

Good-Grooming Project for 4-H Girls

# FOUNDATION OF CHARM



Circular 411

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## GOOD-GROOMING PROJECT FOR 4-H GIRLS

This project is divided into two units of five meetings each. The first unit is called "Foundation of Charm." Emphasis is placed on posture, healthful eating, sleeping, body cleanliness, and care of hair, face, hands, and feet.

The second unit is on "Grooming for Personality." This unit stresses personal dress, habits, and social relationships.

### Who Should Take This Project?

This unit is adapted to girls 12 years old or over. They should be mature enough to have an interest in their clothing and behavior.

### What to do in This Project?

The practices to adopt in this unit are for the general good health and personality of the member. Records should be kept of all exercises and improvements made toward the goals of each meeting.

Sections of the topics may be assigned to different club members ahead of time so that they may come prepared to give part of the subject matter or give one or more of the exercises.

"Goals" and "Homework" for the previous meeting should be reviewed at the beginning of each meeting. This will bring members up to date and will also serve as a check for improvements made.

# FOUNDATION OF CHARM

## Good-Grooming Project for 4-H Girls

By LOIS H. SHARP and RUTH LATIMER

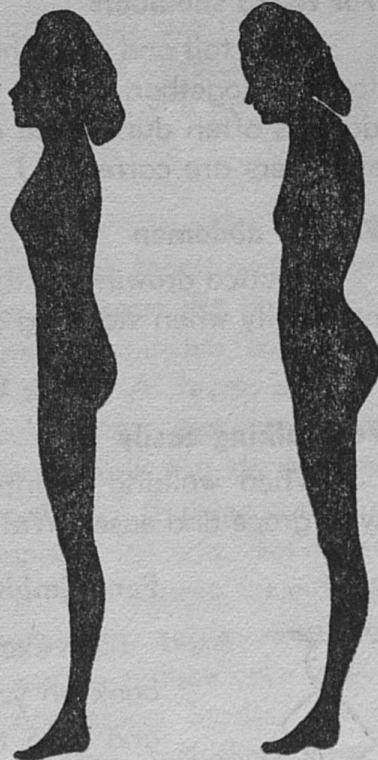
Up-to-date 4-H Club girls know that a healthy, well-groomed body gives the best foundation for pleasant living and charming personality. Sound health makes possible the keenest brain, the kindest heart, and the strongest, steadiest hand.

The Health "H" is what makes the other "H's" in our 4-H Club insignia most worthwhile. Health means more than freedom from sickness; it means vigor, a feeling of energy and strength, and a joy in living.

### MEETING I. GOOD POSTURE FOR GOOD LOOKS

#### What Is Good Posture?

Good posture is putting the whole body in such a position that muscles and internal organs can work without interference. Everyone admires the girl who stands straight, walks straight, and sits straight. Are you among those who are stooped and round shouldered? Do you have a flat chest, protruding abdomen, and a sway back? If so, unless you correct these faults you will not win a prize for good looks. How many club boys grow baby beebes low in the back? How many girls make loaves of bread that sink down in the middle? These are foolish questions because each of you strive to obtain the most perfect product of its kind, whether it be a calf, loaf of bread, or a dress. Try to be your own best exhibit. You can do so if you will "Stand Tall." Each club member should use this as a command, "Stand Tall!" Up comes your chin, your chest, and your self-respect! "Stand Tall" and in come the abdominal muscles, the knees straighten, and usually a smile



**Good**

**Bad**

appears. What a feeling of satisfaction it gives you to know that by your appearance you reflect those characteristics that inspire the respect of those with whom you come in daily contact.

### **Building Good Posture**

#### **Stand tall!**

All girls can "stand tall." Check to see that the head is up, the chin is in (but not down). Stand with chest up, shoulder blades flat, abdomen in, knees stiff, feet slightly apart and parallel with weight on balls of feet. Relax by standing with feet apart. Again "Stand Tall." Repeat 5 times. (Do this several times every day until it becomes a habit for you to "stand tall.")

#### **For the sway back**

Stand with the back against a wall or door, heels about four inches away from the baseboard, hips, shoulders and head touching the wall. Pull in the abdomen as far as possible, and try to flatten the lower part of the back against the wall. Relax by stepping away from the wall. Repeat 5 times. (Do this also several times each day until you can keep your back straight without the use of a wall or door to help you.)

#### **For round shoulders**

Stand tall and push shoulders back, forcing the shoulder blades to come together. Relax. Repeat. Repeat 5 times. (Do this each day, as often during the day as you think of it, until your round shoulders are corrected.)

#### **For the abdomen**

Practice drawing in the abdomen many times during the day, especially when standing or sitting.

### **Walk With Grace and Poise**

#### **For walking easily**

When walking maintain a "Tall" position but swing along with grace and ease. Walk as if you were proud of yourself.

#### **For climbing stairs**

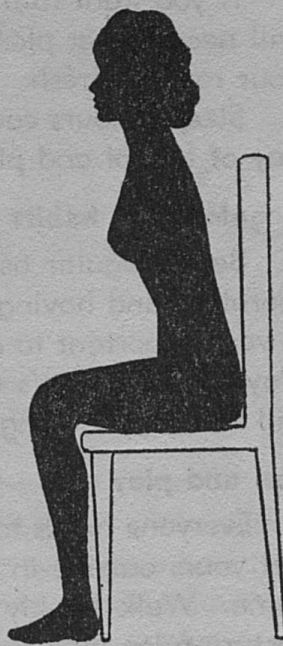


An exercise for walking straight is to balance a book on your head. Practice walking on the level and then try going upstairs. When this becomes easy, use an orange in place of a book. This is the first lesson every model must learn, so take a tip from them and build good posture by walking correctly.

### Sit Like a Lady

Pull in the abdomen and sit back in the chair so that the lower back touches the back of the chair. The head should be erect, back straight, chest out and feet parallel on the floor. All this should be done without giving the appearance of stiffness or strain. It takes much practice to do it naturally.

In bending while sitting at a table or desk, hold the body and head in a straight line and bring the body forward from the hips and not from the shoulders or the middle of the back. Practice sitting in a chair with hands on hips and bend the body forward from hips, keeping the back straight. Relax and repeat 5 times.

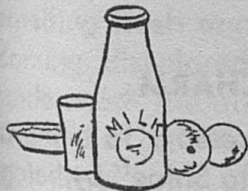


### Acquire Beauty and Brawn

The kinds of food you eat, the amount of sleep you get, and the exercises you do each day, determine to a large degree whether you will acquire beauty and brawn. Your bodies are largely the result of what you take into them, so in order to develop some of the Fundamentals of Charm in good posture you will need to eat healthy meals.

### What to eat for "pep"

A warm breakfast consisting of fruit, cereal, toast, and cocoa, or of fruit, egg, toast, and milk will help you start the day right. Eat a good lunch, including a meat or cheese sandwich, milk, raw vegetable or fruit, and a "sweet" if you need it. At recess or after school, if you are hungry, eat some fruit or drink a glass of milk but do not eat sweets. Eat regularly. If three meals a day are not enough for you, eat more often but have a regular time for eating.



Snacks containing sugar or fats, eaten between meals, reduce your appetite for good nourishing foods. Eat a well-balanced supper, including meat, potatoes, and a green or yellow vegetable.

Drink plenty of milk and eat whole-wheat bread as often as you can. Eat a raw fruit or raw vegetable each day to give you lots of "pep!"

### **Sleeping in fresh air**

If you want to maintain the "H" which stands for Health you will need to get plenty of rest and sleep. Be sure that the air in your room is fresh.

Sleep 9 hours each night and you should feel fresh for another day of school and play.

### **Regularity in habits**

Be as regular as possible in going to bed, getting up in the morning, and having body eliminations. Don't neglect this for it is very important to a healthy body. Eat your meals on time, and play to your heart's content whenever you get a chance, and you will find joy in living each day.

### **Fun and play**

Everyone needs to play and have fun sometime during the day. Get yours outside in the fresh air. Play fair and square in every game. Walk briskly to and from school, and don't forget your posture rules.

### **Summary**

The best way to correct poor posture habits is to "think, think, and think" **good** posture every day. It will take time but before long you will have more strength while working and more fun while playing. Be your own best exhibit.

### **Goals to Reach**

Each member is to study her posture defects and adopt corrective exercises toward their improvement. Each member should endeavor to eat, sleep, and play her way to good health.

### **Homework**

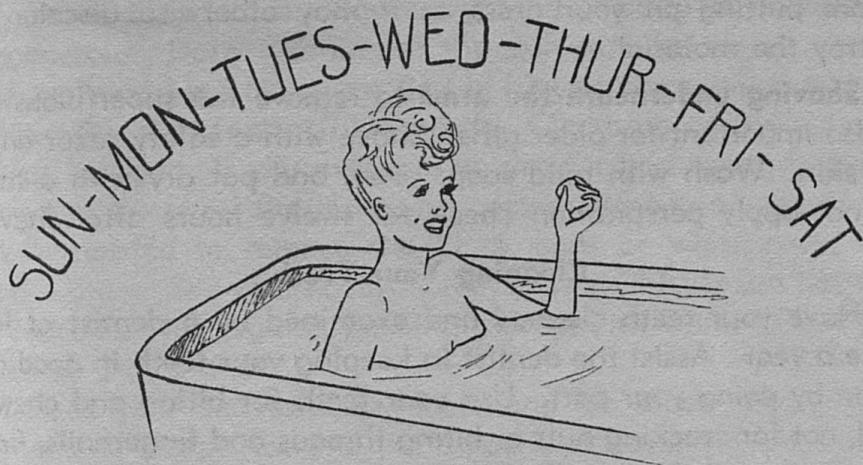
1. Practice "Standing Tall" every day.
2. Practice "Walking Tall" every day.
3. Practice "Sitting Tall" every day.
4. Adopt at least two additional exercises and carry them out daily. Report at next club meeting.

## **MEETING II. CLEANLINESS FOR CHARM**

Cleanliness of body and of clothing are necessary to being a "Well Groomed Girl." Give yourself a "Chance to Shine" by being physically fresh.

### **A Bath Every Day**

A bath is the most refreshing of all tonics, and more beautifying than all cosmetics and perfumes. Use your own washcloth and towel, and don't forget to rinse in cool water, dry the body thoroughly and rub vigorously to stimulate circulation. Don't be a



"one-a-weeker"; be a "once-a-dayer" for your beauty baths. Our bodies sweat mineral salts which, unless washed off regularly, dry on the skin and cause body odor, or "B.O.," as it is often called. Don't be guilty of body odors! Nature has played us a bad trick in that we are more sensitive to odors on other people than those on ourselves, so we must be alert. Take a tub bath or shower, or a thorough sponge bath, every day during hot weather.

In winter excessive bathing with the use of strong soap dries the skin. Use sponge baths and take tub baths on alternate days, using mild soap and carefully drying the body. Olive oil or lanolin is excellent for chapped hands and ankles.

### Perspiration Checks

To perspire is normal, but every care should be taken to avoid having body odor which results when a bath is needed or when underwear is not fresh or when perspiration is not checked under the arms. It is not harmful to check perspiration under the arms, because the sweat will be secreted elsewhere on the body where air can get to it.

"Perspiration Checks" and "Deodorants" as they are called, are available on the market in liquid, cream, and powder forms. One of these should be used under your arms daily to keep you smelling fresh and to protect your dresses and sweaters from becoming discolored and ugly. Ordinary baking soda patted on underneath the arm often proves helpful as a homemade remedy. Older club girls and leaders may wish to make their own perspiration check.

### Recipe for perspiration check

Use ten teaspoonfuls of aluminum chloride to one cup of water. Boil the water to make it clean, then cool it to room temperature completely before stirring in the chloride. Pour into a clean medicine bottle and cork it tight. Label it. Apply by soaking a small wad of cotton and patting on underneath the arm. Allow to dry

before putting on your dress as it may otherwise discolor and destroy the material.

**Shaving underneath the arms** to remove the superfluous hair is also important for older girls. Shave with a safety razor on the dry skin. Wash with mild soap, rinse, and pat dry with a towel. Do not apply perspiration check for twelve hours after shaving.

### **Cleaning Your Teeth**

Have your teeth cleaned and examined by a dentist at least twice a year. Assist the dentist in keeping your teeth in good condition by doing your part. Use your teeth for biting and chewing food, not for cracking nuts or biting threads and fingernails. Brush the teeth and tongue thoroughly before breakfast and before retiring, and after each meal if you can. Unbrushed teeth and decayed teeth and an unrinsed mouth are usually the causes of an unpleasant breath. Apply powder or paste to the dry brush. Brush the grinding surfaces of the teeth first; then the inside surfaces, and then the outside. Don't forget to brush the gums and tongue. Rinse the mouth thoroughly for clean breath.

### **Recipe for tooth powder**

Sift together 2 tablespoons salt and 2 tablespoons soda and put in a small glass ready to pour on to your toothbrush. If you don't like the taste, add a very little oil of peppermint.

### **Recipe for mouth wash**

Fill a sterilized quart jar with boiled water. Add 2 teaspoons salt, 2 teaspoons soda, 10 drops of oil flavor (wintergreen, peppermint, or cloves). A little vegetable coloring may be used to make the solution attractive. Mix well and use regularly after washing teeth or after meals.

### **Face Facts**

Good health is necessary for a clear skin and lovely complexion. Drinking 6 to 8 glasses of water a day and eating simple wholesome foods will help.

### **Check your skin for blemishes**

Skin troubles are often aggravated by lack of proper washing. Slap-dash washing will not give you good skin. So be spick and span and get off with a clean start every day.

**Treat blackheads and whiteheads** carefully to prevent blemishes on the skin. Whiteheads are difficult to remove and should not be irritated. Wash the face carefully with lukewarm water and then rub the skin with a wash cloth. Do not use the finger nails





to remove blackheads. Squeezing and picking at blackheads is dangerous. Daily cleaning of the skin with lukewarm water, a wash cloth and mild soap applied in a scrubbing motion will help to keep the skin free of blackheads. Cleansing cream may help soften the pores, if you massage in circular and upward motions. Always wipe off all the cleansing cream. When very much pressure is needed to remove the blackheads or whiteheads, don't remove them. See your doctor if they persist. Never use hot water on your face for regular washing. Lukewarm water is best, followed by a cold rinse.

Check your diet for fatty foods and too much sugar. Check elimination, sleep, rest and the amount of water you drink daily. Be sure to use your own washcloth and towel and not those of other members of your family.

**Dry Skin** should be massaged with a small amount of cold cream after washing. Leave the cold cream on overnight.

**Oily Skin** needs frequent washing and thorough wiping. Check your diet—you may be eating too much fatty food!

#### **"Make Up" to suit you**

Use as little make-up as possible, to create a healthy appearance. No make-up is needed at school for a fresh, clean, youthful face. Use a little lipstick for dress-up occasions if you need it. Use a clear, bright red lipstick and apply it sparingly. Your skin is young and soft; do not abuse it! If you are fourteen years old or over, you may wish to use the suggestions on make-up in your second unit, "Grooming for Personality."

#### **Neck and Ears**

Give your neck and ears the same daily scrubbing as your face. Use a washcloth and mild soap and give every nook and corner a real cleaning. Don't forget the hair line and behind the ears. Do not use hair pins or sharp objects to remove wax from the ear canal but instead place a damp cloth over your little finger and clean your ears in this method using very little pressure. Rinse, and then wipe thoroughly dry.

#### **Goals**

Every 4-H girl should check her daily habits of cleanliness and adopt practices to make herself more charming.

#### **Homework**

1. Bathe the body daily.
2. Use perspiration check as needed.
3. Clean the teeth twice a day.
4. Check your skin for blemishes and start doing something about them.

Report at your next club meeting

### MEETING III. YOUR CROWNING GLORY

To make herself as lovely as possible is the desire of every normal girl. No one is endowed with hair and features that take care of themselves. They need constant care and study to make the "best better."

#### Healthy Hair

Healthy hair is the result of good habits of living, good circulation of blood, and cleanliness of hair and scalp. You already know what we mean by good habits of living.

#### Good circulation

Daily brushing the hair with a clean, stiff-bristle brush is a good habit to acquire. Massaging the scalp with the finger tips is another habit to acquire. For good circulation, the scalp should be loose at all times.

#### Clean hair and scalp

Hair should be washed about every ten days. Brush the scalp free from dandruff and dust particles before you shampoo. Wet the hair first with lukewarm water, apply soap jelly or shampoo and rub it into the scalp. Rinse in warm water and apply a second soaping. Then rinse and rinse and rinse, until all traces of soap are gone. Use the juice of half a lemon or  $\frac{1}{3}$  cup of vinegar to a cup of warm water for one of the rinses. Always finish with clear water which may be a little cooler than the other rinses.

Wipe the scalp dry and then comb your hair carefully with a clean comb. Always wash your brush and comb before using them on your clean hair.

#### Recipe for homemade soap jelly

Dissolve 3 tablespoons of mild soap chips or shavings in one pint of boiling water. Allow to stand until cold. This may be made thicker by adding more soap if you wish.

#### Arranging Your Hair To Suit You

Study the shape of your face, and then dress your hair in a style to suit your face and improve your appearance. Make it your "Crowning Glory." Pin curls give the softest waves and make your curl look natural. Part the hair in sections and keep the parts straight. Take a small section at a time and make pin curls. Pin securely and dry. Comb out and roll soft curls into shape.



#### Hair styling for a long narrow face

Keep your hair flat on top and full at the sides. Part it in the center or on the side, whichever is most becoming. You may wear

bangs but not pompadours. Don't wear your hair close to your face at the sides, and don't let it be too long. Wear ornaments on the sides; never on the top of your head.

### **Hair styling for a round, full face, or a square face**

You wish to give the appearance of a longer face, so don't wear bangs or a center part. Braiding your hair and arranging it coronet fashion on top gives extra height. Try a pompadour and brush the hair back and away from the face, and wear ornaments on top of your head.

If your face is neither short and full nor long and narrow, you have a wider range of possibilities. Probably you could use either style of hair arrangement.

### **Goals**

Every member should learn how and why good daily and weekly care is essential for pretty hair. Each member should study her features for a becoming hair dress.

### **Homework**

1. Get a good hairbrush and use it every day.
2. Massage the head well at least once a week.
3. Shampoo as needed, according to recommendations.
4. Learn to style the hair to improve the general appearance.

## **MEETING IV. HELPING HANDS**

Beautiful hands have smooth, firm and clean skin as well as attractive and shapely nails. Hands are constantly getting soiled as the dirt grinds into the skin and under the nails. You must take care of your hands wisely to keep them useful and attractive.

### **Protection of Hands**

1. Use lukewarm water and mild soap for cleaning.
2. Use a nail brush for thorough cleaning.
3. Dry the skin thoroughly and push back the cuticle gently every time.
4. Use old gloves when working in the garden.
5. Wear gloves for warmth in the winter.
6. Use hand lotion as needed.

Hot water and strong soap take the natural oil from the skin and leave it dry and rough. Stains from preparing fruits and vegetables can be removed from the hands by rubbing them with lemon juice.

### **Recipe for hand lotion**

2 oz. glycerine  
2 oz. rose water  
2 oz. alcohol

20 drops benzoin  
 $\frac{1}{4}$  oz. gum tragacanth  
1 pt. boiled rain water

Place the gum tragacanth in the pint of rain water. Let it stand over night. Strain the mixture through a fine sieve or cheesecloth, add the other ingredients, mix well, and bottle for use. An excellent method to use for mixing the solution is to place it in a bottle, cork or screw the cover on the bottle, and shake it well.

Cold-weather hand lotion:

$\frac{1}{4}$  oz. lanolin  
 $\frac{3}{4}$  oz. benzoated lard (O1. adeps purified)

### Manicuring

**File the nails** with a flexible steel file or emery board, beginning at the corners and working toward the center of the nail. The shape of the nail and the length is a matter of choice, but medium length is always in good taste. Avoid cutting the nails with scissors as this has a tendency to cause splitting.

**Soften the cuticle** by holding the fingers in warm, soapy water for five minutes. Dry and push back the cuticle gently with an orange stick or with your thumbnail. Avoid using a sharp metal instrument for this purpose and do not tear or cut the cuticle with scissors unless it is to trim off a hangnail. Liquid cuticle removers may be purchased by older girls who can use them according to directions. Cuticle may be softened and hangnails cured if they are rubbed each evening with oil or vaseline.

**Wash hands** and use a fingernail brush to do the job well. Rinse and wipe completely dry, again pushing back the cuticle as you dry them. This is a good habit to form. Push back the cuticle after washing dishes, washing clothes, or other tasks which soften the skin around the nail.

**Buffing** the nails helps keep them smooth and brings out a natural gloss. Use a chamois skin or rough towel with a little talcum powder. Wipe off clean.

**Liquid polish** may be applied for a high luster. Apply one short crosswise stroke to take off excess polish from the brush; then make three lengthwise strokes. Do not get polish into the cuticle. You may cover the entire nail or leave the half-moon showing. Wipe the tip of the nail to remove polish. After doing all nails on the right hand, allow polish to dry ten minutes and then apply polish to the left hand.

### Keep Hands Presentable

Teen-age girls should keep their hands and nails well groomed at all times but need only apply colorful polish when dressing for dates, church, or special functions. If the polish begins coming off on one nail, replace it with a new application or remove the polish from all fingers.

Some girls bite their fingernails.



This is an untidy habit and should be stopped. It takes six months to grow a full-length nail.

Hand lotions may be used to keep the skin soft and supple. Apply after the hands have been exposed to strong soap and water. Also apply before going to bed.

### **Goal**

Every girl should learn how to manicure correctly, and should begin taking regular care of her hands.

### **Homework**

1. File the nails at least once a week.
2. Push back the cuticle daily.
3. Wipe the hands dry after every washing.
4. Keep polish on neatly.
5. Keep the skin smooth.
6. Allow the nails to grow as long as the tips of the fingers.

## **MEETING V. THE FEET: FOUNDATION OF THE BODY**

The feet are to the body what the foundation is to a building. If a stone slips out of place in the foundation of a building, a crack may appear in the topmost ceiling. If the feet become weakened or flattened, the effects may be felt to the top of the head.

### **What Your Feet Are Made Of**

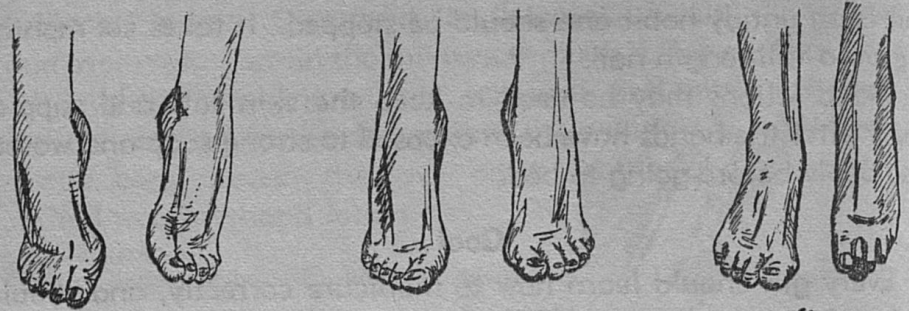
There are 26 bones in the foot, be it long or short, wide or narrow. Twelve are in the arches and 14 in the toes. The bones are held together by ligaments or cords, as well as muscles. You have a long arch running from heel to toe. Then you have an arch across the ball of your foot. Don't you see how complicated your feet are? Well, you had better take care of them so you won't be bothered with corns and callouses and other foot troubles.

### **Care of the Feet**

The feet should be bathed daily with warm, soapy water; rinsed in cool water and dried completely. Be sure to wash between the toes and around the nails. Trim the nails short and straight across. Rub the cuticle back as you do the cuticle of your finger nails. Cool or cold water baths are good for tired feet.

### **Foot Exercises**

1. Right after you bathe your feet is the time to exercise them. Pick up socks or marbles with the toes. Do this 5 times with each foot.
2. Roll the feet outward—count to 10 and repeat 5 times. Roll them inside and count the same.



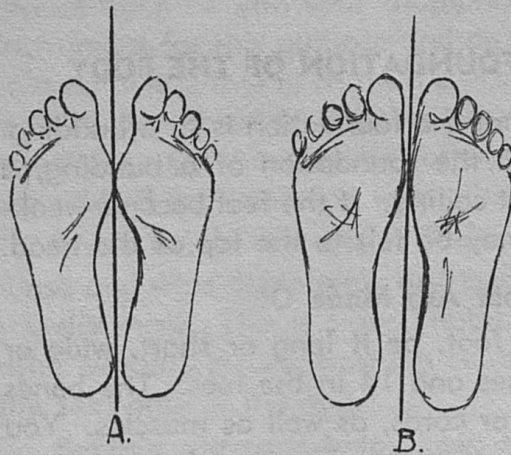
3. Walk on your tiptoes. It gives grace to your figure and improves posture as it makes you "walk tall."

4. Walk to school with the weight of the body on the balls of the feet and toes pointing straight ahead.

### Clean Anklets Daily

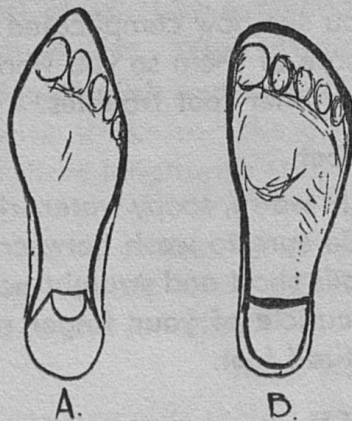
The feet perspire each day and the anklets absorb this perspiration, which, on drying, leaves an unpleasant odor. Therefore anklets or stockings should not be worn a second time without being washed.

Wear stockings of proper size for comfort: not so large as to make ridges and bumps and not so short as to cramp the toes. Ill-fitting stockings can cause foot trouble.



A.

B.



A.

B.

A. Crowded toes

B. Toes straight ahead

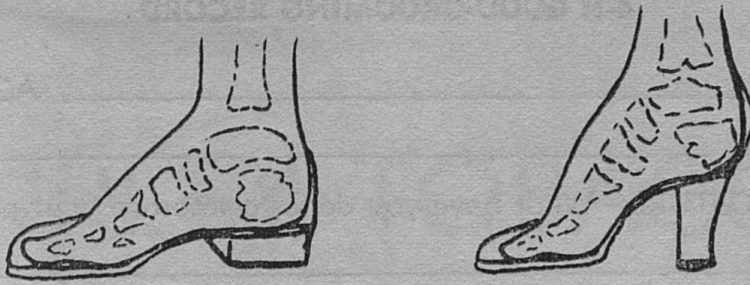
### Your Shoes Are Important

Shoes should be long enough and wide enough for the toes to lie straight and uncramped. Wear low heels for comfort and health.

Keep your shoes well-aired. Changing your shoes after school will rest your feet and allow the school shoes to air.

Brown or black oxfords are suitable for school wear. Keep them well-polished to

protect the leather from rain and mud. White shoes should look white at all times; therefore unless you can keep them clean, don't buy them. Wear low-heeled pumps for dress-up occasions.



### Goals

Each member should learn the structure of her feet and how to care for them in order to have a strong and healthy foundation for her body.

### Homework

1. Check the shoe heels to see whether they are wearing more on one side than on the other. If they are, take corrective exercises.
2. Start each day with clean feet and clean anklets.
3. Keep shoes looking as neat as possible at all times.

## 4-H GOOD-GROOMING RECORD

NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

GOOD POSTURE: What have you done to improve your posture?

\_\_\_\_\_  
\_\_\_\_\_

CLEANLINESS: What have you done to improve your cleanliness habits?

\_\_\_\_\_  
\_\_\_\_\_

HAIR: Do you wash your hair at least every 10 days? \_\_\_\_\_

What improvements have you made in caring for your hair? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HANDS: What are you doing to keep your hands looking nice?

\_\_\_\_\_  
\_\_\_\_\_

FEET: Are you caring for your shoes and anklets? \_\_\_\_\_ Are your feet comfortable? \_\_\_\_\_ If not, what are you doing to correct the faults? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Write a story about your work on a separate page and hand it in to your leader with this record.

Date \_\_\_\_\_ 194\_\_\_\_. Approved: \_\_\_\_\_

*Project leader*

Approved: \_\_\_\_\_

*County Extension Agent*

Lexington, Kentucky

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January, 1948

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