

4-H Fun with Foods

Level I



4-H Food & Nutrition

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4-H Fun with Foods is an update of Food & Nutrition Have Fun with Foods Phase 1
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Lesson 8

Plan a Party!

A decorative banner with a light beige background and a dark brown border. The banner is shaped like a scroll and features three red flowers with yellow centers and green leaves. Below the banner is a wooden rolling pin with red handles, also decorated with green leaves and red flowers.

Hosting a party for parents or guests will give you an opportunity to show others what you have learned. You know how to measure ingredients, read a recipe, follow safety guidelines, and keep a clean kitchen. Now it is time to organize a party and practice the skills you have gained.

Type of Party and Theme

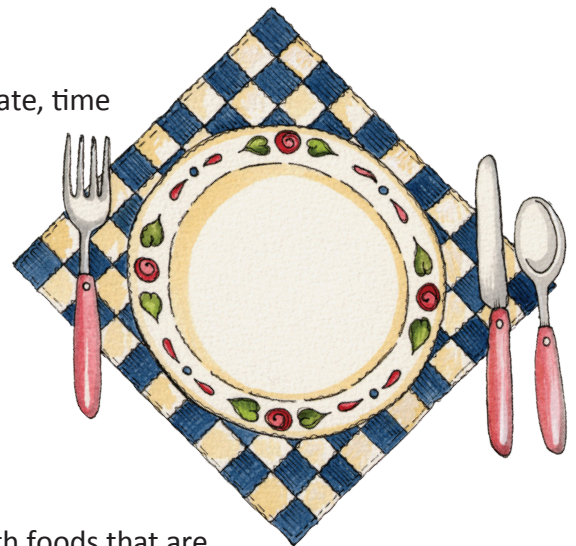
Decide what kind of a party or entertainment you want and select a theme. Determine the reason you are having the party. Your theme could be casual or formal. The theme you select will help you determine the decorations and types of foods that you will serve.

- ✓ Keep your party simple. This is better than trying to do too much and having it poorly done.
- ✓ Choosing foods you have learned to prepare in your project will help you determine your theme.

Guest Invitations

An invitation should provide information as to the type of party, date, time of arrival, where, and what is to be worn.

- ✓ Determine guest list and prepare invitations.
- ✓ The invitation can be given orally or written. However, a printed invitation will be the most effective and allow the guest to refer to important information.
- ✓ The invitations can tell the guest if the party will be a full meal or a snack, if a program will be presented, and how long the party will last.



Menu Planning

A good party does not just happen. It requires careful planning with foods that are tasty, healthy, and attractive. Your menu should be based on a few simple guidelines.

- ✓ Select nutritious foods. Use *MyPyramid* to help choose foods from each food group.
- ✓ Plan for color contrast to provide an interesting and appetizing appearance of the food on the plate.
- ✓ Select a good balance between strong and mild flavored foods.
- ✓ Select a variety of textures - some chewy, some soft, and some crisp.
- ✓ There should be a balance between hot and cold foods.
- ✓ To reduce cost, select seasonal foods.
- ✓ A menu card can be placed at each place setting to let the guests know what is being served. A 3"X 5" recipe card works well.

Work Plan

Balancing work assignments among club members will help make the party a success and enjoyable for you and your guests.

- ✓ After you have determined your menu, assign each club member —or team of two— a dish to prepare. Figure out the time your dish will take for preparation.
- ✓ In addition to dish preparation, make a list of other required jobs and assign them among club members. Other jobs may include: table setting, hostess, entertainment— such as demonstrations and clean up.

Table Setting and Manners

A pleasant table setting makes the meal more enjoyable and appealing. Be sure that flatware, dinnerware, and glassware are clean and spotless.

Setting the Table

Select a tablecloth or place mats to coordinate the dishes and food as well as the type and theme of the meal you are serving. These items need to be simple so they do not compete with the food for attention.

Choose napkins to match with your table covering. Fold the napkin in a square or rectangle, with an open corner at the lower right making it easy to open and pull across the lap. The napkin is normally placed to the left of the fork.

Centerpiece

The centerpiece should enhance the table setting, but not block the view of the guests. A centerpiece can be very simple. A low-growing plant, cut flowers, or a bowl of fruit may be good choices. Centerpieces that appear unsanitary are not appropriate when serving food. The centerpiece is a place to show your creativity and will enhance the meal being served.

Tableware Placement

- ✓ The space required to set the table for each guest is called the cover.
- ✓ Center the plate on the cover one inch in from the edge of the table.
- ✓ Determine what pieces of flatware will be needed to eat the foods on your menu.
- ✓ Lay the dinner knife to the right of the plate with the blade turned in toward the plate to prevent injury or accident.
- ✓ Spoons are placed at the right of the knife with the bowls facing up.
- ✓ Place the forks at the left of the plate with the tines up.
- ✓ The water glass is placed directly above the point of the knife. If a cup and saucer are used for hot chocolate, they are placed to the right of the spoon, with the handle to the right.
- ✓ Cookies may be served on a small plate. Dessert stemware or bowls, used for food such as ice cream, need to be placed on an appropriate sized plate.

Table Manners

Table manners are important. Practice the rules for good table manners every time you eat. Good manners go with you everywhere, so make them a habit. When good table manners become automatic you will feel more relaxed and comfortable, and the conversation and food will be enjoyed much more.

- ✓ Sit up straight at the table. Keep your feet on the floor, not on the rungs of the chair.
- ✓ Never reach in front of someone else to get food.
- ✓ Never talk about unpleasant things at the table.
- ✓ Never criticize the food or someone else's table manners.
- ✓ Never talk or take a drink when your mouth is full of food.
- ✓ Learn to say "please" and "thank you."
- ✓ Wait until all persons are seated and are ready to eat before you start.
- ✓ Elbows should not be placed on the table, but kept close to the side.

Activity 1: Menu Planning

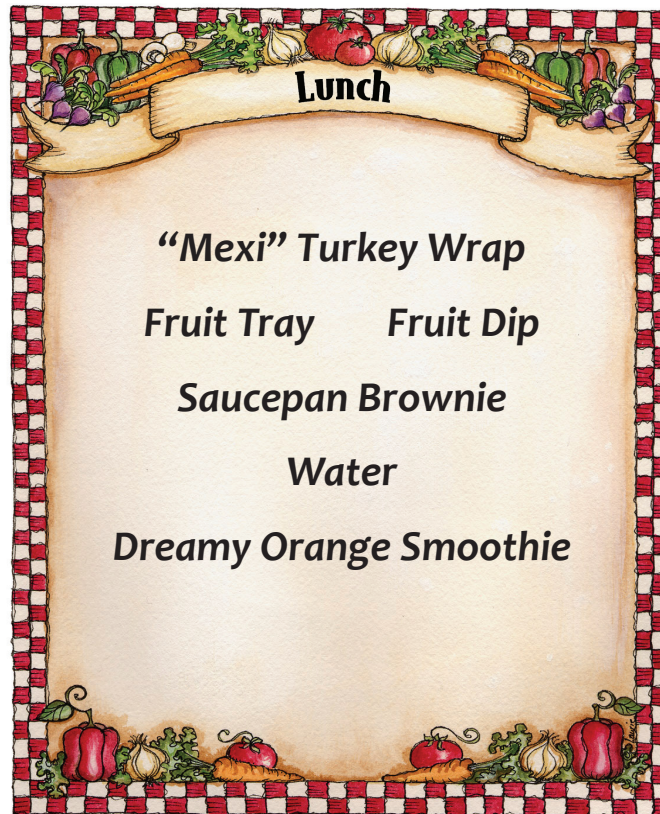
Goal:

Plan a menu for a party and create a menu card for each place setting. Make a shopping list of what you will need to purchase for the party. A shopping list has been provided for your use on page 8-5.

This is a general format to follow when planning a luncheon menu. If you do not have foods in each category then leave it off the menu.



Sample Menu:



Menu for your Meal:



Activity 2: Work Plan

Goal:

Create a work plan and determine the amount of time needed to complete assigned jobs. Plan for some of the 4-H members to give a demonstration to family and friends about something that was learned in the project. Planning an icebreaker for the beginning of the party is also a good idea. An example of a fun game is to pin the name of a famous chef on the back of each person and ask questions to try to find out who they are.

- ✓ Start time for food preparation
- ✓ Start time for decorating and setting table
- ✓ Time guests will arrive
- ✓ Time food will be served
- ✓ Clean-up time



Dish:	Dish:
Name:	Name:
Time Required to Prepare Dish:	Time Required to Prepare Dish:
Preparation Start Time:	Preparation Start Time:
Dish:	Dish:
Name:	Name:
Time Required to Prepare Dish:	Time Required to Prepare Dish:
Preparation Start Time:	Preparation Start Time:
Dish:	Table Setting:
Name:	Name:
Time Required to Prepare Dish:	Time Required:
Preparation Start Time:	Start Time:
Host/Hostess:	Table Decorations:
Name:	Name:
Time Required:	Time Required:
Start Time:	Preparation Start Time:
Clean-Up:	Entertainment:
Name:	Name:
Time Required:	Time Required:
Preparation Start Time:	Preparation Start Time:
Demonstrations:	Demonstrations:
Name(s):	Name(s):
Time Required:	Time Required:
Preparation Start Time:	Preparation Start Time:

Jobs to be done ahead of time:

Who will do them:

Jobs to be done on day of party:

Who will do them:

Other ideas or notes:

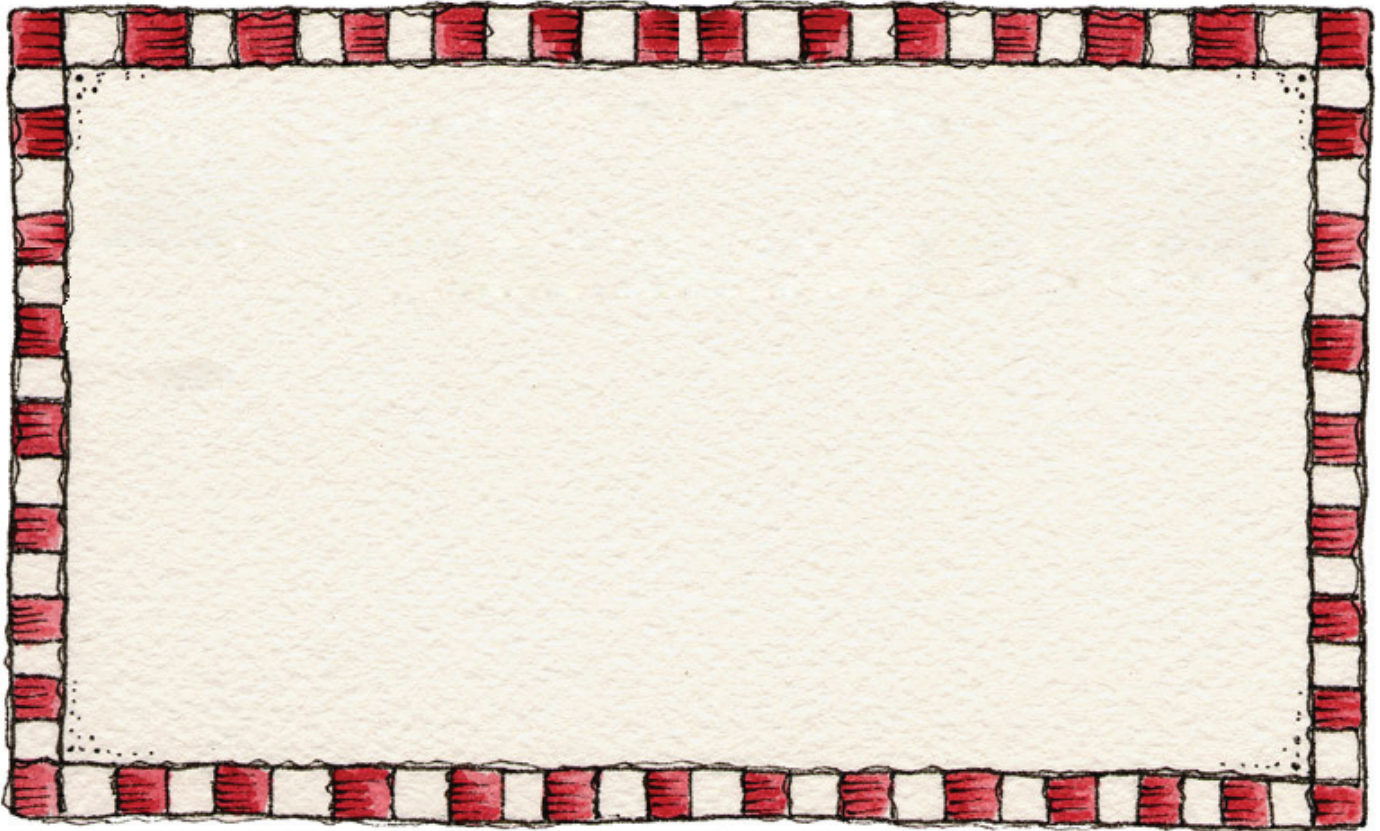


Activity 3: Table Setting

Goal:

Look at the menu and determine the appropriate pieces needed to set the table for the party.

Draw a picture of your place setting on the placemat below.



What have you learned?

- ✓ What new ideas or thoughts came up as you planned?
- ✓ Why do you think it may be important to spend time planning?
- ✓ What do you think your party could be like if you didn't plan?
- ✓ What are other situations where you think planning would be very important?
- ✓ What would you tell someone else who is about to attempt to plan a party?

References and Resources

- ◇ Memmott, M. P., (2001). Table Manners That Matter. [Electronic publication]. FN 505, Utah State University Extension. Available from the Utah State University website: http://extension.usu.edu/files/publications/publication/FN_505.pdf
- ◇ Bunnell, J., Haws, S., Christensen, D., Jones, D., Proctor, D., Hermansen, J., Olsen, R., Weeks, N. and Wong, S. S. (2008). Chef Extraordinaire, [Electronic publication]. <http://utah4h.org/files/uploads/Events%20and%20Registration/State%20Contests/Chef%20Extraordinaire%20Sept2008.pdf>

LESSON 8: FOR THE RECORD

Plan a Party!

MEETING

Date _____

Foods I prepared or helped prepare _____

I demonstrated _____

This lesson taught me the following skills _____

Some of the activities I tried _____

Type of Food Prepared	# Times Prepared	To Whom Served	Hours Spent	# Served	Cost