

Ottawa County 4-H

Personal Appearance Project & Spring Achievements





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Thank you to the following 4-H leaders for their help in the revisions of this book:

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**4-H PERSONAL APPEARANCE PROJECT
OTTAWA COUNTY
MICHIGAN**

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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, my country
And my world.

INTRODUCTION

The Personal Appearance Project Guidelines were developed in an effort to help volunteer leaders more successfully plan their programs.

As you develop your individual clubs, please take into consideration that there will be a wide range of skills, patience, and time available among project leaders and 4-H members.

The Personal Appearance Committee feels that sewing skills, techniques, or methods should be taught and advanced from year to year. The guidelines are written with the objective that the 4-H'er learns some basic methods so he/she can build on these methods while in 4-H and later on.

Personal Appearance projects can and should be more than clothing construction. Participation in Spring Achievements can be made more meaningful if you as a leader help and encourage members to broaden their experiences in all areas of personal appearance. This can be done through selecting appropriate accessories, personal care, fabric care, buying skills, and career opportunities.

All leaders are encouraged to contact the Personal Appearance Committee through the County Extension 4-H office concerning any questions.

Please keep in mind that members in a 4-H sewing club can also exhibit in other classes at the fair even if they did not have the project in their club. However, they must be enrolled in the project. Therefore, all members should be given the opportunity to sign up for any projects that interest them at the beginning of the project year. Projects can also be added later, up until June 1.

STILL EXHIBITS

Youth participating in Spring Achievements and the fairs have the opportunity to make and display projects that are not a clothing and textiles project. These projects are referred to as stills. Stills can include arts & craft projects, photography, woodworking, baking & cooking projects, horticulture (plants, flowers, vegetables) projects, rocketry and pretty much anything else that is not a living animal. This is not an all-inclusive list. If you have questions about the projects that can be displayed as a still, speak to your 4-H leader, or check in the fair books.

SEWING PROJECT COMPLETION REQUIREMENTS

GENERAL

1. Continue to use and improve skills previously experienced.
2. Girls and boys in the sewing project are encouraged to have at least one new learning experience each year (techniques, fabrics, tools and equipment, etc.)
3. Important to keep in mind when choosing a project: Do not let the 4-H'er pick something that will overwhelm and eventually discourage them. Truly lasting and enjoyable skills are most often learned gradually.
4. The project should have the leader's approval on both the pattern and the material. The 4-H'er should be encouraged to choose something he/she will like and can enjoy constructing. Quality is more important than quantity.
5. Correct pressing techniques and PRESS AS YOU SEW are probably the most important part of having a really nice looking outfit when completed. However, when working with expensive wool for a coat, take care to hand roll edges instead of pressing.
6. It would be helpful to both members and leaders to evaluate the finished project together.
7. To complete a project year, the finished sewing project must be exhibited at Spring Achievements.
8. Only wearable items will be allowed in Style Judging.
9. Other sewing projects may be exhibited in the fairs (in addition to Achievement Project) in appropriate classes.
10. Teen Leadership is encouraged. However, it is a project in and of itself. See Teen Leader guidelines.
11. Members are encouraged to do a sewing notebook each year and exhibit it at Spring Achievements and the fairs.
12. Advanced 4-H members should be encouraged to attend workshops, compete for state awards, as well as help with planning the annual fashion show.
13. The garment must be made by the 4-H member. If the leader does any part of the project, it must be stated on judge's notes. (See Achievement and Fair guidelines.)
14. Leaders who are also 4-H parents should use special discretion in determining how much assistance to offer their own children. Care should be taken to ensure that all 4-H members are given equal support.
15. The Personal Appearance project is open to all youth up to and including the year they turn 20. Members may begin the project as early as they desire, but for lower ages, club membership should be left to the discretion of the 4-H leader. Five-to-eight year olds are non-competitive.
16. Changes and/or exceptions to these requirements may be made with the approval of the 4-H program coordinator and the personal appearance leaders (in a majority vote).

FIRST YEAR

Stress the fundamentals.

Use patterns for garments that are simple to sew. Zippers, set-in sleeves, buttonholes or collars are not recommended for 1st year members. Choose pattern according to skill of 4-H member.

Learn how to read the pattern book and select appropriate patterns.

Learn how to select material appropriate for garment and ability.

Learn simple use of machine - threading, winding bobbin, stitching.

Learn care and use of basic sewing tools, shears, pins, etc.

Learn correct way to sew on fastenings, if needed - snaps, hook-in-eye, etc.

Learn to lay out pattern, cut out pattern, and follow pattern instructions.

Learn simple seam finish.

Learn to **PRESS AS YOU SEW!**

Suggested Fabrics: Select a plain weave fabric in either a print or a solid color.

Cotton or cotton blend are easiest to sew on. Plaid or napped material and single knits may be difficult and may cause frustration, therefore, try to avoid them.

Suggested Projects for Beginners:

Simple dress

Vest

Jumper

Skirt (elastic waistband, drawstring, or wrap around)

STRESS QUALITY NOT QUANTITY

Simple blouse or shirt

Slacks (elastic waistband)

Shorts (elastic waistband)

Shorts (gym short type)



SUGGESTED SECOND YEAR IDEAS

Remember to pick a new learning experience.

It is still wise to stress simple projects.

New learning experiences could include one or more of the following: darts, facings, zippers, pockets, sleeves, collars, buttons, or decorative snaps.

Review and expand machine care and maintenance.

PRESS AS YOU SEW!

Suggested Fabrics

Cottons, cotton blends, and some knits are easiest to sew on. Plaid or napped materials are still very difficult and are not recommended.

Suggested Projects

Remember QUALITY not QUANTITY

Dress
Pants
T-Shirt

Skirt
Vest
Shirt or blouse

Smock
Shorts
Sleepwear

SUGGESTED THIRD AND FOURTH YEAR IDEAS

Remember to pick a new learning experience.

Suggested techniques that could be learned:

1. Waistband and cuffs
2. Varieties of interfacing and understitching
3. Use of simple trim
4. Topstitching
5. Pleats
6. Belts
7. Seam tape, plain, stretch, etc.
8. Seam finishes (French, flat-felled)

Remember to use color, line and design to complement figure type or body build.

Learn the characteristics of several different types of fabric.

Learn fabric selection coordination - color and types to go with present wardrobe.

Learn about fabric use and care.

SUGGESTED THIRD AND FOURTH YEAR IDEAS

Learn to fit your pattern and simple alterations if needed on pattern.

Expand machine knowledge - use attachments if available.

PRESS AS YOU SEW!

Suggested Fabrics

Select a harder to handle fabric, almost any fabric. Materials such as satin, crepes, and velvet are very difficult and are not recommended.

Suggested Projects - should be a complete outfit. Keep in mind QUALITY.

Almost any garment or combination of garments such as:

Jumper and/or blouse	Pants and/or top
Robe and/or gown	Shorts and/or top
Jacket and/or skirt	Blouse and/or skirt
Dress	

SUGGESTED IDEAS FOR ADVANCED

Try to pick a new learning experience.

Don't be afraid to try something new! If you run into something you really can't figure out, there is always someone who can and will help you.

Continue to learn about fabric use and care.

Compare costs of ready-made articles and articles you can make for yourself.

Demonstrate complete use and care of sewing machine.

Assist younger members as a teen leader.

Explore career opportunities and potentials in the clothing field.

Suggested Fabrics and Projects

Choose fabric and project according to your needs and abilities. Check your closet to see what you need.

Suggested Projects - should be a complete outfit. Keep in mind QUALITY.

Almost any garment or combination of garments such as:

Jumper and blouse	Pants and top	Bathing suit and cover-up
Jacket or coat	Shorts and top	Jogging suit
Robe and gown	Blouse and skirt	Accessories
Jacket and skirt	Dress	
Garment for another individual* (*Not eligible for style judging)	Recycled garment (with before and after pictures)	

CONSTRUCTION GUIDELINES

Materials

1. All material should be pre-shrunk or pre-treated.
 - a. Washables should be washed and dried like the garment will be cared for.
 - b. Non-washables should be dry cleaned.
 - c. Zippers and washable trims should also be pre-shrunk.
 - d. DO NOT PRE-SHRINK T-SHIRT RIBBING
2. Material should be suited to pattern.
3. Thread, zipper, trim and accessories should coordinate with the garment.
4. Fabric should be straightened, if necessary.
5. Costumes may differ from standard practice. (Example: Dutch dance costumes)

Pattern

Ironing with a dry iron (not steam) is very helpful.

Cutting

1. When using fabric with pile, nap or directional print, cut in the same direction.
2. Selvages: best not to use them; if you have to, be sure to clip them to prevent puckering.
3. Cut plaids and stripes to match.

There are at least two judges for each project year. One third of 1st, 2nd and 3rd year members will win county honors. Fifty percent (50%) of 4th and advanced models will win county honors. Those winning both construction and style county honors will win a rosette. There will also be an award for best in construction. This is usually a prize or gift certificate and a rosette.

Seams

1. Seam allowance width will vary according to fabric, pattern and seam finish, but be consistent throughout construction of the garment.
2. To reduce bulk-layer or grade seam allowances where appropriate (collars, cuffs, waistband, facings, pockets, etc.).
3. Tension should be even on both sides.
4. Use back stitch, tie thread ends, or hide them when appropriate. Cut off all loose threads.
5. Finish seams (see below).
6. Match plaids and stripes.
7. Can zig zag raw edges of ruffle seams together.

Seam Finish

1. Seam finish should be appropriate and uniform throughout the garment. **Seams in all fabrics (except knits) require seam finish.**
2. Acceptable seam finishes include:
 - a. Pinked (easiest finish for 1st and 2nd year members) - may not be enough for some fabrics, especially those prone to raveling.
 - b. Zig-zag.
 - c. Straight stitch.
 - d. Turned under and straight stitched.
 - e. Flat-felled or fake flat-felled.
 - f. French seams or mock French seams.

- g. Overcast stitch.
- h. Bound.
- i. Serged – see rules on Page 13.

Sleeves

- 1. Set-in sleeve.
 - a. Should be smooth-rounded cap and free of puckers.
 - b. Double row of stitching all the way around or use stretch stitch or double stitch curve part under arm.
 - c. Trim ¼ inch from second row of stitching underarm between notches.
- 2. Puffed set-in sleeve.
 - a. Gathers and pleats should be evenly spaced.

Facings

- 1. Understitch to prevent rolling.
- 2. Grade edges of seams.
- 3. Finish outer edge according to fabric used.
- 4. Tack at construction lines (seams, darts, shoulders, underarms, etc.)

Darts

- 1. Backstitch or tie threads at dart ends.
- 2. Press darts.
 - a. Toward center
 - b. Down
 - c. Slash and press open if bulky

Gathers and Pleats

- 1. Should be evenly distributed and sewn twice.
- 2. Should be even and pressed well.

Waistband

- 1. Interface to prevent stretching and minimize rolling.
- 2. Grade or layer seam allowance.
- 3. Buttons or skirt hooks are acceptable.
- 4. Waistband 5/8" on inside can be left hanging down as long as seam is finished.
- 5. If hand stitched, do not let stitches show on right side.
- 6. Hand stitch vertical elastic casing opening on waistband.
- 7. To prevent elastic from twisting, **stitch vertically on side seams by machine through all layers.**

Zippers

- 1. Types
 - a. Centered
 - b. Lapped
 - c. Invisible
 - d. Front Fly
- 2. Put in neatly and well covered unless using exposed zipper application.
- 3. Hook and eye or snaps are not necessary **if** zipper comes to the very top and stays closed.

Pockets

Placed evenly on garment. Should be reinforced at top corners.

Buttons and Buttonholes

1. Shank buttons should be used with buttonholes to allow room for the extra fabric between button and garment. **Make shank for buttons if it doesn't have one.**
2. Use double thread.
 - a. General use-mercerized cotton covered polyester thread.
 - b. Silk buttonhole twist for fine fabrics.
 - c. "Button" thread for heavy fabrics or when extra strength is needed.
3. Buttonholes should be evenly spaced, the same size, durable and appropriate for type of fabric used.
4. Buttons should be sewn the same direction as buttonholes.

Crotch

1. **Should be double stitched between the notches, or along the entire crotch if desired.**
2. Use stretch stitch if available-or use two rows of stitching.
3. Trim seam ¼ inch along curve between notches (optional-zig-zag these seam allowances together).

Linings

Make sure lining is suitable for fabric. Linings should fit smoothly but not tightly.

Interfacings

Refer to your sewing book or fabric store to determine the TYPE and WEIGHT of interfacing suitable for your garment.

Iron-on interfacing should be pre-shrunk in hot water and air dried or applied to the facing, not the back side of garment.

Hems

1. Depth of hem should be suitable to style of garment and fabric.
2. Before hemming, prepare the raw edge of cotton or lightweight fabric by using one of the following:
 - a. Turn under ¼ inch and top stitch being sure it is straight and caught in all places.
 - b. Use some type of hem tape.
 1. Seam Binding
 2. Bias Tape
 3. Stretch Lace
 4. Decorative Tape
 - c. Zig-zag or straight stitch ¼ inch from edge and hand hem (also recommended for knits).
3. Hand stitching of hem should be appropriate for the fabric.
 - a. Stitches should be close together so little finger cannot be inserted between stitches.
 - b. Single thread should be used.
 - c. Suggested hand hem stitches.
 1. Tailor
 2. Blind-don't let threads show on right side.
 3. Whip or slip

4. Catch
5. Lock
4. Machine hems are acceptable only when:
 - a. Called for by the pattern.
 - b. Blind hemming stitch is used.
5. Non-acceptable method.
 - a. Iron on or fusible.

Pressing

Pressing makes the difference between a “homemade” and a “hand-crafted” garment.

1. Press as you sew-after each construction step.
2. Keep in mind the type of fabric being used and use appropriate pressing method.
 - a. Press cloth
 - b. Press on wrong side
 - c. Steam
 - d. Special pressing methods to suit fabrics (such as needle board for napped fabrics).
3. For permanent crease, use press cloth moistened in white vinegar. (Pre-test on a sample of fabric first.)
4. Launder, if necessary and press completed garment.
5. When working with heavy wool (for a coat), care should be taken to hand roll the edges. Pressing breaks the fiber and should not be used.

Energy Saving Methods

(Jiffy Knits, Quick-Sew, Stretch & Sew, etc.)

1. These methods are fine after acquiring Basic Sewing Skills.
2. Quality of workmanship will be considered when using these methods.

SERGERS

In recent years, serger sewing machines have become popular and more available to 4-H leaders and members. Although sergers can make sewing easier once the sewer has mastered using them, the use of sergers should be left to advanced sewers. The purpose of the 4-H sewing project is to teach basic sewing skills that can be built upon for a lifetime of satisfaction. **4-H members should use basic sewing machines until they have mastered the skills listed on the Personal Progress Chart.** After that, they can be encouraged to go ahead with learning the use of sergers.

Garments where a serger has been used **must have the 4-H leader's written endorsement attached to them** for construction judging until they are advanced sewers. This endorsement should indicate that the 4-H member has mastered the required skills and is ready to be judged at the serger level.

USE OF SERGER OR OVERLOCK MACHINES

- Remember that once a seam is made with a serger, it will be difficult or impossible to let the material out for making the garment larger. Care should be taken to fit the garment carefully before serging.
- Thread used to overcast edges of fabric should "blend" with fabric. (light threads on light colors - darks on dark fabric.)
- Due to the number of spools of thread needed on an overlock machine - all do not need to match exactly, but the thread which stitches the seam (if used) should match the fabric as in regular machine sewing.

Securing Chain Ends

- Unweave tail chain - tie ends into knot.
- Thread chain tail through a large eyed needle and bring tails back through the seam stitches.
- Use "Fray-check" or similar product.
- Or secure by sewing over the end with another line of stitching.
- Stitch width should be appropriate for fabric - with balanced tension. Upper and lower looped threads should lie flat on their respective sides and lock with each other on the edge of fabric.

With overlock machine - you can do a seam finish on the edge of each seam. The cutter blade will make the seam less than 5/8", but this is acceptable. In some cases - seam and edge finish is done in one step leaving seam allowance about 1/4" wide - this is also acceptable if appropriate for the style of garment. In some cases - seam and edge finish is done in one step leaving seam allowance about 1/4" wide - this is also acceptable if appropriate for the style of garment.

POINTERS FOR 4-H MEMBERS ON MODELING

The basic facts for every member who wants to look his/her best at all times are-good grooming, good posture and for girls properly applied make-up.

The following tips may help the 4-H members in modeling their garments in the Style Revue at Achievement Days.

Good posture is important. Judges choose 4-H members for honors with an eye to carriage as well as attractiveness and proportion. Work on posture. When knees are relaxed, hips tuck under naturally and stomach muscles and chest "lift". Practice walking with a book on your head to develop a glide which is as becoming off stage as on stage.

Learn to turn easily because the audience wants a back view of each outfit. The model who tries to revolve without moving his/her feet, goes too fast for the audience to see his/her garment. Turning is easy and graceful this way-take a step forward (on left foot for a counter-clockwise turn; on right foot for clockwise), then take a second step and turn on the balls of your feet so your back is directly to the audience. Pause a moment before taking another step forward to finish the turn.

You may be given a "path" to follow on the runway. If not, here is a good way to show your outfit-go to the center of the runway where there is a wider section, pause, walk to one side and turn, then walk to the opposite side and turn. Walk and turn slowly but naturally.

If a removable jacket is worn, take it off while at one side of the crosswalk. This is a fumble-proof operation, if you first drop it off the shoulders. With wrists together behind your back, one hand may grasp both sleeve ends and pull off jacket easily. Free the other hand to catch jacket or coat by neck or collar. Casually lay the jacket across your arm and make a complete turn for the audience.

So that all the members do not follow exactly the same pattern, here are some other techniques:

1. When showing a full-skirted dress, hold out your skirt with one hand, with palm away from audience, to do a turn.
2. Be sure the model holds out his/her arms when a garment has interesting sleeve detail.
3. When there are skirt pockets, have the model insert hand, with thumb showing.
4. When the reader calls attention to a pocket, yoke, collar or trim, the model might point to it with a casual hand movement.

Hints:

1. Models should wear shoes with the type of heels they are used to wearing so they can walk naturally.
2. Models may carry something to go with their outfit, such as a book, notebook, tennis racket, camera, suitcase, overnight bag, magazine, etc. This will look natural and give them something to do with their hands.

SPRING ACHIEVEMENTS

Spring Achievements takes place in late April or early May and consists of style judging of wearable items, construction judging of sewing, judging of still exhibits and a fashion show and awards presentation. The number of winners is based on a pre-determined percentage. (33% of years 1, 2 and 3 and 50% of 4th and advanced in style and construction and 33% overall for still exhibits) The County construction and still exhibit winners have their projects placed in a County exhibit at the Berlin and Holland Fairs. The project receives an automatic "A" ribbon and a special rosette. **For this reason all still projects MUST correspond to classes offered at the fairs. Check your fair book to find what still exhibit classes are offered.** One each of outstanding style, construction and still exhibit winners is selected and given a special award at Spring Achievements.

To complete the 4-H project year in sewing, members must be judged at Spring Achievements. **Sewing projects are judged in two categories: style and construction.**

Below is a basic outline of the Spring Achievement process. A more detailed description follows and judges' expectations are included under their own sections in this book.

Leaders come with the member's garments (or parents or teens may bring them) on the first day of Spring Achievements to the location where it will be held. Watch the 4-H newsletter for the Spring Achievements schedule. There you will find garment racks in the hallway. Garments are arranged by year in the project and are then judged for construction. In addition, still exhibits (crafts, notebooks etc) are brought in on the evening before the style show and awards presentation. The still projects are also judged the evening before the style and awards presentation.

All members who have submitted garments will come to the event location for style judging at the scheduled time. Upon arrival, members pick up their garment from the coat racks and get dressed in designated room. Style judging takes about an hour. Some members change out of their garments to keep them clean for the style show. Style judging is followed by a brief rehearsal.

All members model their outfits in a fashion show on a runway the following day. Once the fashion show is completed awards are announced and members come up on stage for their ribbons and prizes. At this time prizes are also given for still exhibits. After the awards presentation all members and families are asked to help with taking down the decorations, stage and cleaning up.

CONSTRUCTION JUDGING

The following are SUGGESTIONS, not rules and are meant only as a general guide for leaders and judges. There are many different styles and techniques to accomplish the end product. Just because a leader doesn't teach the technique that judges would like to see, it doesn't mean it is wrong, providing it is durable and appropriate for the garment. The 4-H member should understand why they did what they did.

Please note, however, that the Personal Appearance project in Ottawa County is competitive. If 4-H members wish to be successful in competition, they must realize that the judges are looking for garments (especially at Achievement Days) where superior skills and effort are evidenced. Those garments that win are usually the ones where all mistakes have been corrected and the item is presented as nicely as possible. Garments are turned inside out and are examined very closely by experienced seamstresses when being judged for construction.

All leaders are strongly urged to obtain a reliable sewing book to use as a reference. Simplicity, McCall's, Singer, or comparable books will be an excellent aid to leaders when they are in doubt as to methods or techniques.

If a pattern calls for something outside of the usual and customary method it is best to attach the pattern instructions or a note of explanation to the garment when it is judged.

Special Circumstances for Judging:

A letter for the judges may be attached to the garment in a sealed envelope for any of the following reasons:

1. The 4-H member is handicapped.
2. A part of the garment was completed by a parent or other adult.
3. A non-standard method of sewing was used for a particular reason.
4. Certification that a garment made with a serger has been done by a member who has mastered all basic sewing techniques.
5. Any other comment that the leader wishes to make.

There are at least two judges for each project year. One third of 1st, 2nd and 3rd year members will win county honors. Fifty percent (50%) of 4th and advanced sewers will win county honors. Those winning both construction and style county honors will win a rosette.

Judges will select one garment they feel is the best in construction (usually advanced) for which an award will be given. A prize or gift certificate and a rosette are awarded for this.

Here is an exhibit tag which must be attached to the garment before the construction judging: (also used for still exhibits)

OTTAWA COUNTY 4-H SPRING ACHIEVEMENTS CONSTRUCTION & STILL EXHIBIT TAG	
MEMBER #	
4-H AGE:	YEAR IN PROJECT:
ITEM:	
NEW SKILLS LEARNED:	

Attach the above card to the garment or still project. These cards are color coded.

1st year = yellow

2nd year = pink

3rd year = tan

4th year = white

Advanced = green

STYLE GUIDELINES

Style judging at Spring Achievements usually occurs the evening before the style show. All members competing meet at the pre-announced location for the style show. Each member is given a color coded card with their 4-H number on it. Colors are: yellow = 1st year, pink = 2nd year, orange = 3rd year, white = 4th year and green = 5th year. The card may be pinned to the garment (usually easier for young members) or carried by the member.

Style judging is done by years (1st year, 2nd year, 3rd year, 4th year, and advanced) with two judges for each year. The members line up in numerical order and then are asked to model their outfits one at a time in front of the judges. The members all must stand in a semi-circle while each member is judged. This gives judges the opportunity to see all garments at once. Advanced members usually model for the judges on a runway. Usually the judges will ask each member questions. The purpose is to relax the member and to get a feeling for their poise and confidence. With advanced members they also want to learn more about how the member constructed the garment.

RULES

1. Although many advanced 4-H members like to make matching outfits for young children, these children are not allowed to model at the style judging.
2. All members must wear or carry their 4-H number.
3. No gum chewing allowed.
4. If part of the outfit was made by someone else or purchased, the judges should be told.
5. Follow judge's directions.
6. Five to eight-year-olds are not judged.

SUGGESTIONS FOR MEMBERS

- Walk smoothly and slowly.
- Smile.
- **Look the judges in the eye.**
- Remember, the judges are looking at you every minute-even when you are standing in line waiting to model.
- If your shoes are new, practice in them.
- Make sure hems hang evenly.
- New shoes aren't necessary, but they should be freshly polished.
- Hair, nails and skin count. They should be clean and attractive.
- Accessories should go with the outfit and should be appropriate.
- Relax and act naturally.
- Answer the judges' questions with a smile.
- Stand up straight-shoulders back.
- Coordinating color and style is important.

STYLE JUDGING

Style Judging is done with the 4-H member modeling the outfit made in 4-H. Each model is judged with their exhibitor number. The models are divided into years (1st, 2nd, 3rd, 4th, and advanced-5th year and above). They model in front of two judges who choose, as a team, the outstanding models who will win awards.

At the style judging contest, a sealed envelope may be given to the 4-H program coordinator listing the names of any 4-H members who should not be given an award. This may be done if a leader feels a 4-H member has been uncooperative, or has in some way not exemplified the 4-H goals and standards. Members on such a list will be removed from all winners' lists if they are selected by the judges.

Style cards are large color coded cards with the member number on them. The number is in large writing so it can be seen easily at a distance. These are pinned to the garment or carried by the member while modeling for style judging. They are NOT used during the fashion show. These cards are given to the 4-H administrative leader to be handed out to the members.

Narration cards are color-coded index cards on which the narration about the garment is written. These cards are also provided to the club's administrative leader by the 4-H office. These are turned in BEFORE the Spring Achievements at a date set by the committee so that they can be put in the narration book. It is helpful (but not required) if a small piece of fabric from the garment or a picture of the model is attached to or enclosed with the narration card.

SUGGESTED QUESTIONS FOR THE JUDGES TO ASK THE 4-H MEMBERS

Judges may ask these questions. Participants will not be judged on accuracy but will be asked so the member will do a little talking. This is to help the member relax and exhibit with more poise. The judges have the privilege of asking one or more questions of each member. Judges should be sensitive to the size of the group when asking questions. It is recommended that 1st year members be asked **one** question, 2nd year members **two** questions, and more of older members. The member should not memorize these questions as we hope they will give spontaneous answers.

1. How often did you have 4-H meetings?
2. What do the four H's stand for?
3. How many members are there in your club?
4. Did your leader help you with your project?
5. Did you attend clinics?
6. Did you practice modeling before coming this evening?
7. Who helped you select your pattern?
8. Who helped you select your material?
9. Are you enrolled in any other 4-H projects?
10. What was the most difficult part of the garment?
11. What do you like most about your project?
12. What new things did you learn in sewing this year?

There are at least two judges for each project year. One third of 1st, 2nd and 3rd year members will win county honors. Fifty percent (50%) of 4th and advanced models will be win county honors. Those winning both construction and style county honors will win a rosette.

One participant will be selected by the judges to receive the award for best in show style. This will be the person who exceeds all others in the modeling of their garment and judges interview. There is usually a prize or gift certificate and a rosette for this award.

SUGGESTED ACHIEVEMENT COMMITTEE OUTLINE

This is a suggested outline of the program and the responsibilities for the Achievement Committee to decide upon.

- Master or Mistress of Ceremonies _____
- Pledge to American Flag _____
- Pledge to 4-H Flag _____
- Select theme for style revue _____
- Narrators _____
- Music _____
- Stage Decorations _____
- Flowers _____
- Runway _____
- Prizes _____
- Judges Luncheon _____
- Clerk _____
- Set up and Take Down _____

FAIRS

In Ottawa County, we have the privilege of having three fairs. Members of 4-H can enter all three fairs with the same project (with the exception of market livestock) or choose any one or two fairs that they wish to participate in. Here is quick overview of each fair.

Berlin Fair Marne, Michigan
3rd week of July

- County honor display for winners of construction and still exhibit awards at County achievement.

Ottawa County Fair (Holland Fair) Holland, Michigan
4th week in July

- County honor display for winners of construction and still exhibit awards at County achievement.
- Wednesday - Ladies Day, Style Show

Hudsonville Fair Hudsonville, Michigan
3rd week of August (or last full week of August ending the weekend before Labor Day)

Check fair books for premium payments and additional classes.

Here is a sample of the classes offered in sewing (be sure to verify these classes in each individual fair book):

- 9741 Sewing - item to wear - 1st year member
- 9742 Sewing - item to wear - 2nd year member
- 9743 Sewing - item to wear - 3rd year member
- 9744 Sewing - item to wear - 4th year member
- 9745 Sewing - item to wear - 5th year member & up
- 9746 Sewing - item to wear not shown at Achievements
- 9751 Sewing - doll clothes
- 9752 Sewing - purses, bags, etc.
- 9753 Sewing - duffel bags, sleeping bags, etc.
- 9754 Sewing - throw pillow
- 9755 Sewing - pillow covers
- 9756 Sewing - placemats and napkins (for 6)
- 9757 Personal appearance notebook

Classes 9741-9745 are for items that were shown and judged at Achievements only. Any additional clothing item may be exhibited in 9746 (if it was not shown at Achievements).

An exhibit tag must be filled out for each item displayed at a fair (see sample). Each 4-H member should also fill out a premium sheet listing all projects entered at the fair. The fair coordinators or experienced 4-H leaders can help you with your questions.

Sample exhibit tag:

OTTAWA COUNTY 4-H EXHIBIT TAG		County Honors _____
BERLIN	HOLLAND	HUDSONVILLE
Name _____ Judy Hanson _____		
Club No. _____ 111 _____	Individual No. _____ 1709 _____	A _____
4-H Age (9 & Up) _____ 10 _____ Year in Project: _____ 1 _____		B _____
Write in actual 4-H age – Don't just check.		C _____
Description: _____ Animal Science Notebook _____		PREMIUM PAID
Dept. _____ A _____	Div. _____ A _____	Class _____ 8001 _____
Please print in ink or type all information Leader: Please keep top copy – attach bottom 2 copies to project		

MEMBER'S RECORD BOOK

An important part of 4-H is record keeping and demonstrating what you have learned. All 4-H members should be strongly encouraged to keep personal appearance record books and to enter them in the fairs and/or Achievement Day (a premium is paid at the fairs). It shall be the prerogative of individual clubs to determine if the record book is a requirement or not.

The preferred style of notebook is a 3-ring binder which can be easily added to over the years in 4-H. Each year, the complete book can be exhibited as long as the member has completed another year in the P.A. project and has added to the book. The most important part of the book is the record-both in written and picture form. However, neatness and creativity should be encouraged. A general 4-H member's record book as available from the 4-H office. This can be included in the notebook.

Suggested guidelines:

1. Use a sturdy 3-ring binder, which can be added to each year.
2. Encourage the 4-H member to be creative in designing a cover. Judges enjoy seeing originality.
3. Include a Personal Progress Chart and carefully record each skill learned and the year it is learned.
4. Take pictures throughout the project year if possible. In National Award and Scholarship forms, judges are looking for action pictures that show 4-H members in the activity of the project, not just standing with a ribbon.
5. Include the pattern envelope and a piece of the fabric. You might also include small samples of trim used, interfacing, etc.
6. It is vital to record financial gains. Be sure to write down the cost of all materials used to make a garment as well as an estimate of the number of hours it took to make the project. Also include an estimate of the cost of a comparable garment if purchased in a local retail store.
7. Be sure to include in your record all sewing that was done in the year . . . not just the 4-H project.
8. List all activities that relate to the project such as Kettunen Center workshops
9. Center workshops, trips to fabric stores, trips to MSU, Exploration Days, etc.
10. Some 4-H members include ribbons, letters from the 4-H office, programs, etc. Anything that adds to the memory of the 4-H project can be included.
11. Members may also include information (all of the above) on craft items.
12. Be sure to include teen leader reports and/or service projects.

Special Note:

There are two purposes of the record book. One is strictly personal and is for future enjoyment. The other is to practice keeping records and to have them available for future awards and scholarship forms. 4-H members who are adept at record keeping will have an easier time filling out college and work applications.

AWARDS

An awards handbook has been created by the Ottawa County 4-H Council Awards Committee. It gives details of all county level and state level awards and scholarships, and even includes sample awards forms. These awards are distinctly separate from the county achievement process and are generally awarded at a November Leaders' Banquet.

Call the 4-H office if you need a copy of this handbook. Members who have been successful over several years in the project and who show evidence of leadership and citizenship skills, should be encouraged to participate in the awards process. For those wishing to compete on a state and national level, individual assistance is available for completing forms and practicing interviewing skills.

TEEN LEADERS

The Teen Leadership project is a project in itself, with basic requirements. Personal Appearance members can gear the project to sewing by their choice of demonstration topics and workshops. Below are the requirements to complete a year of teen leadership:

1. Teen Leaders must be 13 and have one year of experience in 4-H club work.
2. Teen Leaders will be chosen by mutual agreement of the club leader and the teen.
3. In order to complete a project year, the Teen Leader must complete a Teen Leader report form and submit it to the County 4-H office. The project year will run from September 1 to August 31. The report form will be due by September 30 following the project year.
4. All Teen Leaders must fill out a Teen Leader's form. This form is due in the County 4-H office by January 1.
5. The Teen Leader form will show evidence of completion of all the project requirements as follows:
 - a. Plan, organize and run at least one club meeting.
 - b. Complete one demonstration at a club level and a County level.
 - c. Attend at least one training program that is sanctioned by 4-H. This may be a Kettunen workshop, Capitol Experience, Washington Trip, a regional or County leaders' training program or another training program of the teen leader's choice, with permission from the County 4-H Agent.
6. Teen Leadership is to be considered a project in itself.
7. The Awards Committee of the 4-H Council will annually select a "Teen Leader of the Year" to receive an award at the November banquet.

WRITE A COMMENTARY/NARRATION
by
Mary Lou Dixon
Extension Clothing & Textiles Specialist

The objective and theme of your show are your clues to writing the commentary. Follow the line-up as you plan what to say about each outfit.

Keep the commentary brief. Both audience and models tire of a long monologue about each outfit. Thirty to 45 seconds is plenty of script for most outfits. But don't let that fool you. It takes more time and is more difficult to write a 30-second script than to write a two-minute one.

Point out one or two highlights and leave the rest to the eyes. An audience can easily see that the model is wearing a navy dress with the navy shoes and bag. But you can tell the accessory story by using phrases like, ". . .worn with matching accessories" or ". . .a monochromatic look". Point out features such as "detailed topstitching", "combinations of textures", and "stripes that march across the shirt".

Use descriptive - and current - fashion terms. Go through the last two or three issues of fashion magazines like *Seventeen*, *Glamour*, *Mademoiselle*, *Vogue* and *Bazaar* and make a long list of adjectives and descriptive phrases. These can be found in advertisements as well as fashion copy.

A blouse can be "super topping for . . ."; a waist is ". . . nipped in by a soft tie belt"; and a skirt and blouse give a "pulled together look".

Use descriptive and exciting color terms. They vary from season to season but "blueberry", "midnight", "raspberry", "winterberry", "mustard", "nutmeg", "cinnamon", and "squirrel" are lively terms for blue, red, wine, gold and brown.

Use phrases, terms and ideas from your theme as you write the script. Active present tense verbs feel, move!

Begin and close the commentary with the theme. A good opening puts the audience into the mood of the show. When the last garment is modeled, don't leave them with ". . .and this concludes our program." Continue the theme and mood down to the last word.

WRITING NARRATIONS

by

Eileen Theis

Clinton County Teen on the State Personal Appearance Developmental Committee

Narrations need an opening, middle, and conclusion: Keep your narration in tune with the theme of your show; it helps to set the mood. For example: Theme - "Color My World" . . .Susie has added a bright dimension to her wardrobe by choosing to make a scarlet-red skirt. Her snowy white cowl neck sweater is color coordinated to accent the A-line skirt. . .instead of . . .Susie made a red skirt.

Describe your garment from the outside to the inside and from top to bottom. For example, start with coat or jacket rather than the dress or blouse. Describe the blouse or skirt before the skirt or slacks.

Know what your fabric is and include it in the narration. Use ear and eye catching statements. . .adjectives. . .catchy phrases - the following are some examples:

feminine	tartan plaid	teamed with	midcalf
snappy	striking	basic	street length
eye-catching	multi-purpose	finishing touch	focus on . . .
luscious	creative	wearability	creamy
classic cut	complementary	subtle	textured
easy-to-wear	spirited	for after five	crinkly
appealing	natural	easy to care for	nostalgic
fresh	formal	flashy	seasonal
versatile	old-fashioned	crisp	intimate
neatly tailored	delicate	lavish	practical
glittery	tiered	frilly	smooth
jazzy	attention-getter	simple	boxy
casual	pale	Victorian	sensational
elegant	soft	lacy	a real winner

romantic as a garden in spring
 . . .can wear anytime, anywhere
 . . .has so much going for it
 to put it all together
 mad about plaid
 rolled sleeves
 separate ways
 a girl's best friend
 to "top" it off. . .
 casual but polished
 splashy print
 making fashion news
 ...summer
 a cool pleasure to wear

classics-here today and here tomorrow
 big sweater for little evenings
 sprinkled with flowers
 for the career woman
 looking good from top to toe
 new blazer shapes get double takes
 best-dressed list
 takes a new twist
 simple but elegant
 bright and cheerful as a spring morning
 to snap you out of winter, and zing you into spring
 T-shirts are almost synonymous with

PERSONAL PROGRESS CHART

I have done the following: (Indicate 1-first year, 2-second year, etc.)

Preparation before Sewing

Take measurements _____
 Learn directions on pattern envelope _____
 Purchase fabric & notions _____
 Fabric preparation _____
 Pattern layout _____
 Cut out material _____
 Other _____

Construction Features

Sleeves: _____
 Long _____
 Short _____
 Hemmed _____
 Cuffed _____
 Fitted _____
 Gathered _____
 Set-in _____
 Raglan _____

Fabrics Used

Woven: _____
 Cotton, Cotton-Polyester _____
 Rayon, Acetate _____
 Wool _____
 Polyester _____
 Taffeta _____
 Silk _____
 Satin _____
 Knit: _____
 Polyester _____
 Napped: _____
 Corduroy _____
 Velvet _____
 Suede _____
 Other _____

Other _____
 Neck Edge: _____
 Plain, faced _____
 Plain, bias taped _____
 Other _____

Quilted _____
 Lace _____
 Down _____

Collar: _____
 Blouse-type _____
 Shirt-type _____
 Cotton _____
 Notched, jacket-type _____
 Turtle Neck _____
 Other _____

Stitching

Hand: _____
 Basting _____
 Hemming _____
 Feather _____
 Button Hole _____
 Other _____
 Machine: _____
 Straight _____
 Zig-Zag _____
 Staystitch _____
 Decorative _____
 Serger: _____
 Other _____

Waistline: _____
 Natural Casing _____
 Waistband _____
 Belt or Ties _____
 Other _____

Hem: _____
 Hand Sewn _____
 Hem Tape _____
 Cuffed _____
 Machine Sewn _____
 Other _____

Seams

Straight _____
 Curved _____
 French _____
 Flat _____
 Other _____

Facings: _____
 Understitched _____
 Finished Edge _____
 Tacked Down _____
 Other _____

Pockets: _____
 Patch _____
 Set-In _____
 Flaps _____
 Other _____
 Flaps _____
 Other _____

Interfacing: _____
 Lining _____
 Other _____

Seam Finishes

- _____ Zig-Zag
- _____ Edge turned under
- _____ Taped
- _____ Notch, clip, trim & grade
- _____ Pinked
- _____ Other _____

Fitting Details

- _____ Darts
- _____ Tucks
- _____ Gathers
- _____ Gores
- _____ Easing Fullness
- _____ Pleats
- _____ Other _____

Fastenings

- _____ Zipper:
 - _____ Back
 - _____ Side
 - _____ Fly Front
 - _____ Invisible
 - _____ Separating
- _____ Snaps
- _____ Velcro
- _____ Hooks & Eyes

Buttons

- _____ Shank
- _____ Other _____

Button Holes

- _____ Hand Made
- _____ Machine Made
- _____ Bound
- _____ Loops

_____ Ties

Pressing

- _____ Steam-dry-spray iron
- _____ Steam only iron
- _____ Press cloth
- _____ Other pressing aids

Special Details

- _____ Embroidery:
 - _____ Hand
 - _____ Machine
- _____ Appliqué:
 - _____ Hand
 - _____ Machine
 - _____ Iron-on
- _____ Lace Insert & Edging
- _____ Decorative Tapes & Braids
- _____ Rickrack
- _____ Bias Tape
- _____ Studs
- _____ Other _____

Advanced Techniques

- _____ Tailoring
- _____ Quilting
- _____ Lingerie
- _____ Pattern Alterations
- _____ Design & Make Own Creations
- _____ Other _____
- _____ Accessories:
 - _____ Purse
 - _____ Tote Bag
 - _____ Scarf
 - _____ Hat
 - _____ Bows
 - _____ Other _____

WHAT DID YOU LEARN NEW THIS YEAR?