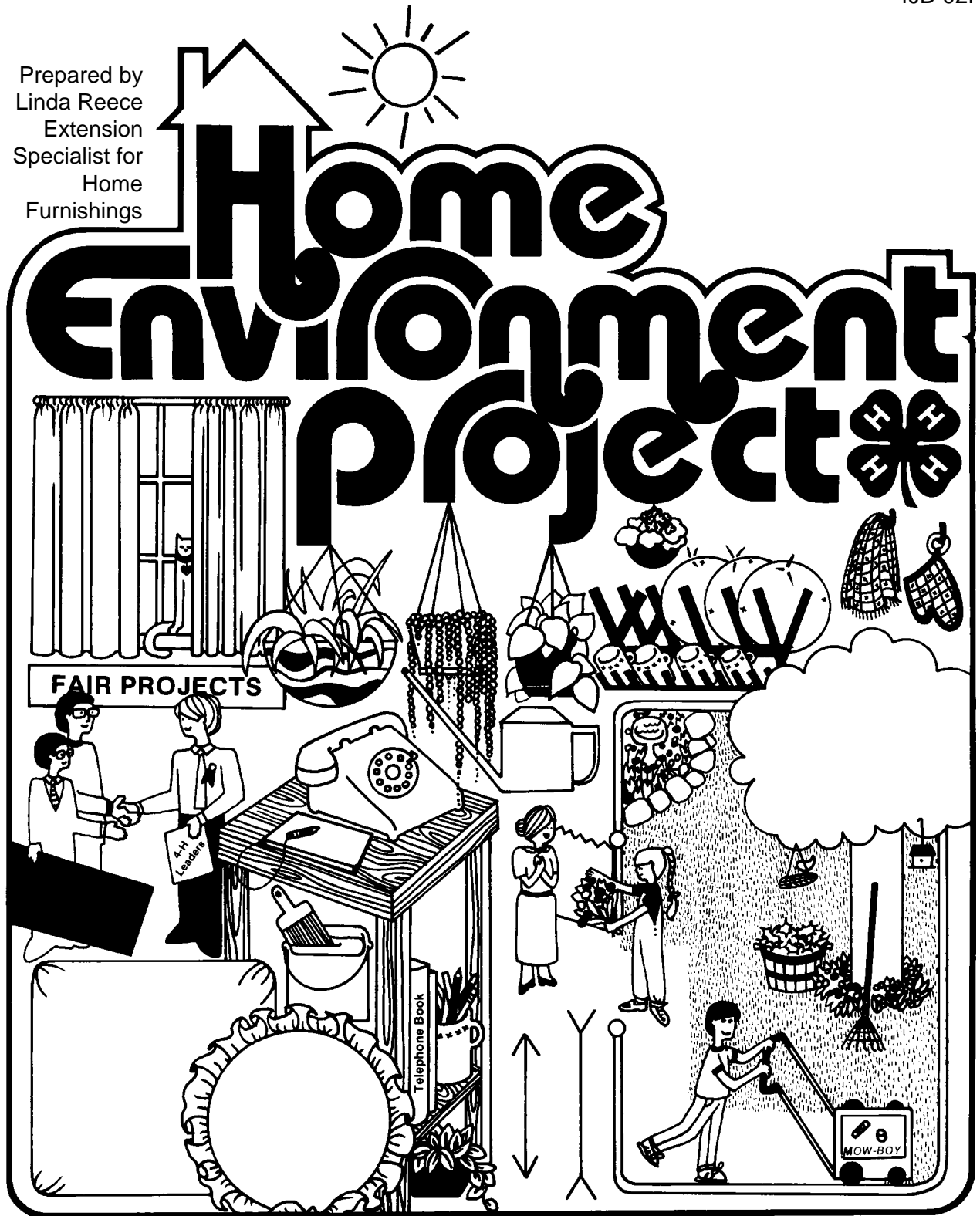




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Unit 2: Living With Others

Note to Parents and Leaders

Home Environment II—Living With Others—builds on the skills and concepts 4-H’ers learned in *Unit I, Exploring Your Home*. If some of your members have not completed that unit, it would be helpful if they reviewed the material in order to learn some of the basic concepts of design.

As in the first unit, 4-H’ers will need some help as they go through this unit. The concepts of design can best be learned in a group sharing ideas and examples of the various elements of design. Also, as in the first project, 4-H’ers are encouraged to expand their project beyond the item they will make and exhibit. Exhibiting is only one facet of the total experience; the major goal of this project is to encourage members to learn how to make their home environment one that is pleasant for themselves and their families members.

After each new experience or when a project is completed, help members evaluate what they have done. Ask them questions and discuss what they have done well and what they need to improve. Encourage and help members to see how their efforts are improving their home environment on whatever scale they have been working.

Enjoy Home Environment II, Living With Others!

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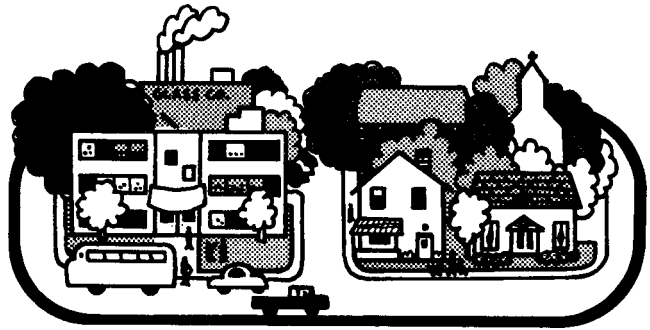


Introduction

In *Exploring Your Home*, the first 4-H Home Environment unit, you learned some basic techniques about color and texture and how to use these tools of design in making an item for your home. In this unit you will learn more about caring for your home, living and getting along with others, and making things for your home. You will also learn about tools of design called “line,” “shape and form” and “space.”

Some activities you can do by yourself. Other things you will want to do with other members of your family, your project leader or other club members.

Talk to your project leader and parents about exhibit ideas. They will answer questions, help you shop for any supplies you need, and help you with any problems as you work on your exhibit.



bers and friends, and how you treat them, can make days seem “good” or “bad.” When you are thoughtful of others, it helps them feel good. When others do nice things for you, it gives you a good feeling about your home, your family, and yourself. Thinking of others is important. It shows them that you care.

What are some ways you can show others you care? Here are some ideas to get you started.

What You Will Learn

- Ways to share your home with family and friends
- Ways to share tasks
- How to use the tools of design in making and arranging accessories for your home
- How to use color coding to make your home safer
- How to make a pillow, wall hanging or other cloth item
- How to refinish wood
- How to plan and give a demonstration on something you have learned this year
- How to evaluate what you have made and learned
- . . . and many other things

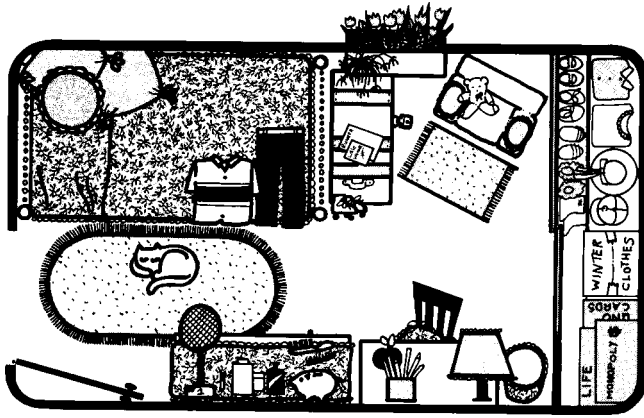
Sharing Your Home

You’re growing up! Your interests, your responsibilities and your activities are growing too. You’re accepting more responsibilities at home. You’re meeting new friends through school, 4-H, religious organizations and other groups. And, you’re becoming more aware of what’s going on in your community. Grown-up activities with your friends and your family mean learning some grown-up social responsibilities.

Learning how to live with others is important—especially those people you live with every day. How you are treated by other family mem-

- Do you do some things in your home without being asked. . . or reminded?
- Do you say “thank you” to the person who has prepared your meals?
- Do you wait until everyone is seated for a meal before starting to eat?
- Do you show other family members that you are interested in what they are doing?
- Do you listen when others are talking. . . without interrupting?
- Do you let others in your family know some of the exciting things that happen to you?
- Do you say “thank you” when:
 - Mom irons a shirt for you?
 - Mom or Dad gives you an allowance?
 - Little sister or brother helps you clean your room?
 - Someone finds your school books for you when you’re in a hurry?

Can you think of other ways you can show others you care about them? If so, write them here.

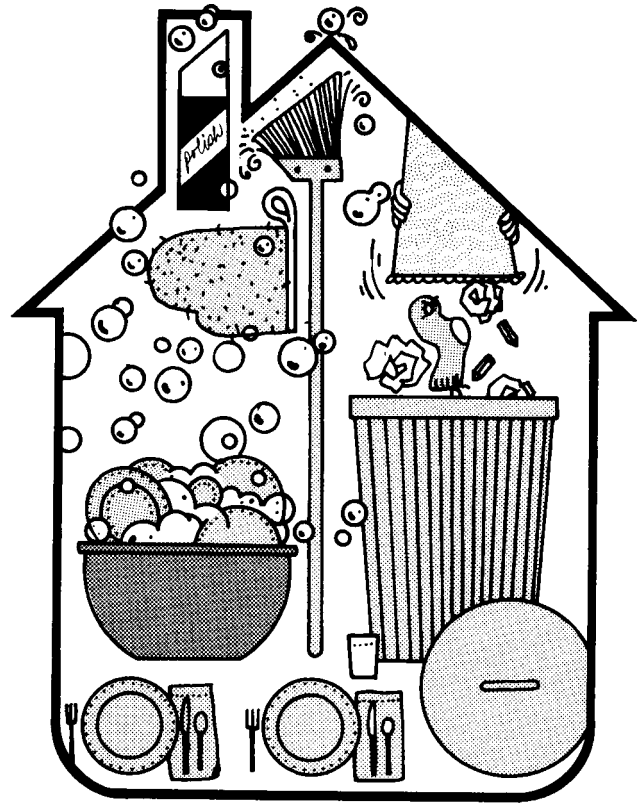


Take a Look at Your Room

Unit 1, *Exploring Your Home*, suggested ways to help you keep your room clean and orderly. Take a look at Unit 1. Then look at your room. Are you proud of the way it looks? Do you like to invite other people to see your room? Why?

How Does Your Room Rate (Rate the following *good*, *fair*, or *needs more work*).

	Good	Fair	Needs more work
• How Does Your Room Rate?	___	___	___
• Is your bed neatly made?	___	___	___
• Are your closets and dresser drawers clean and well organized?	___	___	___
• Are the floors clean?	___	___	___
• Is the furniture clean and dust-free?	___	___	___
• Are books and magazines dusted and neatly arranged?	___	___	___
• Is your room free from clutter?	___	___	___
• Are small rugs clean and in place?	___	___	___
• Do your accessories show what you like and how you feel?	___	___	___
• Do you like the colors in your room?	___	___	___
• Are you proud of your room?	___	___	___



Doing Your Part

There are many jobs to be done around your home in addition to taking care of your own room. Talk over the things that need to be done with another member of your family. Select one or two jobs that you will be responsible for doing. Here are some suggestions:

- Setting the table and washing dishes
- Helping a younger brother or sister clean up his/her bedroom or play area
- Helping sort and fold laundry
- Mowing the yard
- Taking out the trash
- Vacuuming or sweeping the floors
- Cleaning one room in addition to your bedroom
- Keeping a workbench in order and tools properly cared for
- Cleaning the garage or basement
- Raking leaves in the yard or shoveling snow from sidewalks
- Watering houseplants

Is there some household task that you particularly dislike? If so, is there something that would make the task quicker and easier? Ask other family members about the tasks they like and dislike. Come up with a family plan for doing both the tasks that everyone likes and the ones everyone dislikes.

Make It Easy!

Organize yourself for quick and easy cleaning. Try some of these ideas:

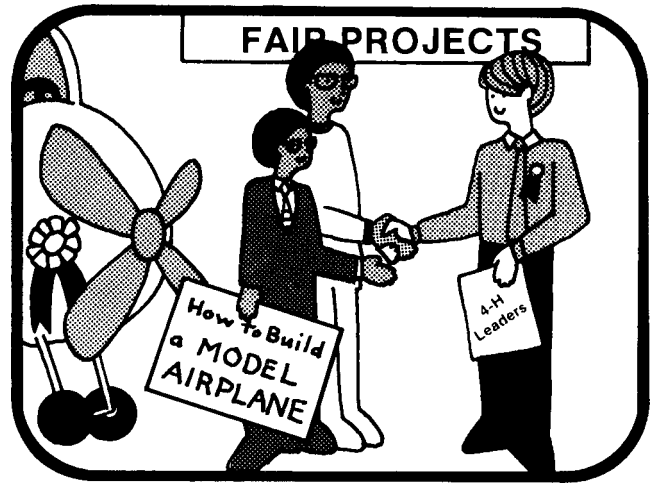
- Group all items together that will be used together. Store them where they are first used or used most often.
- Some items are used in more than one place in a home. Keep duplicates at places where these items are most often used.
- Plan your time. Make a list of all the household jobs you need to do every day and every week. Plan when you would like to do them and see if you can keep to this plan for two weeks. Then make any changes needed.
- If you share your room with another family member, you will also share the responsibility of keeping it neat and clean. Working together can be fun. If there are jobs neither of you likes to do, take turns and share the responsibility.

Bringing Friends Home

Making Introductions

You probably bring friends home with you from time to time. It is important to introduce them to the rest of your family. This is a way of letting your friends and family know that you want everybody to know and be comfortable with each other. The rules for making introductions are easy to follow:

1. When introducing a girl (woman) to a boy (man), it is traditional to mention the girl's name first. For example, "Karen, this is John."
2. Say something about the people you are introducing. For example, "Karen, this is my classmate John Smith."



3. When introducing your mother, father, or any other adult to your friends, always mention the adult's name first. "Dad, I'd like you to meet Mary. We're in the same class at school." Your parents are interested in you and like to meet your friends. Both your parents and your friends will feel better if you introduce them properly.

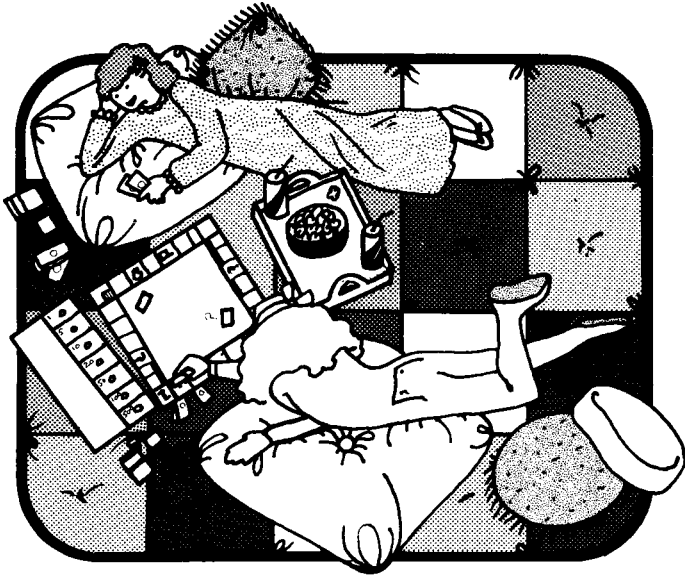
4. Every introduction should be acknowledged by both persons. A good reply is to say simply, "Hello" or "How are you?" This may be followed by a friendly comment to start a conversation.

5. After being introduced, people usually shake hands. Men are often more in the habit of shaking hands than women, but not always. Hand-shaking is a tradition in our society and you should learn to do this comfortably.

If you forget a name in making an introduction, don't worry. Anyone can have this experience. Just say, "I'm sorry; your name has slipped my mind." Then the person you are introducing will say his or her name, and you can complete the introduction.

If you are at a party or in a new class at school and find that you don't know someone, you can introduce yourself. For example, "I don't believe we have met; I'm Mary Johnson." The other person should then reply, "How do you do, Mary. I'm Sherri Anderson." If the other person does not give his/her name, you can say, "What is your name?"

Introductions are easy if you make them often. Practice!



Having Friends Stay Overnight

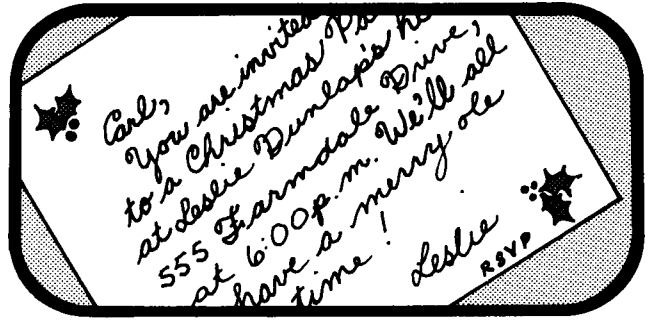
It's fun to have friends stay at your home overnight. Talk to your parents to find out if you can invite one or several friends to your home. Plan how you can make your friend feel comfortable. If you have several friends for an overnight party, plan well ahead.

What preparations are necessary? Will everyone have a place to sleep? Your friends may bring their own sleeping bags if they have them; if not, blankets or quilts spread on the floor will provide extra sleeping space.

Think about some things the other family members might like you to consider:

1. Time to turn off stereo or television. (Others in the home may have to get some sleep.)
2. Snack food in the refrigerator-clearly marked. (Don't raid the refrigerator of everything in it.)
3. Time for showers and baths that will not disturb other family members.
4. The hour at which you and your friends will stay in the room. (Don't run through the house at all hours of the night.)
5. How to be thoughtful of host/hostess and at the same time a considerate family member.
6. How to clean up after the party.

Have you been a guest at someone else's house? What things did they do to make you feel welcome? If you have been to a friend's house for a party, did you write them a thank you letter afterwards?



Sharing Via Mail

You probably haven't thought about it, but your mail carrier is very much a part of your home environment.

Letters

It's fun to receive mail from a friend or relative who is far away. It's fun to write letters too. Besides the friendly letters you write, other letters are sometimes necessary. These include invitations, replies to invitations, and thank-you letters. The activity of sending and receiving mail can make your home more exciting and more orderly. Think of all the problems you would have if you couldn't correspond with friends or mail out payments for bills.

Invitations

A short, handwritten note is a perfect invitation to many kinds of events. (A telephone call may be used for informal parties.) In writing an invitation, include your name, the purpose of the event, the date, time and place.

Replies to invitations

When you receive an invitation, you should send a letter (or telephone call) of acceptance or regret within two days. The reply can be short and simple.

Some invitations include the letters RSVP and a date. These letters are an abbreviation for the French phrase "repondez s'il vous plait" that means "please reply." You should respond to the person sending the invitation whether or not you will be able to accept the invitation by the date indicated.

Thank-you letters

There are no set rules for writing thank you notes to friends or family. Here are some tips to keep in mind as you write your letter:

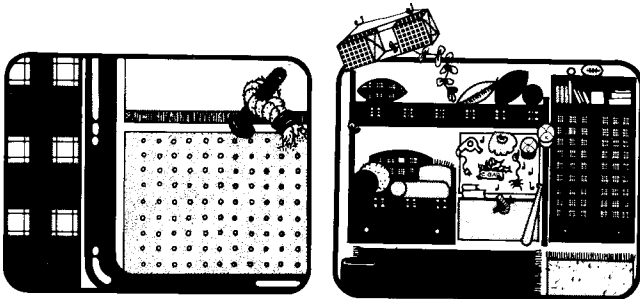
1. Write as you talk.
2. Do not make excuses for not having written sooner. Answer promptly.
3. Express your thanks clearly and briefly.
4. Printed thank-you cards are not necessary. A personal note on plain paper is better than a printed thank-you note with just your signature.
5. The wording of the closing phrase depends on the person to whom you are writing. Some suggestions are "Sincerely," "As ever," and "Love."

Here is an example of a simple thank-you letter:

Dear Aunt Mary,

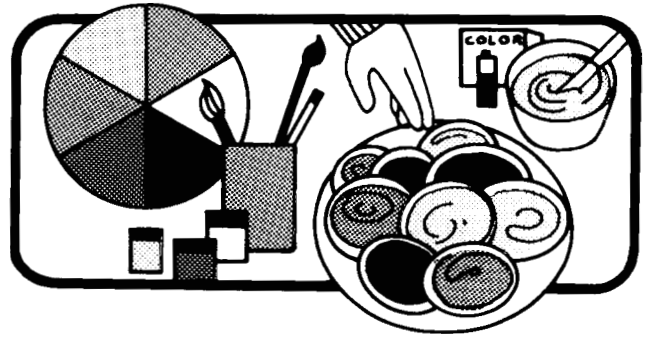
Thank you so much for the sweater you sent for my birthday. It's just what I wanted to wear to school. I hope that some day I will be able to knit that well. Tell Uncle Bob hello for me.

*Love,
Ann*



Let's Learn More About Design

In your first home environment project you learned about color and texture as "elements of design." Remember . . . design is the plan that makes all the parts of a room fit together as a whole. You learned about primary colors, secondary colors, intermediate or tertiary colors and complementary colors. And you learned about hues, value and intensity. You also learned about textures—visual and tactile textures.



More About Color

Some colors are called "warm" and others are called "cool." People associate yellow, orange and red with heat. These warm colors encourage activity and excitement. Green, blue and violet are cool colors. They seem fresh and calm.

When you select colors for a room, your guide should be the mood you want to express. Your choice of colors, the amounts used, and the placement of colors in the room all help to create the desired effect.

Do you remember what you learned? Complete the following exercise to see! Then check your answers by looking at Unit I, Exploring Your Home.

1. What describes clothes in a dark closet?
(Circle one.)

gray	black	violet
brown	blue	orange

2. The primary colors are: (Circle three.)

red	black	yellow
brown	blue	orange

3. The secondary colors are: (Circle three.)

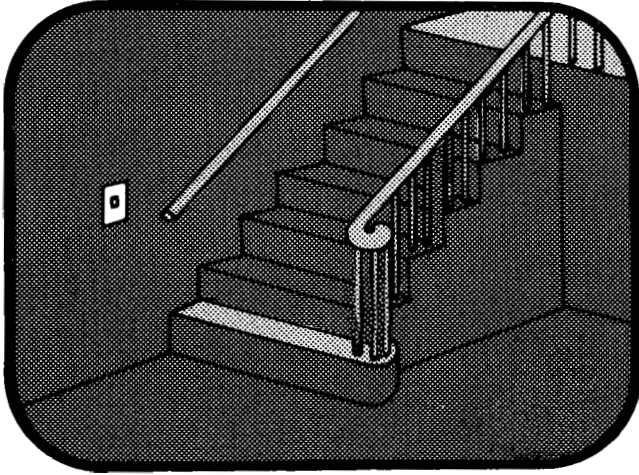
gray	orange	green
red	black	purple

4. One example of complementary colors is
yellow and green
orange and blue
red and white

5. What is your favorite color(s)?

6. How does it make you feel?

Have you had a chance to use your favorite color in your room yet? If not, talk with your leader or your parents to see if there is any way to add some of your favorite colors. Could you repaint? Could you make a throw pillow or colorful curtains? Could you cover a pin-up board or make a desk set? Could you frame a picture or make a fabric wall hanging?



Color Coding for Safety & Convenience

Color can be a useful tool around the home. Bright colors attract attention and can be used to help in home safety. Colors can also be used to keep things organized.

1. Look around your home and find examples of how color can be used for safety.

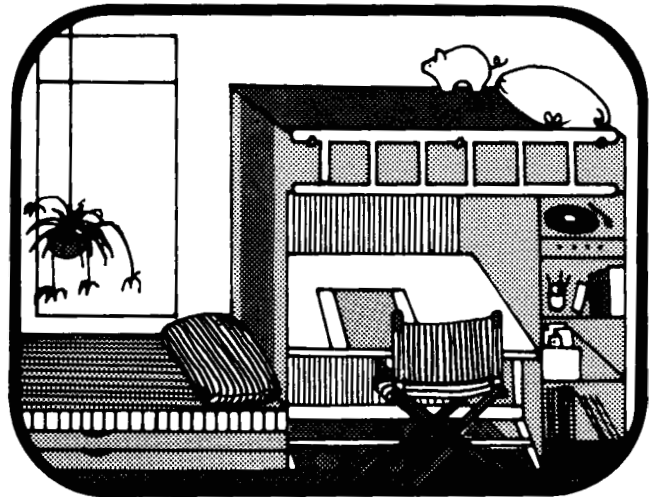
- ___ Hand railings a different color than the walls
- ___ Top and bottom steps painted a different color
- ___ Ladder with top and bottom steps painted a bright, contrasting color
- ___ Fire extinguisher-bright red
- ___ Light switches - different color or the type that glow in the dark
- ___ Poisons or other dangerous chemicals marked with a bright color

List other ways color is used for safety in or around your house.

2. What examples of color coding can you find in your home?

- ___ Each family member has different color toothbrush.
- ___ Each bed has certain color sheets; each bath uses certain color towels.
- ___ Clothing may be color coded for family members (different color threads tacked in socks for each family member).

List other ways color coding is used in your home:



Learning About "Line"

Line outlines a shape and causes the eye to move from place to place. Line creates a mood.

• **Lines can be:**
straight *curved*

• **Lines have width:**
thick *thin*

• **Lines have direction:**
horizontal vertical *diagonal*

• **Lines have action:**
relaxed horizontal
demanding diagonal *active vertical*

In nature you have a relaxed feeling when your eye follows the horizon along an open space. An area with upright forms such as rows of poplar trees or fence posts adds an active feeling. Diagonal lines, such as lighting, a falling tree or a leaning building attract your attention.

Lines in your home have the same effect. Bedrooms and living rooms often have a relaxed feeling because of the long horizontal lines formed by sofas and beds. A room with many doors and windows may be less restful because

the walls have vertical divisions. Open stairways, slanted ceilings and other diagonal features of a room demand attention and become major points of interest in a room.

Look around your home. Find examples of lines that are built into the room (structural) and those that are part of furnishings (applied). List these lines below and describe what kind of line it is: horizontal, vertical, diagonal, straight, curved. See the examples already provided for you.

Structural lines	Kind	Applied lines	Kind
<i>Slanted ceiling</i>	<i>Diagonal</i>	<i>Bed</i>	<i>Horizontal</i>
		<i>Stripes on wall covering</i>	<i>Vertical, bold</i>

Experimenting with Lines

Lines can also create optical illusions. Study the examples below and answer the questions in the spaces provided (illustrations to be added in following).

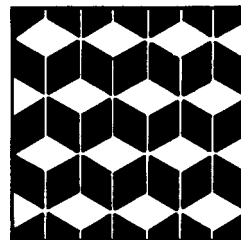
1. Which line is the longer? _____



2. Which line is the shorter? _____

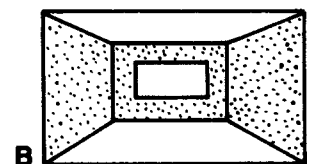
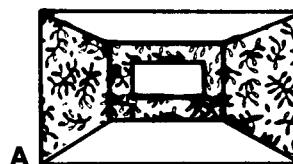


3. The type and amount of pattern created by lines makes a difference! How many blocks are there in this picture?

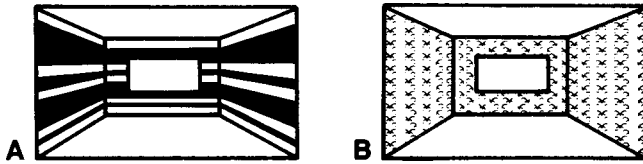


How would you like this pattern on a wall covering a large wall space? How would you like this pattern as a wall hanging on a plain wall?

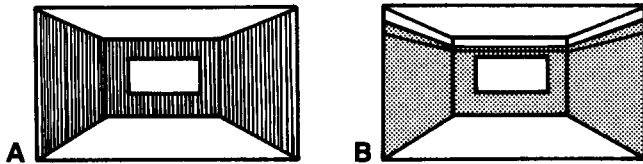
4. The boldness and direction of lines can visually change the proportions of a room! Which room looks larger? _____



5. Which room looks narrower? _____

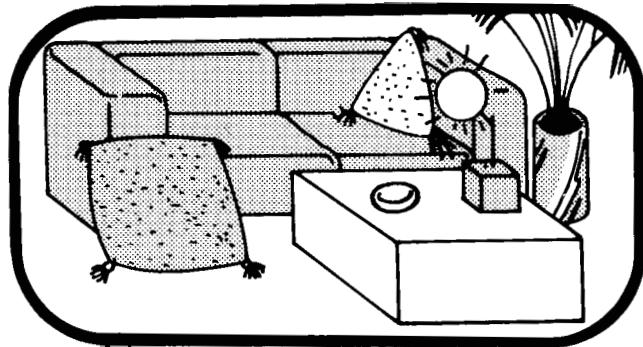


6. Which room seems to have a higher ceiling? _____



Using Line

Look around your personal space. What kinds of lines do you notice first? A room with too much of one type of line can lack interest. Do you need to add an accent by adding different lines? Try to make the lines of the furnishings and the structural space work together. For example, use a tall piece of furniture or a long wall hanging in a vertical wall space.



Learning About Shape and Form

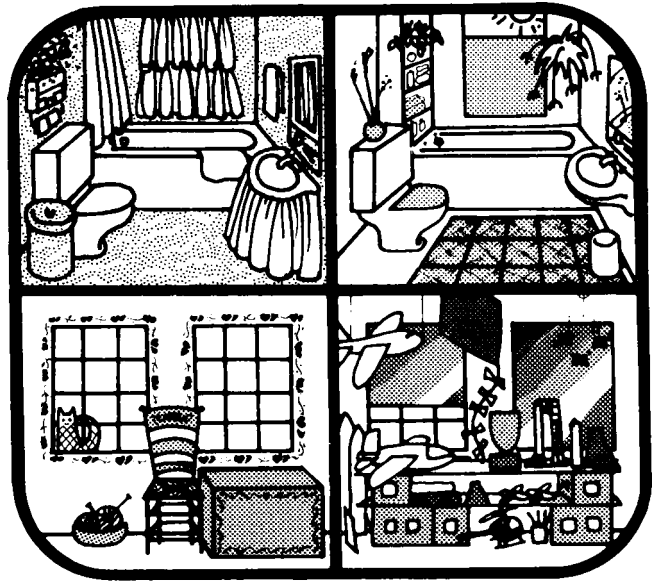
A shape or form is created when a line comes around and meets itself. Shapes are geometric (round, square, rectangular) or free and irregular. Forms are three dimensional. They can be seen from three or more sides.

Examples of natural shapes and forms include: toadstools, rocks, or an apple. Name others.

Examples of shapes and forms found in furniture are shown below. Find other examples in your home.

Look for a combination of shapes and forms in designs or when furnishing a room. Use more of one kind to give an overall mood or feeling.

Then add other shapes and sizes as accents to give interest.



Learning About Space

Space is another element of design we cannot forget. It is the amount of room we have. Too little space makes us feel cramped and crowded. When you have enough space, you have a feeling of comfort and relaxation.

People differ in the amount of space they need. Some people prefer lots of open space while others are more comfortable in smaller, more intimate areas. Which do you prefer?

- When shopping in a store, do you prefer to ride on an elevator or an escalator?
- When talking with someone, how close can you get before you become uncomfortable? How far away can they get before you have a feeling that they are too far away? Is this distance the same for both a friend and a stranger?
- Do you prefer big, open rooms or smaller, cozy areas? What can you do to make large rooms more intimate and small rooms seem larger? Look over the design information in this book and talk over ideas with other 4-H members and your leader.

Making the Most of Space

Look at the spaces in your home or at school. How much floor space is available? Can you walk easily or are there too many things in your way? Do the tables and shelves seem cluttered?

Are there lamps, planters, or bird cages threatening your head room? Some rooms have too little space because they are filled with unnecessary items. Look around your room and see if it is cluttered with too many items. What items can you remove or rearrange to make more space?

The amount of space you have will help you decide on the number and size of furnishings you will use. Vertical pieces use less floor space than horizontal ones. Multipurpose and storage pieces help make the best use of the space you already have. Light colors on walls and furnishing fabrics make small spaces seem larger.

Experimenting With Space: Look at the space you have in and around your home. What is the largest room? _____

How long is it? _____

How wide is it? _____

Is there enough comfortable space for everyone who uses the room? _____

If not, how can you rearrange furnishings to make it accommodate all the people who use it?

Measure how much space you think is necessary for eating comfortably at a table. Remember that all people are not the same size and they need room to move their elbows. How much space should be allowed for each person?

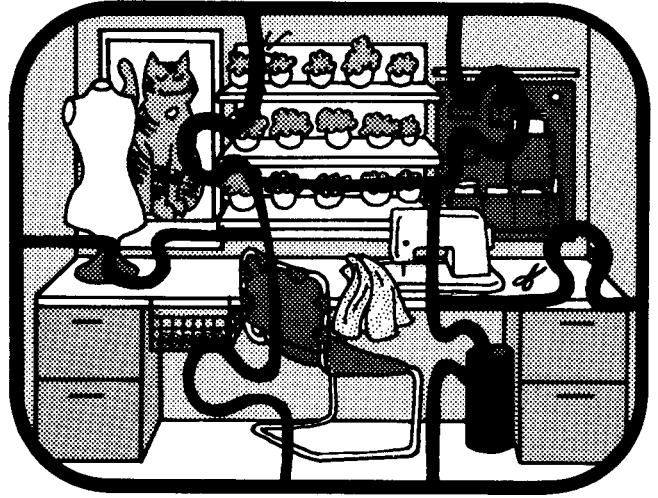
Do you have this much space at your eating table? _____

If not, what can you do to add more space? Can a table leaf be added? Can food dishes be served from a counter buffet style? _____

Look at the space over your sofa. How large is it? _____

Is it filled with a window, a picture, a collection of items on the wall or left open? _____

What lines help define the space over the sofa? _____



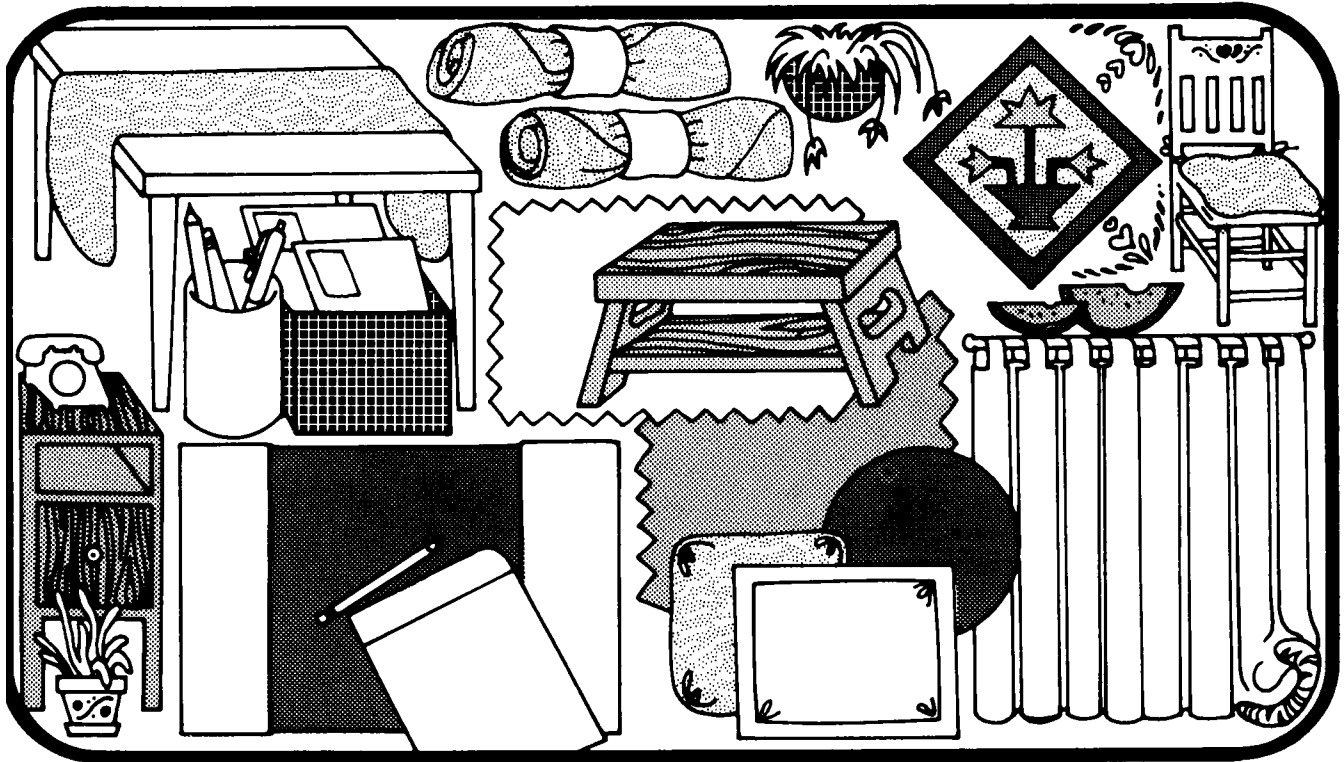
Making Design Work For You

Making color, texture, line, shape and form work for you in a defined space is what design is all about. It takes much planning to fit your environment to your likes and dislikes and to have it be attractive, orderly and convenient.

Ideas for Project Activities

Plan to make something for your room that will show what you have learned about design. You may need a desk set, a pillow or wall hanging, or curtains. Or you may make something that is needed for another room in your home, such as a pillow for the living room or a hemmed table cloth or runner with napkins. Whatever you choose, keep in mind what you have learned about design. Are the colors and textures attractive? Is it a good size for the space? Are the shapes interesting and appropriate for the item? What affect do the lines have?

You may also want to practice putting various accessory items together in groupings. Do the colors, textures, lines and shapes of the various items seem to belong together? Experiment and try round shapes with square ones, one large accessory with several small ones and



different colors together. Your leader will be able to help you evaluate your groupings.

Articles You Will Make and Exhibit

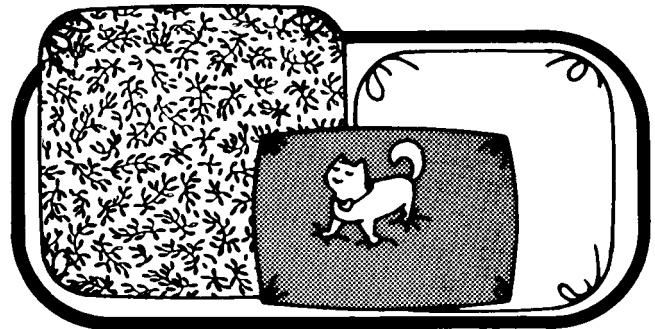
You will need to select an item for an exhibit. Look around your home. What do you need? What would you enjoy making? Talk over your ideas with your parent or leader. Select from one of the following categories for a fair exhibit:

1. A refinished wood item with straight lines and little, if any, carvings or turnings. This item might be a small footstool, a child's chair, a small box, picture frame, small book shelves or a plant stand.
2. A small article of cloth. Depending upon what you need, suggestions include a pillow, hemmed tablecloth or runner, wall hanging, and flat, hemmed curtains.
3. A desk set, including blotter pad, pencil holder and letter holder.

Some instructions are given for a few projects in this book. Ask your leader for instructions on other projects that you may wish to make. Be sure to start your project early enough to allow time to complete it before you need to exhibit it.

Pillows, Pillows, Pillows!

Pillows are decorative as well as useful. When choosing pillow fabrics, think about color and texture. Pick up colors used elsewhere in the room or select bold contrasts for emphasis. Use lots of pillows and vary the sizes and styles. There are many styles from which to choose. Instructions are given here for two styles — lapped-back and Persian. Pillows and cushions can be made many other ways and you might like to try these, too. Check magazines and books at the library or references that your leader or Extension agent may have.



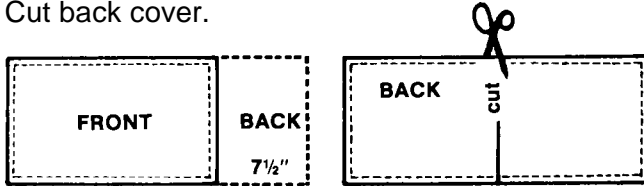
To make these pillows, you will need:

- Fabric — medium weight, washable fabric is best
- Sheeting muslin for lining pillow form

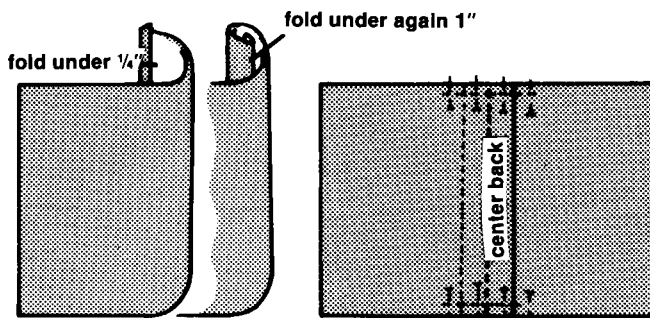
- Coordinating thread
- Washable stuffing or pillow form (polyester batting, kapok, or shredded nylon hosiery)
- Measuring tools, scissors, pins and other sewing aids
- Sewing machine
- Iron and ironing board

To make lapped-back covering:

1. Cut pillow front, allowing 5/8 inch seam allowance. For the back cover size, add 7½ inches to the lengthwise end of the front measurement. Cut back cover.



2. To provide a center lap, cut back piece in half as illustrated.

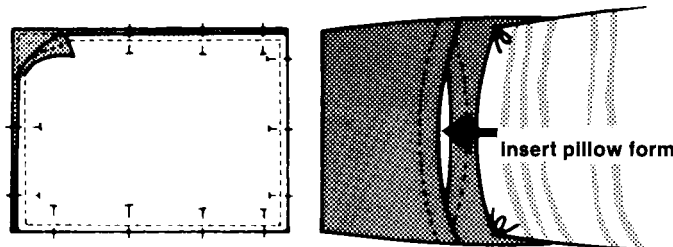


3. To make the lapped opening, press under 1/4 inch for the first turn, and 1 inch for the second turn on both back pieces.

4. Machine stitch or slip stitch hems. Press.

5. Now join the lapped-back and the front pieces. To do this, place the front piece on a flat surface, right side up. Then place the right and left back over the front piece with wrong sides up. The center hems should overlap when the outer edge of the front and back pieces are matched.

6. Pin and baste all edges.

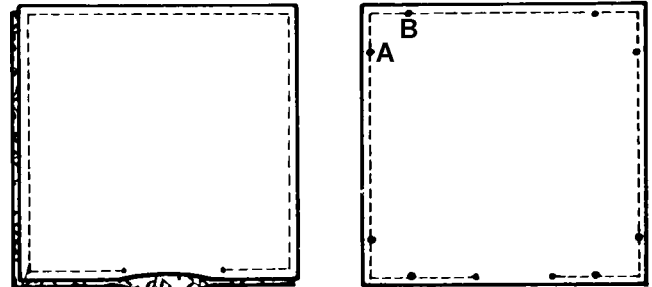


7. Turn cover over so that the wrong side of the front piece is up. Stitch all four sides (5/8 inch seam allowance) along the four outside edges.

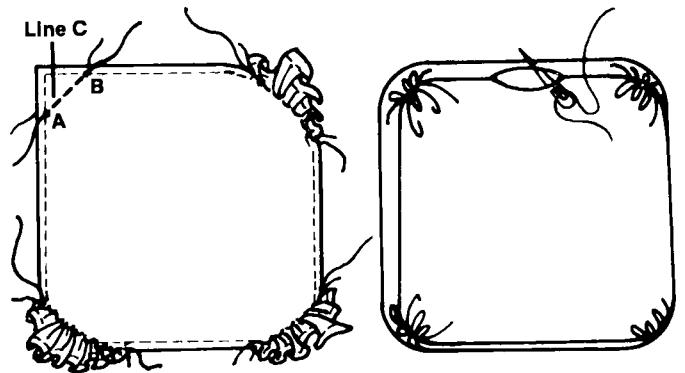
8. Press seams open. Turn cover. Insert pillow form.

To make a harem pillow:

1. Stitch two pieces of outer, decorative fabric with right sides together, using 5/8 inch seam allowance. Turn square corners and leave an opening on one side for stuffing.



2. Measure two points, A and B, equal distances from one corner. The farther these are from the corner the thicker the pillow will be. Repeat for other three corners.



3. Stitch a line, C, of gathering stitches diagonally across the corner from Point A to Point B. Pull bobbin thread of gathering stitches to gather desired amount; restitch along this line with regular length stitches. Secure ends. Repeat on all corners.

4. Trim excess fabric along diagonal line leaving a 5/8 inch seam allowance. Turn fabric right side out when four corners are completed.

5. Stitch two pieces of sheeting or muslin together to make a liner pillow. Use same directions as for outer pillow except do not gather corners. The corners of the liner will stuff into the outer case.

6. Insert liner into outer pillow. Stuff the liner and hand stitch liner opening closed. Then hand stitch the opening in the outer pillow closed as well (or use zipper closure).

Furniture Finishes

Adding furniture pieces for any room in your home does not necessarily mean buying new pieces. For those who enjoy finishing and making something over, new unfinished furniture or second-hand furniture can be a real savings to you and your family. The classified ad section of your newspaper, second-hand shops, goodwill shops, garage sales, antique sales, and your own attic and barn can be sources for good used furniture.

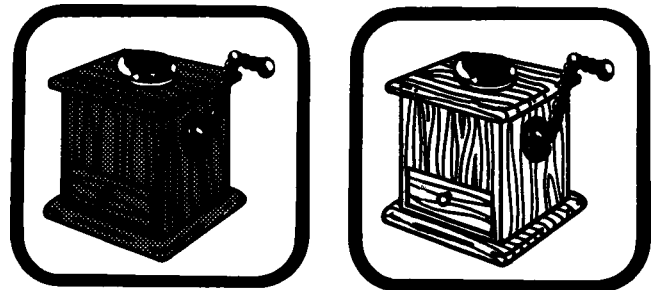
When buying, examine the entire piece carefully and check on these points:

- Will the piece meet your needs? Will it be functional? How will you use it? Will it fit the space where you plan to use it?
- Is it well designed with pleasing lines and proportions? Does the style of the piece harmonize with the other furnishings in the room? Will the color of the piece blend with other furnishings after it has been restored?
- Is it constructed from one or several woods? If finished, scrape several small areas on an underside with your fingernail. Moisten with your finger to see if refinished wood will have a rich color. The color may be freshened or added with wood stain, if needed.
- Are any parts missing? Would they be expensive to replace? Can you or another family member replace them at home with available tools and materials?
- If the piece has poor construction or design features, can it be remodeled to advantage?
- Does the piece just need cleaning?
- Will the piece, when finished, cost less than a new ready-to-use piece of furniture? If not, it may be wiser to buy a new finished piece, unless it is valuable as an antique.

If you'd like to try finishing new furniture or cleaning or restoring an older piece, ask your leader or Extension agent for information on what finishes to use and how to do it. They can help you with step-by-step directions for removing existing finish, preparing wood, removing

spots and dents, and applying the new finish. Be sure to read all instructions and carefully follow all safety precautions. Keep a record of the time spent, materials used, problems that occurred and results for each of the steps in the process:

- Removing old finish
- Minor repairs needed
- Sanding to smooth surface
- Staining and sealing, if desired
- Filling the wood, if needed
- Applying the selected finish
- Polishing and waxing



It's nice to be able to compare the before and after of your work. If possible, take photographs of your project before you start and after you have completed work on it. Mount these photos in your notebook.

After your project is completed, answer the following questions.

1. Did the wood article look like you had originally planned? _____

If not, why not? _____

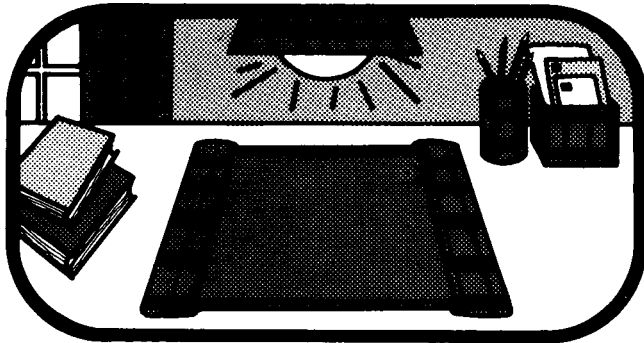
2. What do you particularly like about your project? _____

3. What would you do differently if you did it over? _____

4. What was the total cost of your wood article? _____

How much total time did it take to complete the project? _____

5. What other ideas have you had for further refinishing work and study of woods? _____



Desk Accessories

Homework to do, letters to write, personal projects to complete . . . You can enjoy all these things more if you have your desk or table to use. Whenever possible, personalize this area to show your own interests and activities. By adding your own special touch, you can make it colorful and appealing. Keep this area organized so that you can find things easily. Make it work for you.

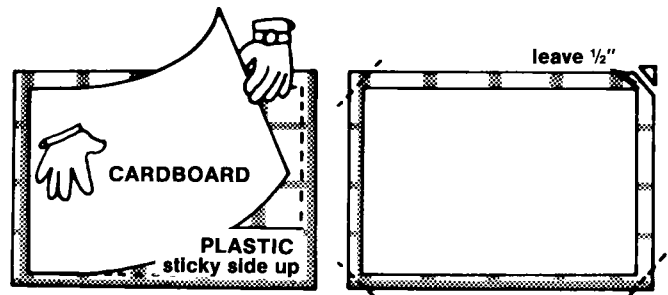
Spark up your study area by making an attractive desk set. Select favorite colors that go with other things in your room. Add other desk accessories that you feel you would like to have. Consider making a set as a gift for another family member or a friend. If making a gift, select colors and patterns that you feel he/she would like.

Materials Needed:

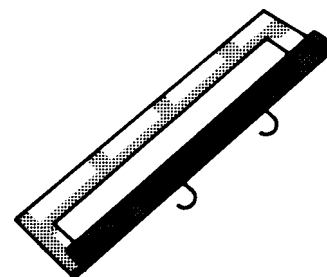
- Cardboard
- Two or three cans and boxes for pencil and paper holders
- Ruler and pencil
- Scissors
- Tape measure
- One yard or more of paper-backed, gummed plastic covering material (fabric or other covering materials may be used)
- Paint and brush (if painting any surface)

Making the Blotter Pad:

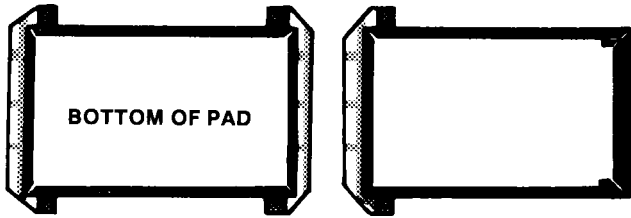
1. Measure, mark and cut the cardboard. Make one piece 18½ inches long and 12 inches wide. Cut two more pieces each 2 inches wide and 12 inches long. You may need to adjust these measurements, depending upon the size of your desk.
2. Measure, mark and cut the plastic to cover the three pieces of cardboard. Each piece should be 2 inches longer and 2 inches wider than the cardboard.
3. Cover the large piece of cardboard with plastic. To do this, remove backing from the large piece of plastic. Lay plastic on a table with the sticky side up. Plan for 1 inch of plastic to stick out all around the cardboard. Starting with one end of the cardboard, press cardboard gently on the plastic. This is easier if you have someone to help you with this.



4. Trim the corners so that ½ inch of plastic is left at each corner. Turn the 1-inch sides over the edges, making the corners as square as possible.



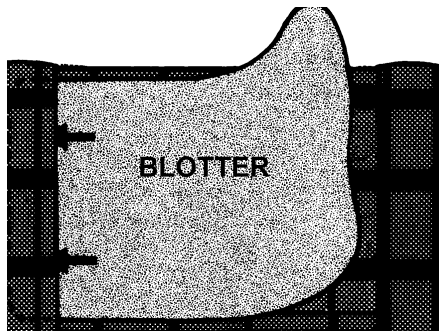
5. Now make the end pieces. Remove the paper backing from one 4-by-14 inch piece of plastic and lay one of the 2-by-12 inch pieces of cardboard on it. Let 1 inch of plastic stick out on all sides. Then turn the plastic over on the cardboard on one edge only as shown above.



6. Lay this end piece on the table with the front side down. Place the large piece of cardboard, front side down, over the end piece. Let 1 inch of plastic stick out at the end and sides.

7. Trim the corners. Fold the 1-inch part over as shown.

8. Finish the other end piece, following the same steps.



9. Select and insert a blotter in a soft color that blends with the plastic and other colors in your room. Trim the blotter $\frac{1}{2}$ inch shorter and $\frac{1}{2}$ inch narrower than the pad and round off the corners.

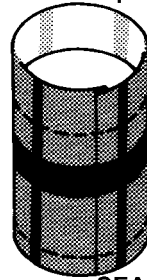
Making the Pencil Holder:

1. Select a can about the size of a regular water glass. Measure off the amount of plastic material you will need for the can. Allow 1 inch of material to fold down over the top of the can, and $\frac{1}{2}$ inch to turn under the bottom of the can. (Or trim the plastic so it comes exactly to the edge of the rim. If you do this, paint the lower rim of the can first and let it dry before covering.)

2. Mark and cut the plastic. Remove the paper backing.

3. Cover the can. To do this, start at the seam of the can and press the plastic onto the can. Working carefully and slowly, pull the plastic around the can. Keep the bottom edge straight and do not let the plastic wrinkle. If it does wrinkle, pull it back far enough to take the wrinkles out. Let 1 inch of plastic stick up at the top.

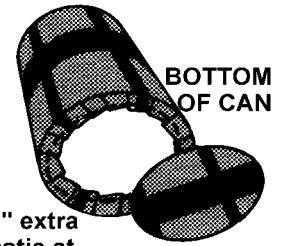
1" extra plastic at top



SEAM



$\frac{1}{2}$ " extra plastic at bottom



BOTTOM OF CAN

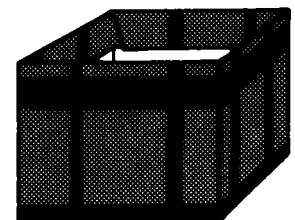
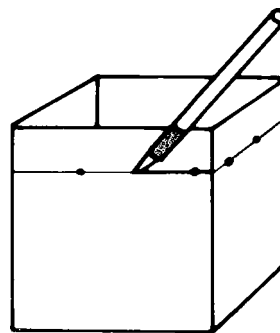
4. Finish the top edge by folding the plastic over so it will lap about 1 inch down into the can.

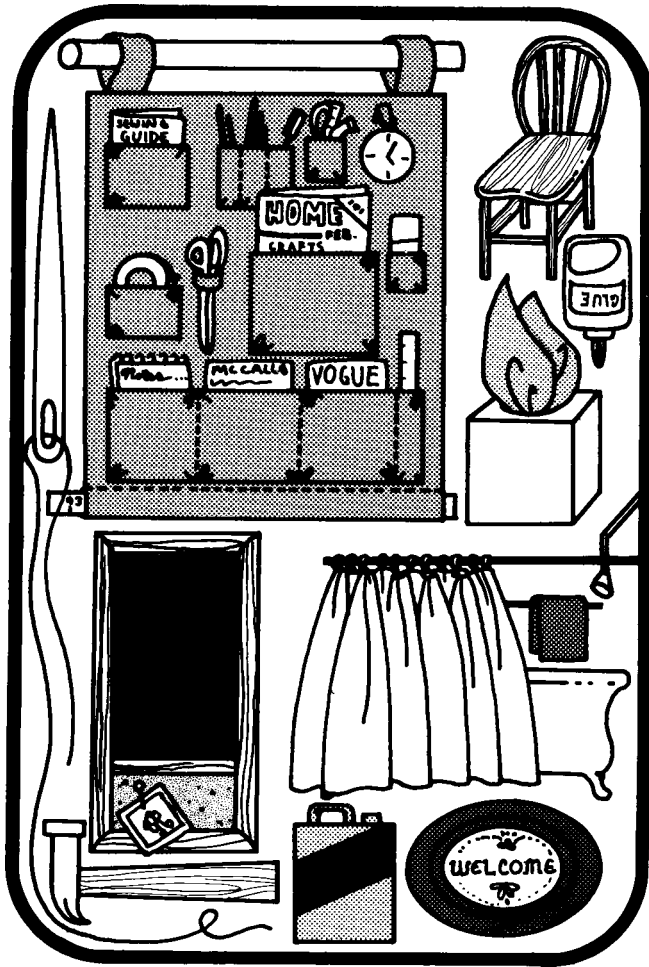
Make little pleats to take care of slight fullness on the inside. Finish the bottom edge, if needed, by turning under $\frac{1}{2}$ inch. You may need to cut away some of the excess plastic in the little pleats so that the bottom will sit flat. Cover the bottom of the can with a round piece of plastic. To get the right size circle, trace the bottom of the can and then trim the circle $\frac{1}{4}$ inch smaller.

Making the Letter Holder:

1. Select a cardboard box in the size needed for note pads, letters or what you wish to store. Measure how tall you want your holder to be. Mark this on the box in two or three places and draw a line around the box, connecting your points. Cut the box off on this line with a sharp knife. (Get someone to help you if necessary.) Finish smoothing the edge with scissors. Be sure the edge is even all around.

2. Cover the box using the same method as for the can. You may want to line the inside of the box if you have enough plastic left over.





Other Ideas for Project Activities

As you work around your house, think about what is needed and what you can do to make your room or your home look better and work better. Accessories are one way to make your home look better. You may also want to make curtains for the windows or refinish a piece of furniture to use in some way.

Check in sewing or design books and magazines for ideas on what to make and how to make them. Your parents, 4-H leader and county Extension agent can also help you on supplies needed and directions for your projects. If you have ideas on things you would like to make or do in this project, talk over your ideas with them. They'll be able to help you learn how to carry out your project ideas and complete your project year in 4-H.

Sharing What You Have Learned

Now that you have learned to do many things around your home, why not share with others? Here are ideas for some ways you might like to let others know what you have learned.

- Give a demonstration at your club meeting.
- Give a talk to your class at school.
- Present a "how-to" demonstration for a club or organization in your community.
- Plan an information booth for your county fair.
- Help a relative or a neighbor clean his or her house (inside or outside) . . . just because they're your friends or because they may need help.
- For a club project, have a "Rent-a-4-H'er Day" to help raise money for special club projects. Decide what service each of you would like to volunteer (wash windows, rake leaves, clean cupboards, clean silverware, shovel snow from sidewalks, help clean the garage or basement). Auction off these services to the highest bidder at a chamber of commerce, church group, garden club, or other group meeting.
- Take a project-to exhibit at the fair. Suggestions include:
 - a refinished wood item with straight lines and simple design
 - a small cloth article, perhaps a pillow or wall hanging for your room or a tablecloth and napkins for your dining table
 - a desk set, including an attractive blotter pad, pencil holder and letter holder to help brighten up your study area.
- Take a demonstration to the fair. Ideas for talks and demonstrations include:
 - how to make introductions
 - how to prepare for and treat overnight guests
 - experiments with color
 - how to make a pillow
 - how to make curtains
 - how to refinish small wood furniture
 - how to use elements of design

You may have other ideas for demonstrations and talks. If so, talk to your leader for ideas on presenting your topic.

Completing Your Project Record Sheet

Be sure that you write down all of your activities during the year on the attached record sheet. It's easier to write them down as soon as you do them rather than wait until the end of the year and try to remember what all you did. As you keep your records each year, you will see your growth and appreciate what you have learned and accomplished each year that you are enrolled in the project. Be sure to include in your 4-H story not only the things you have made, but also the experiences you have had and how you feel about them. You may also want to keep a scrapbook of pictures, newspaper articles and mementos to go along with your record book.

Congratulations on completing your second year in the 4-H home environment project.

Home Environment II: 4-H Project Record Sheet

Date: _____

Name: _____ Birthdate: _____

Address: _____

County: _____ Name of Club: _____

Number of Years in 4-H: _____

This is what I made:	This is how much it cost (as well as I can figure it):	This is how much I saved by making (or refinishing) instead of buying the item:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These are some special things I learned:

I enjoyed this project because: _____

Include pictures of your project activities or samples of fabrics or other materials used on a separate sheet of paper.

Home Environment Project Story

Write your home environment project story on a separate sheet of paper and attach it to your record.

I gave the following demonstrations:

Topic or Title:	Place Given (<i>club, fair, etc.</i>)	Date Given:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I plan to and/or have exhibited home environment project(s) at:

Local 4-H Rally _____

County 4-H Rally _____

County Fair _____

Area Events _____

State Fair _____

Other Events _____

This is how I have helped other with this project:

What I did:	Number Reached
_____	_____
_____	_____
_____	_____

These are the awards I have won:

Leader's opinion of participant's progress:

Excellent _____

Good _____

Would have been better if _____

Approved: _____

(Project Leader)

(Parent)

(County Extension Agent)