A 4-H LEADER?**

Before your club begins:

1. Attend the project related training session.
2. Advertise the project and organize a club which will have a minimum of six members.
3. Review available resources and begin planning the club program.

During the club:

1. Attend each meeting and the Achievement Program.
2. Assist members in planning and presenting the club program.
3. Provide a FUN, learning atmosphere.
4. Have members complete enrollment cards and the club membership list and forward to the Ontario Ministry of Agriculture and Food office by \_\_\_\_\_.
5. Help each member to set and reach goals for personal development.
6. Encourage members to work together as a group.
7. Provide guidance in choosing and completing an Achievement Program.
8. Evaluate the club program.

## 4-H CLUB PROGRAM PLANNING

### WHY DO I NEED TO PLAN THE CLUB PROGRAM?

A successful 4-H club doesn't just happen! Careful planning is necessary and very important. As a 4-H leader, you have a responsibility to do the best job you can in providing a fun, learning experience for the 4-H members. Planning will make this a reality. Some other benefits of planning include:

- setting goals to strive for
- sharing the workload
- ensuring that club time will be productive
- providing better communications
- avoiding calendar conflicts
- providing a role for each person
- knowing who will be responsible for what part of the program
- making the best use of available resources
- learning planning skills

### O.K. ... HOW SHOULD I PLAN?

You will want to make some initial plans before the club starts but involve 4-H members at some point early in the planning process. Achieve this by one or more of the following.

- hold a general meeting and have the entire membership suggest ideas
- meet with the elected club officers
- form a planning committee of members and leaders (parents and sponsors could also be included)

It doesn't matter which approach you take but there are some basic steps to follow.

1. Look at the club's situation.
  - ages, interests and locations of members
  - successes and failures of past clubs
  - county/regional activities
  - available time
2. Identify the club's goals.
  - base these on the club's situation
3. List possible activities.
  - how goals can be met
  - brainstorming is a good technique at this stage
4. Determine activities.
  - keep goals and the club's situation in mind
  - balance business, learning and social recreation
5. Prepare the Club Program Plan
  - when will activities take place, where will they be held, what will they be, who will do them
  - share and discuss the plan with the entire membership

HOW CAN I MAKE THE BEST USE OF RESOURCES?

There are many resources available to 4-H leaders. Awareness of these resources and how to use them will help in planning the club program.

1. 4-H MEMBERS' MANUAL and LEADERS' GUIDE

The members' manual has been developed as a reference for information that can be covered during the 4-H meetings. IT IS NOT NECESSARY TO COVER ALL OF THE INFORMATION THAT IS IN THE MANUAL. Remember your club's situation and select topics that will be of greatest interest. If some of it is too indepth for your members DON'T USE IT. If some of it doesn't apply to your geographic location then DON'T DISCUSS IT. The key here is to BE FLEXIBLE so the needs of the members are met.

DIGGING DEEPER is a new section that has been added to the Members' Manual. The information in this section is more indepth than the basics in the rest of the meeting and may be of interest to senior members. At some point in the meeting you might like to split the club into juniors and seniors. This information and related activities could be used for senior members while the junior members review some of the basic skills. Or it can be left as reference for the older members to look at if they wish.

The Leaders' Guide suggests possible activities, presentation ideas, discussion questions and time guidelines for meetings. Use this as an aid in planning the club program. Again, DON'T FEEL THAT YOU MUST USE ALL OF THE SUGGESTIONS. You will have ideas from the members and ideas of your own to use too.

DON'T USE READING ALOUD (by you or a member) as a method of sharing information. Daydreaming, fidgeting, whispering, and perhaps even snoring are sure to follow this type of presentation.

When selecting activities and methods keep this chart in mind.

Method	Retention	Examples
Reading	Members will retain 10% of what they read.	- Members' manual
Hearing	Members will retain 20% of what they hear.	- Lectures, speakers, being read to
Seeing	Members will retain 30% of what they see.	- Exhibits, posters, illustrations
Hearing and Seeing	Members will retain 50% of what they see and hear	- Observe demonstrations, videos, films, slides, tours
Saying	Members will retain 70% of what they personally explain.	- Discussion groups, judging, expressing ideas
Saying and Doing	Members will retain 90% of what they are personally involved in saying and doing.	- Practice, explore, demonstrate, build

2. CLUB MEMBERS

The ages of the members in your club probably cover a span of several years. This means there will be many different needs, strengths and abilities. Although it is important for the club members to learn to work together you must also recognize individual differences.

Junior Members - these members will be active and full of energy. Capitalize on this energy by providing lots of variety in the meeting to hold their interest.

Senior Members - This group is striving for increased freedom from adult controls. When the junior members need some undivided attention, have the seniors plan and/or carry out an activity on their own.

For times when the whole club must be together, encourage senior members to share their skills and experience with juniors by guiding them through an activity.

Youth Leader - If there is a senior member in the club who has completed several projects this may be the challenge he/she is looking for. You can help this member put leadership skills into action by having him/her assist with delivery of the club program.

Club Executive - Make sure this group is aware of its responsibilities and then LET THE MEMBERS LEARN BY DOING. The executive should be responsible for the business portion of the meeting. The president or vice-president will chair, secretary will take the roll and record minutes, etc. The club might consider pairing a junior and senior member together for some of these positions.

3. PARENTS AND SPONSORS

Members will learn and enjoy more if their parents are interested in what they are doing. Likewise, sponsors will be more willing to continue their support if they can see the value of the 4-H program.

INFORM - Many parents and sponsors don't know what the goal of the 4-H program is or know how it benefits the members. Talk to them about 4-H at every opportunity.

INVITE - Parents and sponsors should be invited to a 4-H meeting to see the club in action.

INVOLVE - Once parents and sponsors are more aware of the 4-H program they are more likely to accept your requests for help (hosting a meeting, being a guest speaker, arranging for a tour).  
- Recognize parents and sponsors for their support with thank you notes, newspaper articles, etc.

4. OTHER LEADERS, THE 4-H ASSOCIATION AND THE RURAL ORGANIZATION SPECIALIST

Don't feel that you are walking this road alone. Other 4-H leaders, the 4-H Association and the Rural Organization Specialist are willing to lend an ear for your ideas or offer suggestions.

5. GUEST SPEAKERS

Be sure to give a speaker lots of notice. Be specific about what you would like discussed and how much time he/she will have. As with your club program planning, the guest should be aware of the club situation, ages of members, attention span and interests. Encourage the guest to involve the members in hands-on activity rather than just lecturing to them.

6. SOCIAL RECREATION

4-H should be FUN! Using a variety of social recreation activities at each meeting adds enthusiasm and enjoyment. The age, sex and size of the group determine the kinds of activities. Possibilities include games, relays, active sports, picnics, singing, puzzles and refreshments. Involve members in planning and carrying out the activities.

These are just some of the resources available to you. Become familiar with your community and what it has to offer. The possibilities are endless.

HOW DO I KNOW IF THE 4-H CLUB PROGRAM HAS BEEN A SUCCESS?

Taking time to evaluate your 4-H club program is just as important as the initial planning. Ask everyone who was involved (members, other leaders, parents, sponsors and guests) for comments and suggestions. Their ideas will be very helpful in planning the program for your next club.

Here is a check list that may stimulate your thinking as you try to measure the success of the club program.

	Always	Sometimes	Never
1. Did members and leaders enjoy coming to meetings?			
2. Did each member have a chance to actively participate?			
3. Did each member receive praise or encouragement in some way?			
4. Did I plan for the differences in age level, abilities and interests of the members?			
5. Did I give each member a chance to assume responsibility when it was appropriate?			
6. Did members learn at least one <u>new</u> thing at each meeting?			
7. Did all members feel they are "a part of" or "belong to" the group?			
8. Did I involve the parents and sponsors in some way?			
9. Did all members and leaders have fun?			

Some of the material in this section on "4-H Club Program Planning" was adapted from, "Managing a 4-H Club" and "Managing a 4-H Project" from the Manitoba 4-H program, and "Home Study 4-H Advisor Course" from Ohio Cooperative Extension Service.

# 4-H CLUB PROGRAM PLANNING CHART

MEETING OR EVENT	DATE	TOPIC ACTIVITY OR TASK	PEOPLE WHO COULD HELP	IDEAS TO CONSIDER



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### WHAT IS AN ACHIEVEMENT PROGRAM?

The Achievement Program is an opportunity for members to share the knowledge and skills they have gained during this 4-H project. Each member should be involved in some way. It should also inform the public about the purpose and goals of the 4-H program. Achievement Program Ideas specific to this project are suggested below. Involve club members in selecting a suitable idea and the necessary preparations.

### ACHIEVEMENT PROGRAM IDEAS

1. Have a pot luck banquet. Invite parents, sponsors and friends. Have some clubs act as host and hostess and also be responsible for setting tables, co-ordinating the serving of food (buffet style), and cleaning up. Other clubs could be responsible for the program.
2. Invite, serve, and entertain parents and sponsors. Plan a dessert and coffee party. Or this could be done for the residents at a Seniors' Home. Either of these activities could include guest speakers as part of the program. Ideas for guest speakers:
  - A. Tour escort to discuss travel etiquette.
  - B. Physically challenged individual to talk about his/her special problems in dealing with the community.
  - C. Police officer dealing with Community Services to discuss youth problems.
  - D. Have 2 or 3 managers or owners of local ethnic restaurants explain their customs. These could include customs for everyday and/or "special" occasions.
3. Plan a program with club skits, demonstrations, or exhibits at a community event, a shopping mall, a school, or library. Some suggestions for topics are given below, but members may have ideas too.

Exhibits - A representative from the club can give a short commentary.

Skits - A skit involves three or more members.

Demonstrations - A demonstration is presented by one to three members.

Remember that the purpose of the presentation is not only to entertain the audience, but also to highlight something learned in the project.

### SUGGESTED TOPICS FOR EXHIBITS, SKITS, AND DEMONSTRATIONS:

How do you Rate? (quiz the audience)  
Setting the Table  
May I Introduce?  
Menu Mysteries  
Banquet Protocol  
The Welcome Guest  
"May I Help You?" (being of assistance to the physically challenged)  
The Perfect Host/Hostess  
"We have Company Mum/Dad!"  
When Travelling (car, train, bus, or plane)

Doing It Right (any topic)  
People ARE Considerate  
Table Techniques  
The Right Way (how to eat problem foods)  
The Telephone Tie-Up  
What to do When in \_\_\_\_\_ (any country whose customs differ from ours)

## MEETING ONE

## LET'S START AT HOME

### SPECIAL NOTES FOR THIS PROJECT

1. Any page number in this guide refers to those in the Members' Manual unless otherwise noted.
2. "DEAR MEMBER" (as in advice from someone writing an etiquette column in a magazine or newspaper) can be used as a ROLL CALL activity.
3. The Members' Manual has been designed as a reference source. Hopefully, the members can leave their manuals closed for most of the meeting, allowing them to observe, learn and take part in the role playing and other activities. The few blanks and questions can be completed as the information is discussed or at the conclusion of the meeting as the review. Please don't assign the blanks as "homework". 4-H should not be viewed as school.
4. A judging exercise has been included in Meeting Four and Six. Reference to the 4-H Judging Handbook (4-H-1550-89) has been made in the Members' Manual. Each member should have a handbook and be encouraged to use it.
5. Senior members will be completing a special project. Presentations could be given throughout the project or all of them at Meeting Six.
6. REMEMBER TO REFER TO YOUR 4-H CLUB LEADERS' HANDBOOK (white and green binder). You will find many useful tips and ideas covering topics such as program planning, successful meetings, parliamentary procedure, effective communication and presentation methods. Refer to your Leaders' Handbook before you begin planning meetings.

### OBJECTIVES

1. Leaders will welcome members, introduce project and distribute project material.
2. Members will learn how to conduct a meeting, that manners begin in the home at an early age and that manners are practiced daily.

### PREPARATION AND EQUIPMENT

1. Before this meeting and all meetings, read through the Members' Manual and familiarize yourself with the material to be covered. Try to complete the activities yourself. Go over any sections with which you had difficulty.  
  
Think about how you will use the information and activities. Involve the Youth Leader or other members wherever possible to assist or lead.
2. Name tags and markers.
3. Blackboard, easel or large paper taped to wall.
4. An "old" etiquette book. (optional)
5. Two play telephones or receivers cut from construction paper.

6. Make arrangements for a guest speaker if desired. A Bell Canada employee, or telephone/receptionist are possibilities.

### TIME GUIDELINES

A time guideline has been provided, but please remember that it is only a guideline. The number of members, their maturity, specific interests, and the way in which the meeting is structured will all influence the duration of the various activities.

IN A NUTSHELL	
Meeting Opening	15 min.
Dear Member	5 min.
A Road Map to Good Meetings	20 min.
What is Etiquette?	5 min.
Manners Begin at Home	15 min.
The Telephone	10 min.
Family Meals	<u>15 min.</u>
	85 min.
Optional: Digging Deeper (Seniors)	
Review Questions	

### INTRODUCTION TO PROJECT

The first club meeting is an important meeting. It not only introduces the topic but often sets the atmosphere and standard for the duration of the club.

### SUGGESTIONS:

1. Greet members at the door, take their coats, etc., chat with them and introduce them (properly) to other members (even if they do know each other). Take them to the meeting room and make further introductions. Chat briefly with the group before returning to the door to greet other members.
2. You and your co-leader will be "the perfect hostesses/hosts"!

### MEETING OPENING (15 min.)

1. Begin with the 4-H pledge. Make sure new members have a copy to look at.
2. Welcome the members. Introduce all the leaders. Have members introduce themselves. Introduce the youth leader if this has been decided. Ensure that everyone has a name tag.
3. Give a brief introduction to the project.
4. Outline the opportunities available including club and county activities, fairs and shows, "4-H Go for the Gold", Regional Conference, trips and exchanges.
5. Complete enrollment cards and membership list.
6. Distribute manuals.

7. Discuss members' requirements for the project. See page 1.
8. Briefly discuss the Achievement Program - type, date, time, location.

The remaining time is used for discussion of meeting material. Keep the members interested and involved by using a variety of presentation techniques and presenters - leaders, youth leader, guest or senior member. Some material lends itself to small group or partner activities.

**DEAR MEMBER (5 min.) page 3**

Everyone answers. While taking roll call, positively reinforce everyone's answers. This will help increase the member's confidence in taking part in the meeting.

**A ROAD MAP TO GOOD MEETINGS (Total: 20 minutes) page 3**

Welcome to 4-H! Thank you for giving of your time and talent to lead a 4-H club. At the first meeting it is important for everyone to get to know each other and become familiar with the basics of running a good meeting.

Usually the club president will chair the short business section at the beginning of each meeting. Helping members to understand and use the basics of running a meeting will help them to become familiar with the process.

**YOUR ROAD MAP TO GOOD MEETINGS (5 minutes) page 4**

- see Sample Agenda in members' manual

An agenda should suit the needs of the group, so your club may follow an agenda that is different from the sample.

It contains most of the items a 4-H club would cover in a meeting and may suggest some new ideas for your club.

**Suggestions:**

1. make an agenda for this meeting and discuss the format; OR
2. give each member a piece of paper with one agenda item written on it. Have the members arrange themselves in the order of an agenda. Have each explain what part of the agenda he/she is and what his/her role is.

**KEEPING YOUR CLUB GOING (5 minutes) page 4**

Prior to encouraging club members to take an executive position, they should have a good understanding of each position.

**Suggestions:**

1. ask 4-H members, who have held these positions, to describe the duties involved; OR
2. ask the members what they think the duties of each position should be and develop their own list of responsibilities; OR
3. discuss the duties of each executive member using the members' manual as a guideline.

YOU HAVE A JOB TOO!

It would also be beneficial to discuss as a group, the responsibilities of club members and leaders.

Ways that a member/leader can help the club keep on track are:

1. Being on time for meetings.
2. Being prepared for meetings.
3. Contributing to meeting discussions.
4. Being courteous and polite.
5. Being willing to volunteer.

ELECTING YOUR EXECUTIVE (5 minutes) page 5

If you have difficulty getting a member to take on the responsibilities of secretary, why not:

1. promote the position as "Recorder" not secretary; OR
2. try a rotating secretary. The responsibilities of taking attendance and minutes are given to a different member at each meeting.

There may also be a need for the club to establish positions other than the executive.

Examples:

- |                       |                    |
|-----------------------|--------------------|
| - social recreation   | - membership drive |
| - achievement program | - fund raising     |
| - awards night        | - club display     |
| - fair committee      | - refreshments     |

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

Procedure:

1. All positions are declared vacant by chairperson (i.e., I'd like to declare all positions vacant").
2. The group decides on the method of voting (i.e. show of hands, ballot, standing).
3. Chairperson accepts nominations from members for each position being filled. Nominations do not require a seconder.
4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.

NOTE: If only one name is left, then that member is acclaimed to the position. No vote is needed.

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. Procedure is repeated for each remaining position.
8. If ballots are used, a motion to destroy the ballots is required and voted on.

The following information is not included in the Members' Manual. Please refer to it if your members are not familiar with how to make a motion.

### STEPS IN MAKING A MOTION (5 minutes)

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

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

#### Suggestion:

1. To help members become familiar with the steps in making a motion have the group role-play making a motion.

Use humorous motions or topics not specifically related to the 4-H club to hold their attention (i.e. students should get 4 months for summer vacation).

2. Activity similar to that suggested for designing an agenda. Members receive a piece of paper with one step in making a motion written on it, members arrange themselves in order of steps.

### ADDITIONAL ROAD SIGNS TO WATCH FOR

- Suggestion: Ask members or small groups for definitions of the following terms as they appear in your discussion.
- Chairperson: - responsible for presiding or having control over the meeting, activity, committee work.
- Club Executive: - group of individuals that perform certain duties to help the club keep going in the right direction (President, Secretary, Press Reporter, etc.).
- Nominate/ Nominations: - refers to names which are submitted for each position being filled. Members nominate other members for positions. Nominations do not require a seconder.
- Secunder: - motions require a seconder or someone to confirm that the motion is worthy of discussion.
- Voting: - method used to make a decision (i.e. show of hands, ballot, etc.).
- Minutes: - a written record of the proceedings at all club meetings and events from beginning to end.
- Adoption of Minutes: - motion required to adopt the minutes as read, circulated, or amended.

### ADDITIONAL RESOURCES

4-H Club Leaders' Handbook	4-H-025-87
Games and Resources in 4-H	4-H-021-85
Procedures for Meetings, OMAF Factsheet	89-095

### WHAT IS ETIQUETTE? (5 min.) page 7

If you have an "old" etiquette book, read a few items that may seem strange or humorous. Your local library may have an interesting selection of etiquette books.

Emphasize that good manners are an asset to anyone, they become part of you wherever you go.

### MANNERS BEGIN AT HOME (15 min.) page 7

Use the brainstorming method to get lots of ideas under each of the topics listed. This may be done with the group as a whole or divide members into smaller groups of 3 or 4 (be sure to include a senior member in each group if possible.) One member of each group should record the ideas and report to the club as a whole after about 5 minutes of smaller group discussion. When all ideas are recorded, discuss and choose the best ones. Have members record ideas under each heading. To make sure all topics are discussed you might have the groups start at different places on the list. Here are some ideas.



#### BATHROOM

- responsibility lies with the whole family.
- may need to negotiate bathroom times and set up timetable, especially in the mornings.
- pick up wet towels, be sure water is wiped from floor, rinse toothpaste and soap markings from sides of sink.

#### YOUR WHEREABOUTS

- let family know where you are going, your approximate time of return, and whether you'll be home for meals.
- if plans change let family know.

#### PRIVACY

- respect other family members' privacy, everyone needs breathing space.
- knock before entering a room with a closed door.
- don't go in someone else's room when they aren't there to borrow or look for something.

#### WORKING PARENTS

- be considerate of the fact that while you have had a quiet time between getting home from school and when your parents arrive, your parents have not. They may be required to immediately get a meal or run you somewhere.
- offer to start the meal, set the table, do a bit of cleaning up in the house.
- set up a chart or list of who is responsible for what. This list may be rotated every week or two.
- advise parents of what school demands you have, as this may affect your time spent on chores in the home.
- let parents know where you will be after school.

#### STEP-PARENTS AND STEP-FAMILIES

- the feelings of everyone requires considerable understanding. There may be hostility and defensive behaviour on the part of everyone.
- don't be rude to the person you see as a father or mother replacement.
- expect mixed emotions and potential displays of temper.
- keep open lines of communication among family members, avoid problems and solve them when they do arise. Be a good listener and talker. Listen to everyone's concerns.
- try to respond without anger, with continual reassurances of love but expect same standards of behaviour that existed prior to second marriage.

#### FAMILY CAR

- make only reasonable requests for the car.
- give family warning when you know you will need it.
- ask permission as soon as you can.
- most parents will arrange for you to have it if you really need it.

#### CURFEW

- it is up to you to let the group or date know if you have to be home at a certain time.
- discuss with parents what is an acceptable time. If you have shown good responsibility, maybe after a time, a later curfew will be negotiated.
- if necessary, call home if you will be late, and explain why. This will prevent your parents from worrying and thinking the worst.

THE TELEPHONE (10 min.) page 8

Before starting you may want to determine if the junior members know what is meant by an obscene or prank call. Some examples are foul language, sexual suggestions, silence or giggling (often this is done by young children playing with the phone.) Also see the note under Digging Deeper on page 19 of this Guide.

Try some role playing to cover this material. For each section have 2 members role play a telephone conversation illustrating the wrong way and the right way. The play phones can be used as props.

Examples of Role Playing

RECEIVING A CALL:

Inappropriate

Telephone is ringing.

Receiver: What! (rather grumpily)

Caller: I'm sorry, but I may have called the wrong number.

Receiver: Maybe not. Who do you want. (still rather grumpily.)

Appropriate

Receiver: Hello!

Caller: Hello. This is Mrs./Mr. Neighbour speaking. How are you today? May I please speak to your Mom or Dad?

DIALLED A WRONG NUMBER:

Inappropriate

Receiver: Hello.

Caller: Does not speak and hangs up.

Appropriate

Receiver: Hello

Caller: Hello. Is this the Snack Shop?

Receiver: No, it isn't. What number were you trying to reach?

Caller: 123-4567

Receiver: You must have dialled the number incorrectly.

Caller: I'm sorry to have disturbed you. Good-bye.

IF THE CALL IS NOT FOR YOU:

Inappropriate

Receiver: Hello.

Caller: Hello. May I speak to your Mom/Dad?

Receiver: No. She/he is not in. (Then silence).

Caller: Could she/he return my call?

Receiver: Sure. (more silence).

Caller: Could you please have them call Don Peace of the So Clean Cleaning Company. My number is 456-1324.

Receiver: O.K. Bye. (and hangs up).

Caller: You have the number .....

Appropriate

Receiver: Hello.

Caller: Hello. Is your Mom/Dad in? I would like to speak to one of them regarding a business matter.

Receiver: No, I'm sorry neither of them can come to the phone. May I take a message so they may return the call? One moment please while I get a pencil and paper. (Gets writing utensils). May I have your name and number please?

Caller: Yes. This is Don Peace of the So Clean Cleaning Company.

Receiver: Don Peace. P-E-A-C-E (spells the last name) of the So Clean Cleaning Company.

Caller: Yes. My number is 456-1324 and I'm calling about the meeting on Friday morning.

Receiver: Your number is 456-1234. You are calling about this Friday's meeting.

Caller: The number is 456-1324 not 1234. The message is correct.

Receiver: I'm sorry. Your number is 456-1324. I will give this message to Mom or Dad and they will return the call as soon as possible.

Caller: Thank you. Good-bye.

Receiver: Bye.

You may wish to have points written out on little cue cards to give the members guidance. Depending on time, you may wish to do only 2 or 3 situations.

For this section and also to discuss the Digging Deeper section, you might like to invite someone from a business college, a receptionist or a high school business teacher to discuss good telephone manners in a business setting. Maybe a Bell Canada operator would be able to visit.

FAMILY MEALS (10 min.) page 10

You may wish to determine if table settings has been covered at school. If so you may delete this exercise.

Provide the following items for place setting: napkin, dinner plate, soup bowl, bread and butter plate, drinking glass, dinner fork, dessert fork, dinner knife, butter knife, teaspoon and soup spoon.

Give members the following menu and ask them to arrange the place setting items for a family dinner.

Tomato Soup  
Roast Chicken  
Mashed Potatoes and Gravy  
Green Beans  
Whole Wheat Rolls and Butter  
Carrot Cake and Ice Cream  
Milk

Ask members to make the necessary place setting changes if the menu included a tossed salad instead of the soup, and fresh sliced peaches instead of cake and ice cream.

ANSWER: Omit soup spoon and place dessert fork on outside next to dinner fork, at left of plate (for salad).

Now discuss family meals and how to place cutlery when there is more than one fork, knife or spoon. Also discuss eating with the family and have members demonstrate the correct way to place knife and fork on the plate after a meal.

TABLE DOS AND DON'TS page 11

The time available will determine how you will review this section. Maybe the club could be divided into 2 teams, be given 5 minutes to answer, and then the answers reviewed.

OR

These questions may be used as the review. Select as many as time will allow and answer them. Remember, not all the blanks have to be completed.

1. DON'T
2. DON'T
3. DON'T, when others are present. You may read if you are alone.
4. DO, when lettuce or tomatoes are too large to eat in one bite.
5. DO
6. DON'T
7. DO pass dishes with handles towards the person you are passing to.
8. DON'T make a fuss. This can happen no matter how careful the cook! Try to cover it up, or excuse yourself and remove it from your plate, then return with your plate to the table.
9. DO use on your lap, not tucked under chin.
10. DO wipe it up quickly, with your napkin, or help clean it up with a cloth if a large spill (glass of milk).
11. DON'T
12. DO
13. DO cut as you eat, not ahead of time.
14. DON'T - this is very old fashioned.
15. DO spoon soup and also tip bowl away from you. (Clear broth or consomm served in a cup can be eaten with a soup spoon or drunk.)
16. DON'T. Break it into smaller pieces, butter a piece and eat it, butter another piece and eat it, etc.
17. DON'T. Use knife or piece of bread to help push food that's hard to get.
18. DO pour ketchup (or chili sauce, relish, mustard etc.) on side of plate and dip foods into it, rather than smothering food with ketchup.
19. DO
20. DON'T talk about it. Eat as much as you can and leave the rest on your plate.
21. DON'T reach. Ask to have things passed.
22. DO
23. DON'T
24. DO use the ones provided, not your own.

**DIGGING DEEPER - OPTIONAL SENIOR SECTION page 13**

If you feel the general telephone information is too basic for senior members, the club could be split at this time. Seniors could discuss business phone etiquette while juniors cover the basics.

OR

This information can be left for seniors to refer to if they wish.

If the senior members would like to discuss this, here is one approach that could be used. Present the following situation to your senior members. Ask them not to look at the manual. Ask them to give suggestions on projecting a professional image in this situation.

You have just been hired as a receptionist for a small manufacturing firm in your area. How do you project a professional image over the phone?

List the points the members suggest and then compare them with what is in the Members' Manual. They may suggest some that are not listed or ask how to handle a difficult circumstance.

**BEFORE THE NEXT MEETING**

1. Be sure to discuss this section in detail, so each member knows exactly what is expected.
2. You will need to decide whether the club would like to visit a funeral home or nursing home or have someone from either business be a guest at meeting two. The necessary arrangements will also have to be made. i.e. arrange rides, the visit, or invite the guest.
3. Mention that in meeting two, they will be starting their party preparations. Ask them to have suggestions of whom they may invite, what type of party they wish to have, and what type of invitations.

**OPTIONAL REVIEW QUESTIONS**

Optional review questions are included in the Leaders' Guide for each meeting. These questions may be used as a capsule review of the meeting if time permits. They can be read aloud for all to answer or the group may be divided into teams.

1. When do you appreciate parents who taught you to keep your elbows off the table and to chew with your mouth closed?
  - a) on a date
  - b) at your high school graduation banquet
  - c) when you are on your own - at college or your first job
  - \* d) all of these

On all of these occasions you would be pleased to "know how to act" your best!

2. Which of the following should parents assume when taking young children to church?
- a) adults will be patient enough to accept normal restlessness for an hour
  - b) it is expected parents will take the child out if his/her activity is loud/and or disturbing
  - c) children need to be exposed to their parents beliefs and celebrations
  - \* d) all of these

We were all children at one time!

3. As the phone starts to ring, you realize you have dialled the wrong number. What should you do?
- a) hang up before anyone answers
  - \* b) wait for someone to answer, ask if this is the number you wanted to dial, apologize for dialling the wrong number, and then hang up
  - c) hang up after the receiver has answered, without saying anything
4. You have just sat down to eat supper with your family. The phone rings and it is your friend with an important message. What should you do?
- a) pick the phone up, say "sorry can't talk now" and hang up
  - b) answer the phone and talk for another 15 minutes
  - \* c) answer, explain that you are just sitting down to supper and ask if you may return the call in 30 minutes

# MEETING TWO

# 'FRIENDS ARE IMPORTANT'

## OBJECTIVES

1. To learn how to be a considerate friend.
2. To learn how to handle difficult situations more comfortably.

## PREPARATION AND EQUIPMENT

1. Arrange either a tour of a nursing home or funeral home or have a guest speaker attend this meeting. Forty minutes has been allotted for this activity. If more time is required, do not be concerned about covering all the material in Meeting Two. It may be discussed at another meeting if time permits or not at all.

The Funeral Home Directors of Ontario have available a "Youth Education Programme". You may wish to enquire about this education tool from your local funeral home director.

2. Name tags would be useful for the introductions activity.
3. Bring some books illustrating various types of invitations and wording. Stationery and print shops have these available for an overnight or a week loan.
4. The following is given as a possible activity to help promote cooperation among friends. Family Pastimes have produced a number of cooperative games. They have developed the games to promote the spirit of cooperation not competition. Some of the games recommended for this age group are:

Mountaineering	Deep-Sea Diver	Investigators	Community
Space Future	Earth Game	Explorers	Untrivia

For further information about the above games please contact Jim or Ruth Deacove of "Family Pastimes"

R.R. #4  
Perth, Ontario  
K7H 3C6  
(613) 267-4819

5. Large pieces of paper to attach to the wall can be used for composing an invitation and for party planning.

IN A NUTSHELL	
Dear Member	5 min.
Introductions	15 min.
Invitations, Replies and Thank Yous	15 min.
Difficult Times	40 min.
(Includes time for tour or guest speaker)	
Party Planning	10 min.
	85 min.
Optional: Digging Deeper (Seniors)	
Review Questions	

DEAR MEMBER (5 min.) page 15

INTRODUCTIONS (15 min.) page 16

Briefly explain how to introduce someone and then have members learn how by doing it. Have them form groups of three and practice introducing each other. Use the situations in the "How Would You Introduce?" section to get them started.

Your club members may also think of situations when they aren't sure how to make an introduction. With the changing family structure more common today, a club member may find it awkward to introduce a friend of a parent or new members of the family. It is difficult for some people to overlook the emotional situation; looking at it from another's point of view may make it easier.

Prepare name tags if you like for this activity. Use either your own names or the ones in the Members' Manual. More are listed below if needed. In brackets underneath, note the person's position or relationship to the family. This will help the member decide who is introduced first.

your Grandmother  
clergyman

Member of Parliament  
neighbour

your employer

HOW WOULD YOU INTRODUCE?

When introducing two people, say first the name of the person you wish to honour. Some examples are an older person, a female, or a prominent person. There may be situations such as introducing an elderly man and a lady that seem conflicting. (You would usually mention the lady's name first.) In each case, you decide whom you wish to honour.

1. Susie, I would like you to meet Adam Smith, one of my friends. Adam, this is Susie Bain. Susie is visiting here for a few days; she is from Halifax.

You honour Susie - because she is a guest and female, - by mentioning her name first.

2. Dad, I would like you meet my friend, Ruth Gammie. Ruth lives in the new house down the road and comes from Edmonton. Ruth, this is my Dad, Clifford Howse.

Because your Dad is older and a person of authority, you say his name first.

3. Mr. Main, I'd like you to meet my friend Jennifer Willis. Jennifer is in Grade eight too. Jennifer, I'd like you to meet my teacher Mr. Main. He is also my soccer coach.

Because Mr. Main is in a position of authority and is older than your friend, say his name first.

4. Hi Joan, welcome to our class. I'm Melanie. Would you like to eat lunch together today?

It would be helpful to demonstrate how to greet someone after introductions have been made. For this you may divide your club into pairs and have everyone practice at the same time with you giving the instructions.



**INVITATIONS, REPLIES AND THANK YOUS (15 min.) page 17**

If possible, have on hand a sample of a wedding invitation with a reply card. It would also be nice to have a variety of types of note paper or stationery to show members which type is suitable for business or personal letters, invitations and thank you notes.

You may compose the thank you note requested in "Before the Next Meeting", asking everyone to contribute as a whole or as smaller groups (or compose a thank you note for another reason). Then discuss and compose a thank you note following the points in the members' manual.

**DIFFICULT TIMES (40 min.) page 19**

Consider your club situation and use your discretion to make this a meaningful, learning experience.

Possible contact people for a tour or guest speaker, would be the local funeral home director, hospital administrator or director, hospital candy striper supervisor, nursing home director, or a volunteer or organizer of a disaster relief program. e.g. Red Cross, Mennonite Central Relief Committee.

**PARTY PLANNING (10 min.)**

Start to plan now for the party at Meeting Six. By going through each step, the members will be practicing what they have been talking about. At this stage, decide on what type of party, who to invite, and what style of invitations. The members may decide to use a computer to compose the invitations. Be sure to allow enough extras so each member may have a copy.

At the end of this meeting is a Party Planning Chart for your use. It can be inserted at each meeting so you know what plans have been completed. Have the members record information in the chart in Meeting Six, page 53, as decisions are made.

**DIGGING DEEPER - OPTIONAL SENIOR SECTION page 21**

The senior members could practice the introductions among themselves and then demonstrate to the junior members. For amputees, have a member keep the right arm behind the back.

Have the members think of some questions which could be used when first meeting someone that will lead to more questions and discussion. If they think of a yes or no question, have them compose a question for it, which would change the question to one with more information.

**BEFORE THE NEXT MEETING**

1. Members are to consider what menu they would like to serve at the party. They could give this some consideration before the next meeting.
2. For Meeting Three the topic is dining and restaurants. It is suggested that members could go to a restaurant and practice their dining manners or that a light meal be served at the meeting location to practice the different points. If the club decides to have a light meal, the members could contribute some of the food. If this is done, decide who is to prepare and bring what dish.

**OPTIONAL REVIEW QUESTIONS**

1. If you feel it is necessary to "correct" a co-worker, when should you do it?  
\* a) **when the boss isn't around**  
b) at coffee-break  
c) at an employee meeting.

Criticizing a co-worker to either a fellow employee or your employer is not in your favor. Think about how you would feel in a similar situation.

2. If your neighbour frequently asks you to tape a TV show for her on your VCR, what should you do?  
a) kindly do it each time she asks  
\* b) **do it once more, showing her how easy it would be to have her own**  
c) give her the phone number of the local VCR sales shop.

Be kind and helpful, especially when someone needs something; but it isn't smart to let someone take advantage of you.

3. Many people revert to primitive behavior when they use a public washroom. What should you do?  
\* a) **clean up after yourself and pickup one bit of garbage left by someone else**  
b) discreetly carry some supplies to write on the walls  
c) bring extra paper towels to dry your own hands and to scatter about.

Think about how you like to find a washroom - and act accordingly.

4. A girl you admire is wearing a dress that you like very much. What should you say to her?  
\* a) **"I really like your dress. Did you buy it in town?"**  
b) "I really like your dress. How much did it cost?"  
c) "Where did you get your dress?"

It is unmannerly to ask someone how much they paid for something. It is okay to ask a question leaving the opportunity for the person to tell if they wish to.

5. How can you welcome new neighbours?  
\* a) **dropping off a small plant or a casserole**  
b) ignoring them so they can get unpacked  
c) taking over a pot of fresh coffee and watching them unpack

It is good to make new neighbours feel they have moved to a friendly neighbourhood. Don't interfere with a busy schedule.

6. How should a salesperson address a female customer?  
\* a) **Ma'am**  
b) dear  
c) you sweet young thing

Ma'am is a respectful way to address any female.

PARTY PLANNING CHART

DATE & TIME: \_\_\_\_\_  
PLACE: \_\_\_\_\_  
THEME: \_\_\_\_\_  
GUESTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY	IN CHARGE	ASSISTANTS	EQUIPMENT
Invitations			
Decorations			
Utensils and Plates			
Food (see menu planner chart)			
Games			
Entertainment			
Clean-up			

**MENU PLANNER**

	Number of Servings	Person Preparing Recipe	Color/ Temperature/ Texture
<b>APPETIZER &amp; SNACKS</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>MAIN COURSE(S)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>SALAD(S)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>DESSERT(S)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>BREAD/CRACKERS/ROLLS</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>RELISHES</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>BEVERAGE</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## MEETING THREE

## 'DINING DILEMMA'

### OBJECTIVES

1. To feel comfortable and enjoy meals whether at home, in a restaurant or while visiting.

### PREPARATION AND EQUIPMENT

For this meeting, much of the material may be covered by actually doing it. If the club members are able, they could go to a restaurant and practice their dining manners; or the leaders and members could prepare a menu and meal including some difficult foods. The members could decide on what style of table setting, set the table, seat each other, and take each other's order. Members could take turns serving the meal. At the end of the meal, leaders could present bills and have the members discuss tipping.

1. If having a pot luck meal, a table for eating at is needed. Have eating utensils set out, ready for club members to set at each place setting.
2. If a meal is not organized, you should have some samples of difficult to eat food available. e.g. corn-on-the-cob, melon, chicken, bananas, apples or pears.
3. An etiquette resource book could be borrowed from the local library in case the members wonder about how to eat some foods.
4. At least three place settings ready for members to practice "Using your Knife and Fork". (if meal is not done.)
5. Have 2 sets of Menu Mysteries (questions and answers) cut apart and in envelopes, ready for game.
6. If using senior component, have sections of banquet cut apart and in envelopes ready for game.
7. Large pieces of paper fastened to wall.

IN A NUTSHELL	
Dear Member	5 min.
Doing It Right	10 min.
How About...	5 min.
Using Your Knife and Fork	5 min.
Restaurants	25 min.
Eating in Someone Else's Home	10 min.
Party Planning	10 min.
Achievement Program Planning	10 min.
	<hr/>
	80 min.
Optional: Digging Deeper (Seniors)	
Review Questions	

DEAR MEMBER (5 min.) page 23

DOING IT RIGHT (10 min.) page 23

Corn-on-the-cob:

The secret of success is not to butter or season too much at a time. Butter, salt and eat only a few rows (2 to 3) at a time. You may eat either across or

around the cob. Butter for corn should be placed on the bread and butter plate and use as needed. Definitely a finger food.

**Melon:**

When melon is cut in little cubes or balls as in a cocktail, use a spoon. Eat wedges of watermelon with a fork and knife. Most of the seeds can be easily pushed aside with a fork. Any seeds taken into your mouth should be cleaned and dropped into your tightly cupped hand and place them on your plate.

**Chicken:**

May be picked up only when at an informal affair. When tackling a large bone (drumstick), cut off larger chunks of meat first, then eat what is left by picking it up. At a formal affair, use the knife to cut the meat from the bone while you hold it with your fork.

**NOTE:**

It would be an excellent idea to have an etiquette resource book at this meeting. One may be borrowed from the local library. Members may have some "how to" questions not covered in the manual.

**HOW ABOUT ... (5 min.) page 23**

These are all points which can be discussed at the meal, with books closed. You may want to have these questions written on cards and given to members to ask at random or you may wish to have both questions and answers on cue cards, which you would use to lead discussion during the meal. Ask how they would handle the situations.

**USING YOUR KNIFE AND FORK (5 min.) page 24**

If the meal suggestion is not used, have each member sit down at a table with a knife, fork, plate, stemmed glass, cup and saucer. They can practice cutting and eating imaginary food using the English method and the North American method. They should also practice raising the glass and cup. If two or three members sit at the table together, they will not feel as self-conscious as they might if only one is being watched at a time.

**RESTAURANTS (25 min.) page 25**

Role playing may be used here to demonstrate the points given under each heading. You may want to select actors ahead of time and have some points on cue cards to help them; or each heading could be printed on a ballot. Each member would draw 1 ballot and role play the situation.

e.g. Reservations: Have 2 members (1 is at the restaurant and 1 is phoning) role play making reservations.

Seating: Role play the 2 different situations.

Menus: Have "a la carte" and "table d'hote" or "prix fixe" written on large paper. Two members are to explain the difference to remaining club members.

Ordering: role play taking orders.

Difficult Foods to eat: Some that are not listed in manual, e.g. spaghetti, french fries, pie and ice cream.

**Tippling:** Some members and leaders may not agree with the 15% rule. Another guideline is to tip 10% at breakfast and lunch, and 15% at dinner. However, the

breakfast or lunch bill may be so low that a 10% tip is not enough (eg. \$.25 is not a large enough tip for a \$2.50 breakfast in a good restaurant). Of course, a meal in a fast food restaurant does not require any tip, and teens may choose to eat in such places unless it is a special occasion.

This section may generate some interesting discussion, especially if any of the members have worked in a restaurant waiting on tables. Have members discuss the merits and disadvantages of tipping. Do they feel tipping is necessary?

### MENU MYSTERIES

This may be a game involving 2 or more teams. For each team you will need 1 set of the terms and respective answers found on page 31 of this Guide. Cut apart and place 1 set in each envelope. The teams will race to match the term with its correct definition. Allow 3 - 5 minutes. The team which matches all terms and definitions correctly in the shortest time is the winner.

hors d'oeuvres	<u>2</u>	au gratin	<u>6</u>
à la king	<u>5</u>	sautéed	<u>1</u>
au jus	<u>7</u>	julienne	<u>3</u>
petit fours	<u>8</u>	entrée	<u>4</u>
al dente	<u>10</u>	à la mode	<u>9</u>

### EATING IN SOMEONE ELSE'S HOME (10 min.) page 28

Ask the group for tips on being a welcomed guest. You may want to write them down on a large piece of paper for everyone to see.

### PARTY PLANNING (10 min.)

Continue on from last meeting, complete invitations and guest list if necessary, decide on menu, style of serving and who will bring what food.

### ACHIEVEMENT PROGRAM PLANNING (10 min.)

You may wish to start thinking about and planning your club's part in the Achievement Program. Refer to suggestions made at your local training session and the Leaders' Guide, page 8.

### BEFORE THE NEXT MEETING

1. If having a guest speaker, make necessary arrangements. The youth leader could assist with this.
2. Tell members that games and entertainment will be considered at your next meeting for the party and to come prepared with ideas.

### DIGGING DEEPER - OPTIONAL SENIOR SECTION page 29

If a number of the senior members were in Etiquette for the 80's club, you may not want to spend too much time on the banquet section. The following activity would be a good review. Take a copy of the banquet program on page 29. Cut the list apart and have members decide on the order. They could also demonstrate how some of these things are done.

e.g. First is receiving line. Member would demonstrate going through a receiving line, saying hello and shaking hands of other members.

This activity may be done in teams if there are sufficient members. If only 2 or 3 senior members, have them race against the clock to put in order.

### OPTIONAL REVIEW QUESTIONS

1. During a presentation by a guest speaker, it is appropriate to applaud
  - a) when the speaker arrives on stage
  - b) when the speaker concludes his/her speech
  - c) after special points or humorous parts
  - \* d) all of the aboveShow your appreciation for the preparation and the presentation.
2. If you want a cigarette but your host and hostess don't wish smoking in their house, what should you do?
  - \* a) obey house rules
  - b) go to the neighbour's house
  - c) have a few puffs while in the bathroomThere is no question. It is their house.
3. It isn't necessary to accept poor restaurant service in the name of politeness. What do you do?
  - a) make loud sarcastic comments to the waitress
  - \* b) complain in a calm even manner to the person responsible for the problem
  - c) eat your food and leave without payingRemember that it is possible to make a polite complaint.
4. The person who shares your locker has set her leaking lunch bag on your new jacket. What would you do?
  - a) throw a temper tantrum in the hallway
  - \* b) politely ask the person to clean it up and to clean your jacket
  - c) set her jacket under the lunch bagTemper tantrums aren't acceptable after "two years of age". Revenge is not recommended. But do make sure that the situation is resolved fairly.
5. You are wanting help from a salesclerk who is chatting with another. What should you do?
  - \* a) walk to him/her and say "Excuse me, could one of you help me"
  - b) call the manager on the in-store phone
  - c) walk away in disgust without making your purchase.This is the only choice that will get what you are wanting and hopefully teach the clerk something.
6. When is it appropriate to applaud at a rock concert?
  - a) at the beginning and end of each piece
  - b) at the end of the concert only
  - \* c) anytimeThis is in contrast to a symphony or ballet when it is appropriate to applaud only at the beginning and end of a presentation.



MENU MYSTERIES

These can be cut apart and used for the relay activity.

- |   |       |                |
|---|-------|----------------|
| 1. Quickly and lightly fried in a small amount of fat.  | _____ | hors d'oeuvres |
| 2. Small relishes or finger food served as a appetizer. e.g. tiny meat balls, small sausage rolls, smoked fish on cracker, devilled eggs etc. | _____ | à la king      |
|   | _____ | au jus         |
| 3. Food (usually vegetables) cut in strips the size and shape of small matchsticks.   | _____ | petit fours    |
| 4. The main course of a dinner.   |       |                |
|   | _____ | al dente       |
| 5. In cream sauce with mushrooms and green or red peppers.  |       |                |
|   | _____ | au gratin      |
| 6. Baked with a topping of bread or cracker crumbs and grated cheese.   |       |                |
|   | _____ | sautéed        |
| 7. Served with the juice of the meat.   |       |                |
|   | _____ | julienne       |
| 8. Tiny white cakes with fancy icing, often decorated with sugar flowers or other candied items.  |       |                |
|   | _____ | entrée         |
| 9. With ice cream.  |       |                |
|   | _____ | à la mode      |
| 10. Referring to pasta, cooked until spaghetti still resists the teeth, or not over-cooked.   |       |                |

## MEETING FOUR

## "GETTING AROUND"

### OBJECTIVES

1. To be considerate of others while travelling.
2. To be able to plan an effective travelling wardrobe.

### PREPARATION AND EQUIPMENT

1. Arrange for a guest speaker if having one. See below in the travelling etiquette section for suggestions.
2. Bring a suitcase, a co-ordinated jacket, skirt, pants and shirt, pair of shoes, some under clothes, and toiletries e.g. soap, toothbrush, shampoo, and deodorant to be available for packing a suitcase.
3. Attach large pieces of paper to the wall.
4. Have four different samples of "thank you" note paper for the judging activity.
5. Supply equipment to role play a physically challenged individual.
6. See other resources listed on page 38 of this Guide.

#### IN A NUTSHELL

Dear Member	5 min.
Travelling Courtesy	15 min.
Packing a Suitcase	5 min.
Staying in a Hotel and Being a Houseguest	10 min.
Considering Physically Challenged People	15 min.
Judging Made Easy	20 min.
Achievement Program Planning	10 min.
Party Planning	10 min.
	<hr/>
	90 min.

Optional: Digging Deeper (Seniors)  
Review Questions

DEAR MEMBER (5 min.) page 33

TRAVELLING COURTESY (15 min.) page 33

The following are some suggestions for a guest speaker at this meeting.

- a) An O.P.P. officer or officer of the local police force to discuss travelling courtesy while walking, biking and being a motorist. The local community services officer would be a good speaker.
- b) A physically challenged person who is willing to discuss the frustrations and problems encountered while trying to travel.

- c) A travel consultant from a local travel bureau who could discuss one of the following topics:
- requirements when travelling abroad, e.g. passports, inoculations
  - etiquette and customs in European Countries or the Caribbean
  - problems which could be encountered

OR

You may wish to have a discussion about the different modes of travel and have the members express what courtesy is expected for each mode. Also have them discuss what they consider to be inconsiderate or poor etiquette. You may write their thoughts on a flip chart.

REMEMBER - DO NOT lecture on this subject material.

**PACKING A SUITCASE (5 min.) page 36**

You and/or some members could bring a suitcase, some clothes and accessories. If possible, have members work in pairs to practice packing a suitcase.

**STAYING IN A HOTEL (2 min.) page 37**

Have a discussion on what is acceptable behaviour while in a hotel. Ask members to reflect on their behaviour if they have been on a school trip or attended a conference. Would their behaviour have been acceptable? Remind them, they can still have a good time without disturbing other guests.

**BEING A HOUSEGUEST (8 min.) page 37**

Role play the incorrect and correct way to behave as a house guest. You might like to have cue cards made up before the meeting to help members demonstrate.

**POSSIBLE SITUATIONS**

1. **A Visit:**

a) inappropriate

Have member arrive unannounced at friend's place. Parents are surprised. The friend is planning on staying 4 weeks.

b) appropriate

An invitation is extended by a friend and then by parents of hosting friend to visiting friend and visiting friend's parents. Length of stay is determined.

2. What to Bring:

a) inappropriate

Visitor does not have any personal items, (toothbrush, toothpaste, brush, etc.) and asks to borrow friend's. The visitor proceeds to be very sloppy, leaving items scattered everywhere. Visitor also raids the kitchen every 5 minutes, and looks into a number of closets and dresser drawers. When leaving forgets a few items.

b) appropriate

Visiting friend has all necessary personal items. Keeps everything neat and tidy, within one room. The visitor is the opposite of above example.

The activity in the members' manual may be played as a game with members divided into 2 teams. Match the column on the left with the most suitable answer on the right. They could be given twenty slips of paper to match up or they could do it in their books.

The answers are:

- |       |      |      |      |
|-------|------|------|------|
| a. 6  | d. 1 | g. 3 | j. 9 |
| b. 5  | e. 8 | h. 7 |      |
| c. 10 | f. 1 | i. 4 |      |

CONSIDERING PHYSICALLY CHALLENGED PEOPLE (15 min.) page 38

Below are some activities the members may participate in to experience a challenge. Maybe you could assign a different activity to each group of members, have them report to the club how they were challenged and their experiences.

- a) Walk through a building or outside in pairs with one person blindfolded. Experiment to find out what helps the blind partner feel more secure - holding hands, taking sighted person's arm, having sighted person take blindfolded person by the arm, touching the sighted person on the shoulder.
- b) Put different coins in a bag and have a blindfolded person figure out the total amount of money by touch alone.
- c) Use sunglasses or borrow old glasses with plain lenses from an optometrist. Smear petroleum jelly on the outside of the glasses and put them on. Look around. What is it like?
- d) Cover each lens with masking tape except for a narrow strip down the centre of a pair of sunglasses or old pair of glasses with plain lenses.
- e) With same type of glasses as in (c) and (d), cover one whole lens with masking tape.
- f) Eat a meal blindfolded. How do you know where things are on the plate?
- g) Have two members gently stuff cotton batting in their ears and hold a conversation with two other members who are talking in whispers. Have the two without cotton batting speak normally but always with their backs to the other two members. Have the two members without cotton batting, talk at same time.
- h) Tie one arm behind back and try doing ordinary things. e.g. buttoning a coat, doing up a zipper, writing on paper, unscrewing a jar lid, catching a ball.

- i) Play dodge ball with some of the players in the outer circle sitting on chairs, unable to get up.
- j) If you happen to have a member in a wheelchair, ask to try it out. Crutches could also be used. Try square-dancing, volleyball, getting things from a cupboard, washing dishes or hands at kitchen sink.

The following are aids which the members may have learned in doing the above exercise.

#### PEOPLE WITH HEARING LOSS

- always face them when speaking.
- speak clearly and distinctly without slurring words together.
- don't shout.
- don't expect them to hear properly if several people are speaking at once.
- be patient.

#### PEOPLE WITH LOW OR NO VISION

- remove obstacles that are in the way or warn the person.
- when going up or down stairs with a blind person, keep one step ahead so that you can warn them when you have reached the top or bottom.
- help a blind person at dinner by telling them the position of the food on their plate as if it were a clock-face.
- people with low vision may have trouble reading letters written with an ordinary ball-point pen. By using black felt pen, printing larger than usual, and using every other line, they can often read it.

#### PEOPLE IN WHEELCHAIRS

- put the brake on before helping them get out or in.
- when talking to someone in a wheelchair, it's better to sit down so he/she doesn't have to strain to look up at you.

#### JUDGING MADE EASY

Refer to the 4-H Judging Handbook, (4-H-1550-89) pages 1 to 4. Ensure each member has a copy of the judging handbook. These may be obtained from your local O.M.A.F. office.

For demonstrating purposes, prepare a class of note paper, suitable to write a thank you note. You may wish to have a proper thank you card (plain white with thank you embossed in gold or silver on front), piece of blank 3-ring paper, piece of lined 3-ring paper that has been torn from binder or exercise book, piece of lined 3-ring paper with torn edges and coffee or tea stains or some mark on it. Using the handbook as a guide, go through the decision making process of placing the above suggested class and demonstrate how reasons are given. You might have members decide as a group what to look for in proper thank you note paper. Then they could use these guidelines to place the class.

The senior members could work with junior members in groups of 2 or 3 to coach the juniors through the exercise.

A class of place settings could be judged at meeting 5 or 6.

**PARTY PLANNING (10 min.)**

Complete previously started party plans and decide what games will be played or what will be done for the entertainment. The class of place settings could be judged at the party. Members and guests could judge the class in teams.

**ACHIEVEMENT PROGRAM PLANNING (10 min.)**

Continue the planning for the Achievement program. Refer to page 8 of Leaders' Guide for possible suggestions.

**BEFORE THE NEXT MEETING**

1. Arrange for a guest speaker from the Health Unit if desired.

**DIGGING DEEPER - OPTIONAL SENIOR SECTION page 41**

Have the senior members discuss what they consider to be courteous when driving. Some of their thoughts will be the result of observing other drivers, or from personal experiences. Have them discuss how the poor etiquette may be improved.

You may also want to include a discussion on insurance rates. How would they establish a rate for new teen-age drivers, for those who have been driving a few and/or a number of years and have a number of accidents or convictions, and for long time motorists with no accidents or convictions.

**OPTIONAL REVIEW QUESTIONS**

1. When addressing a deaf person, what would you do?
  - \* a) speak to him directly
  - b) direct your comments to his interpreter
  - c) say "If he could hear me, I'd offer him some coffee".Do nothing to draw attention to the person's handicap.
2. Which of the following do not display etiquette on the road?
  - a) the honker
  - b) the tailgater
  - c) the double parker
  - \* d) all of the above

All are unnecessary - and of no advantage to the driver.

3. Your neighbour who regularly borrows household items is walking towards your door. What would you do?
  - a) say "Sorry, my Mother's not home (even though she is) so I can't help you".
  - b) turn the lights off and don't answer the door
  - \* c) lend your tea kettle again and offer to fix his

A lie is not a choice. There is always an honest way to solve a problem.

4. You are on a crowded city bus. A lady carrying a baby has no place to sit. She grabs the back of your seat to balance herself. What should you do?
- a) point out the historic buildings as you pass them
  - b) offer to hold her baby
  - \* c) offer her your seat

Think of others before your own comfort.

5. You are walking across the street with a blind person. What might you say?
- a) "Wow, what a car".
  - b) "Watch out".
  - \* c) "Stop, there's a pot hole in front of you."

Be specific enough that the blind person knows what the remark is about.

6. Joggers know that there is an etiquette about sharing the path (road) with others. What should a jogger do?
- \* a) move to the right and let others pass on the left
  - b) say "Out of my way, I'm coming through"
  - c) a jogger can't stop jogging so race past people trying not to bump them out of the way

Etiquette applies to all activities.

#### OTHER RESOURCES

1. Samsonite of Canada, Brantford, Ontario have printed a booklet on packing a suitcase. You may wish to obtain copies of it by writing them. They are located at 753 Ontario Street, Stratford (head office) (519) 271-5040.
2. The Ontario Ministry of Transportation and Communications have a number of brochures available. They may be obtained through your local police station or by writing the Ministry. Some of the brochures are listed below.
  - a) The Bicyclist's Handbook  
# ISBN 0-7743-9191-X
  - b) Cycling Skills  
# ISBN 0-7729-3695-1
  - c) Winter Driving, Good Driving Practices  
# ISBN 0-7743-8817-X
  - d) Good Driving Practices  
# ISBN 0-7743-8807-2

## MEETING FIVE

## 'CLOSE ENCOUNTERS'

### OBJECTIVES

1. To help members develop self confidence while with members of the opposite sex so everyone may have an enjoyable time.

### EQUIPMENT AND PREPARATION

1. Arrange for speaker from Health Unit if desired. You might like to have a resource person at the meeting who has formal training in dealing with issues such as sexuality, substance abuse, etc.
2. See Meeting Six for equipment needed for judging class if you decide to have members judge at this meeting.
3. Materials to plan Achievement Program.

### NOTE

This meeting is probably most suited to a discussion of relationships and dating among your club members. Depending on the age of your members, you may wish to have more discussion and some role playing or vice versa. Also, a younger club may be more interested in boy/girl relationships rather than dating. Have members consider parents' view on some topics.

At the beginning of the session, assure your members that whatever is said during the discussion will be kept in confidence. Some members may be more willing to discuss and ask questions, knowing it will not go beyond the room.

Also be aware that silence may prevail initially. Do not become uncomfortable about it. This silence provides the members an opportunity to gather their thoughts, trust and confidence. Initially, the discussion may be slow and rather quiet but once the members feel comfortable about expressing themselves, the questions and comments will flow.

Ask for an opinion from members. Upon hearing a comment from another member, a member can change his/her thoughts if a good idea is suggested.



**IN A NUTSHELL**

Dear Member	5 min.
Group Dating	5 min.
Interested??	5 min.
Asking For a Date	5 min.
Accepting a Date	5 min.
Refusing a Date	5 min.
Communication	5 min.
Peer Pressure	3 min.
House Parties	2 min.
Etiquette at the Movies	10 min.
Breaking Up	5 min.
Dating Daze	5 min.
Achievement Program Planning	10 min.
	<hr/>
	70 min.

Optional: Digging Deeper (Seniors)  
Review Questions

DEAR MEMBER (5 min.) page 43

GROUP DATING, INTERESTED ? ?, ASKING FOR A DATE, ACCEPTING & REFUSING A DATE, COMMUNICATIONS, PEER PRESSURE, HOUSE PARTIES (35 min.) page 47

The following is an activity you may use to initiate the discussion.

THUMBS UP, THUMBS DOWN

Procedure

Read the statement aloud to the members. Allow them a moment to think about it. If the member agrees with it, he or she should give a thumbs up signal. If he/she disagrees, then the member should give a thumbs down signal.

At any time you may ask a member to share his/her opinion. Choose one or two who voted thumbs up and one or two who voted thumbs down, after each question.

Statements

1. Dating is a necessary part of growing up.
2. When I have children they will be able to start dating when they are sixteen years old.
3. When going on a date, I have a very clear idea of my expectations.
4. A thirteen year old can be in love.
5. It is difficult for me to relate to persons of the opposite sex.
6. On the third date, watch out when your date says he/she loves you.
7. Double dating is safer and better.

8. You should always meet the parents on the first date.
9. It is important that you are liked by the parents of the person who you are dating.
10. When "going out" it is important that you talk to each other at least once every four days.

Allow a discussion to follow the Thumbs Up, Thumbs Down activity. Allow the members to ask their own questions. Some questions are listed below which you could use IF necessary. Once again ask for an opinion. A lively discussion could follow.

1. When Bill arrives to pick up Alice for their first date, he should go to the door to meet her parents.
2. Bill invites Alice to the school formal. Bill is not sure about ordering Alice's corsage. What should he do?
  - a) Ignore the whole thing
  - b) Ask Alice her preference
  - c) Ask Alice the colour of her dress, then ask the florist to colour co-ordinate a corsage for him
  - d) Ask her friend what she is going to wear
3. Alice's parents do not like her new boyfriend Bill. She likes him very much but her parents will not allow her to go out with him. What should Alice do?
  - a) Go out with him without letting her parents know.
  - b) Tell her parents it is up to her who she goes out with even if they object.
  - c) Explain the situation to Bill and tell him that she can't go out with him.
  - d) Convince Bill to talk to her parents.
4. Bill picked Alice up and they went to a party. By 1:30 a.m. it is obvious that Bill has had too much to drink and is unable to drive home. What should Alice do?
  - a) Phone her parents and ask them to come and pick her up.
  - b) Drive Bill home although she only has a learners permit.
  - c) To avoid a scene, she should let Bill drive home and hope for the best.
  - d) Ask a friend to drive them home.
  - e) Call a taxi to take them home and use Bill's money to pay for it.
  - f) Leave Bill at the party and go home with some sober friends.

5. One weekend while his parents were away, Bill held a party at his place for his friends. He felt he was a good host and made sure that there was plenty to drink for everyone. Things were going fine until a few friends started to get out of hand. He asked two friends who had too much to drink, to leave. On the way home the two guys were involved in a very serious car accident. Is Bill legally responsible?

Yes \_\_\_\_\_  
No \_\_\_\_\_

Bill is not criminally responsible which means the police cannot lay a criminal charge. But, the people in the accident could sue Bill in the civil court. Aside from the legal aspects Bill would also have to struggle with the moral side of this issue ... letting his friends drive when he knew they were drunk.

What could Bill have done to prevent this situation?

- call a taxi
- have them stay overnight
- ask someone who hadn't been drinking to drive them home
- have a dry party

**AT THE MOVIES (5 min.) page 47**

Members can role play to demonstrate poor and good etiquette where crowds are. Set chairs up as in a movie house, etc. and have some members be other spectators or viewers, while others need to get to their seats.

**BREAKING UP (5 min.) page 48**

Encourage members to share their thoughts on how to break up with someone and how to handle a break up initiated by the other person.

**DATING DAZE (5 min.) page 48**

Discuss these before you give members the answers.

1. Jennifer could do any of the suggested things.
2. The best answer is "leave right away". If they stayed and ignored the smoking, they could be charged if the police should conduct a raid.
3. Who pays?  
Jennifer pays for the tickets to the dance.  
Her date pays for his tuxedo rental and her corsage. If dinner is included in the price of the ticket, she also pays for that. If it is not, her date might pay for dinner, or they may each pay their own share. This can be negotiated.

It is more customary for the boy to provide transportation and if he has a car at his disposal he should use it. If however, Jennifer is the one providing the car, then she or her date might do the driving, subject to the wishes of the car's owner. (her parents, probably).

Note on paying

If in doubt as to who will be paying for food, tickets etc. on a date, carry enough money to cover the expenses if you need to. It is best to discuss it first, to avoid an embarrassing situation.

PARTY PLANNING

Complete the plans for the party in meeting 6. Review each member's responsibilities.

DIGGING DEEPER page 51

If you do not feel comfortable discussing these subjects with the members, the local health unit may have a speaker available on teen sexuality, AIDS, and saying no. They may have a program they would be willing to share with your members.

Another possibility is to have the senior members discuss these issues as a group without any adults. They may be more open in their discussion with this arrangement.

OPTIONAL REVIEW QUESTIONS

1. How would you support your favourite team at a professional ball game?
  - a) a trumpet or bullhorn
  - b) a large wildly colored banner
  - \* c) enthusiastic cheering

Trumpets, bullhorns and banners might be acceptable at a high school or college game. Respect those persons that wish to see the game - or may have sensitive ear drums!

2. At your elementary school's Christmas concert, when is it proper to leave?
  - a) when your brother's Grade 2 part is over
  - b) during the singing of O Canada
  - \* c) following the closing remarks

It is improper to leave during O Canada whether it is sung at the beginning or the end of a program. Show your consideration for everyone taking part in the concert by staying for the whole time (unless there is a special circumstance).

3. If it is necessary to get out from the middle of the row during a movie, how should you do this?
  - a) rattle your popcorn box to get the attention of those beside you
  - \* b) say "excuse me" and carefully pass with your back to them
  - c) announce aloud that you need more snack food

Even if you aren't really interested in the movie, remember that some others may not wish to be disturbed.

4. To "boo" someone is to express your disapproval. When is it appropriate to use this expression?

- a) at the curtain call of a play
- b) when a baseball player fumbles the ball
- \* c) never

Would you like your teacher to "boo" when you don't do well on a test?

5. You arrive at the theatre after the play has begun. What should you do?

- a) say "Excuse me" as you pass persons to get to your seat
- \* b) wait until the end of the first act to be seated
- c) take a flashlight out of your pocket to examine the row and seat numbers

Do not interrupt other people because you were late.

6. What might be acceptable dress when attending a church service?

- a) blue jeans and T-shirt
- b) shorts and T-shirt
- c) suit and tie
- \* d) any of these

Suitable dress will be determined by the location, climate, local customs, etc. For example, it may be quite acceptable to wear shorts to a church service at a beach area.

## MEETING SIX

## 'LET'S PRACTICE'

### OBJECTIVES

1. To reinforce information learned in Meetings One to Five.
2. To complete planning for the Achievement Program.

### EQUIPMENT AND PREPARATION

1. Arrange table settings which will be judged and have menu written on card(s) for all to see.
2. Any necessary equipment and preparations for party.

### JUDGING ACTIVITY (20 min.)

This activity could be carried out by judging teams - a mixture of members and guests.

Below is the menu for which a correct place setting is required. Have the menu written on 2 or 3 cards, and placed on the table so all members and guests may read it. The scorecard should also be displayed.

Green Salad with Mandarin Oranges  
Chicken Pot Pie  
Glazed Carrots  
Whole Wheat Rolls  
Fruit Salad  
Milk

You need 1 correct place setting with napkin, dinner plate, salad plate, bread and butter plate, fruit nappie, glass, dinner knife, dinner fork, salad fork, and teaspoon. For the remaining 3 table settings have something wrong from 1 thing wrong for the 2nd place table setting to a number of things incorrect with the last table setting. Some suggestions for different table settings are: have missing utensils, soiled eating utensils and table linen, and mismatched dinnerware. Your co-leader and you should decide on the correct placing of the class before the activity begins.

Review the basics of judging discussed in meeting 4 before the judging begins. Allow 10 minutes for judging. If time permits take reasons from judging teams.

Remember to give the correct placing and the reasons.

### ACHIEVEMENT PROGRAM PLANNING

All activities and responsibilities should be finalized for the Achievement Program at this meeting.

### EXECUTE PARTY PLANS

Remind members to complete the project summary. The judging activity could be done at this meeting. Guests can join in too.

HAVE A GOOD TIME!

**DIGGING DEEPER - OPTIONAL SENIOR SECTION page 57**

This section has been included as additional material if required at one of the meetings. If it is not covered, mention that it is in the Members' Manual for their information and as a reference but do not spend any time of Meeting Six discussing it. If members have questions, please answer them.

**PROJECT SUMMARY**

Your signature on the PROJECT SUMMARY (Page 59 of the Members' Manual) indicates that you feel the member has completed the project to the best of his/her ability. It encourages the member if you write short evaluation comments in his/her book at the completion of the project. There is a space provided for this on the project summary. Your 4-H Club Leaders' Handbook suggests some comments that may be appropriate.

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