



COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA

Sonoma County 4-H



OFFICER TRAINING MANUAL

SONG AND RECREATION

DUTIES AND SUGGESTIONS

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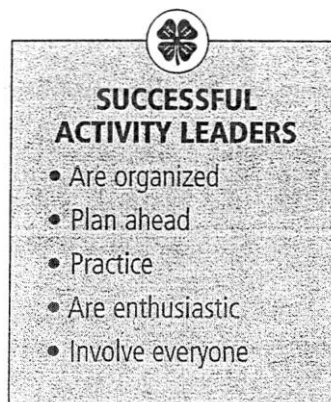
SONG AND RECREATION

RESPONSIBILITIES OF THE ACTIVITY LEADER

Some clubs split the recreation and song duties between leaders. Other clubs combine the duties into one position. Activities, games, and songs help members build club spirit, maintain tradition, make new acquaintances, and have fun. Club size and member age will influence the number and type of activity leaders that may be elected.

General Duties

- Plan recreation and song activities for each club meeting.
- Practice the games and songs planned for presentation.
- Involve everyone in the recreation activities and songs.
- Serve on club committees and organize ceremonies and parties.
- Keep track of the clubs songbooks and recreation supplies.



arrive early something to do.

- Use games and songs to help members get acquainted.

- Give directions in a voice loud enough to be heard by everyone. Explain the game or song to the group and make sure that everyone understands what to do. Involve all the members and visitors.

Smile, be enthusiastic and happy, and keep to a time schedule.

- After the meeting, store songbooks and recreation supplies.

At Club Meetings

- Arrive early to help the other officers greet members and guests as they arrive.
- Begin an activity or game before the meeting to give those who

More Information

- Club Planning section of this manual
- Appendix: Club Meeting Planner

SONG AND RECREATION

SONG SESSION INSTRUMENTS

Songs and singing can lead to an understanding of people. Through the types of songs, and degree of confidence in singing, you can learn to recognize degrees of self-respect, self-confidence, self-understanding, sense of achievement, physical well-being, affection, love, caring, relating, understanding, freedom, individuality, spontaneity, involvement, participation, concern, ambition, stimulation, challenge, peace of mind, security, stability, lack of conflict, comfort, relaxation, social recognition, prestige, positive feedback, novelty, and surprise.

Protection of voice:

1. Stand up straight, shoulders back, bottom in, feet together, arms at side
2. Speak or sign slowly
3. OPEN mouth; exaggerate all vowels and consonants
4. Breath deeply and slowly, both in and out
5. For extra loudness use low, deep throat voice

Head and throat voice:

- The throat voice is the deeper portion of your natural range. You usually speak in your throat voice. It's usually louder, courser and more susceptible to sore throats.
- The head voice is the higher portion of your natural range. It's concentrated in the nasal cavities of the head. It's clearer and has a ringing quality. It can carry just as fast as the throat voice. To experience the head voice, hold nose loosely and hum until you feel a buzzing in your nose. Open mouth widely and sing (keeping buzzing in).

Progressive singing:

In teaching songs to a group, start out with simple songs and get progressively more difficult. An example of this may be as follows:

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1. Repeat songs (no actual learning to be done)
2. Song in which words or tune are already known (eg. tune to familiar nursery rhyme)
3. a simple song in which both words and tune are unfamiliar (simply being a song in which there is much repeating in both words and tune)
4. a motion song (eg. Grand Old Duke of York)
5. a short round (a round is a song in which two or more groups start singing
6. the same song at a different, specified times) (eg. Row, Row, Row Your Boat)
7. a nonsense song or tongue twister (eg. Fire, Fire, Fire)
8. a simple song in a foreign language (eg. Are You Sleeping)
9. a song in which two different parts are sung simultaneously (eg. Rock-e-my-Soul)
10. a song with harmony
11. a four part song (i.e. with soprano, alto, tenor, and bass)

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SONG SESSIONS: SING A SONG OF SIXPENCE

Some basic points to remember while teaching or leading songs: why sing?

- Creates a mood
- Can refresh people
- Can be used to bring people from active to quiet state and visa versa
- Can fill in empty time
- Can be a method of learning about people, their background, their feelings

S – Smile. It makes people feel at ease (laugh at your own mistakes). Show spirit and sincerity when you sing. Songs are an arrangement of sounds. If you can talk, you can sing. Stand or sit up straight when singing. There is a difference between singing and shouting. (Stupendous, soprano, solemn, silly, sonata, solo, serene swing, sour, slow, sweet)

I – Important. It is important to use your imagination and new ideas to make songs ingenious and interesting. Use your intuition on songs that fit the occasion. Be sure to include or involve everyone through instruments, introduce your song and make the initial note the one that counts. (intonation, inhale)

X – X-ray. Take a picture of yourself as an x-ray by a mirror. Practice and keep a list ready of songs to sing.

P – Plan. Plan and prepare for the number and type of people. Practice and preview your program. Remember to have patience and also to pronounce your words well. Your personality and pleasure is reflected in your singing. The time to present your song is now, and remember you should participate too.

E – Effort. If you don't enjoy leading songs, don't do it. But don't mix that up with fear. Put forth an extra effort. Show exuberance and enthusiasm. You don't need to be an expert – you become one through experience.

N – Now. Now is the time for nice songs. Keep in mind the needs of your group. Bring in

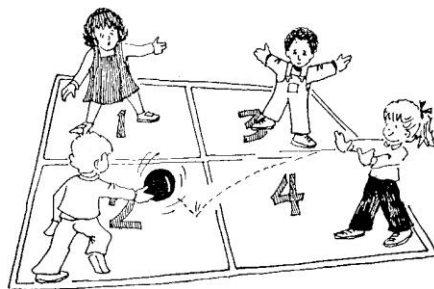
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new songs and still use those old nostalgic ones too. Be natural, be yourself. (notes, noise)

C – Clues. Give as many clues as possible to your songs (title, words, tune, tempo, etc.). Be clear, concise and convincing; convey a feeling or message through your songs. Have the courage to create confidence through experience. Be creative and learn to cooperate. Singing is a give and take affair. (clap)

E – Everyone. Singing and songs are for everyone.

TIPS FOR THE 4-H RECREATION LEADER



4-H Recreation and Rural Arts Program

*Recreation is not just having fun - it is part of growing up.
It is learning to get along with others within the framework of fun.
Singing and/or a short recreation period will contribute
to the success of your 4-H meeting.*

RECREATION... WHAT IS IT? - Have you ever stopped to think about this thing called recreation? Were your thoughts something like this?

Recreation is doing something you want to do – sometimes by yourself, many times with others whose company you may enjoy.

We're going to discuss this matter of recreation in terms of having fun, for that's the attitude we want club members to have about 4-H, isn't it? When project work is fun – when a community improvement project is fun – then a 4-H Club is on the right track!

Your biggest job in planning recreation is to see that the entire group is considered; that what is fun is fun for the *majority*, not just for the few.



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A RECREATION LEADER'S JOB IS TO...

1. Select games suitable for the space and time available. Keep in mind, too, the age and desires of the group.
2. Have some form of recreation planned for each meeting. Before the meeting begins, prepare a list of games, arranging them in the order be played.
3. Use games that all can play. Have at least one new game at each meeting. Be enthusiastic.
4. Have the necessary equipment or materials on hand and ready, but keep the equipment *simple*.
5. If the occasion is a party or special recreation event and there is time for several games, plan the program so that:
 - Active and quiet games are alternated.
 - Games build up to a climax just before refreshments-are served.
 - A circle game is followed with a circle game, a line game with a line game.
 - A game is played until it is almost at its best, and then changed to another. It is better to stop while everyone wishes to go on, than to let even a few be bored by too much of one thing.
 - The program is closed with a good, snappy game that you are sure will make a hit, preferably a musical one. Stop the game at its height, sing "What Aloha Means," and end decisively.
6. Stand where you can face everyone and speak so that you can be heard. A good leader handles a group without raising his voice or scolding. Do not shout, and do not use a whistle too much. The crowd should listen to and respect the leader.
7. Have a record player ready, if records are used, and have someone in charge of it.
8. Build up a loose-leaf or ring-binder book of recreation material and make constant use of it. Good sources of material are:
 - Extension recreation circulars
 - The National Recreation Association, New York City
 - The National 4-H Club News magazine
 - Church and school publications
 - Libraries
 - Community recreation centers
 - Recreation training schools and workshops

To do the job right, a 4-H Club recreation leader must:

- * Plan *
- * Prepare *
- * Practice *
- * Present *



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PLAN –

Do not try to do the job alone. Instead, plan and work through committees. Plan the recreation calendar for your club at the beginning of the year. The committee should plan the general recreation program for the year and the recreation leader, who is chairman of the committee, should meet with the club program committee to work his part into the entire program. Example:

Month: October

Club Meeting: 20 minutes of games to get acquainted

Special Event: Halloween Party

Committees should be set up two months, or two club meetings, ahead of a special event or party held outside of a regular meeting. The recreation leader will be the general chairman and coordinator of the committees for the party. He will *not* be a member of the committees. Each committee has its chairman.

It is important that every club member have the opportunity to be on the committee of his choice. One way to set up the committees might be to pass a sheet of paper around at the club

meeting, with the committees listed, and have the members sign up for the committees they prefer.

Next, a theme is selected for the party. For example, if the club plans a picnic for July, an appropriate theme might be “sand, gravel, ants.” Each committee plans around the theme.

The number and kind of committees will depend on the kind of event. Use imagination and adaptation in planning invitations, games, decorations, and refreshments to fit the theme. (The game “Stagecoach Upset” may be adapted to a different kind of party for each season of the year.)

PREPARE –

Committees should prepare all materials well ahead of time. Divide responsibility among committee members and have each member of the games committee lead some of the games. This adds interest through participation.

PRACTICE –

Practice games and giving instructions for games ahead of time.

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PRESENT –

Keep age groups in mind in planning games. A 4-H party may include members from 10 to 21, parents, and younger children.

Include pre-party interest-getters to get early arrivals started before everyone else has arrived. *Example:* Guessing Gallery, Identify Ads, Tricks with Music. Include mixer games, active, and quiet games. Plan more games than are needed. Don't let a game drag. Change games at the peak of interest. Explain games carefully and demonstrate them fully. Speak plainly and clearly. Get the group's attention before giving them explanations. *Be enthusiastic!*

Suggestions for Recreation at Club Meetings

The recreation leader should plan the amount of time for recreation with the club chairman and club leader, and the time the recreation will start, whether before or after the business meeting and program. If the room is small, games will be planned for small space. A large room allows more active games. One of two short, lively games is enough to turn an ordinary meeting into a memorable one.

Before-the-meeting activities:

- Table games
- Active sports
- Ice breakers
- Singing
- Puzzles

After-the-meeting activities:

- Group games (quiet and active)
- Folk dancing
- Active sports
- Stunts
- Refreshments

Other than at the meeting:

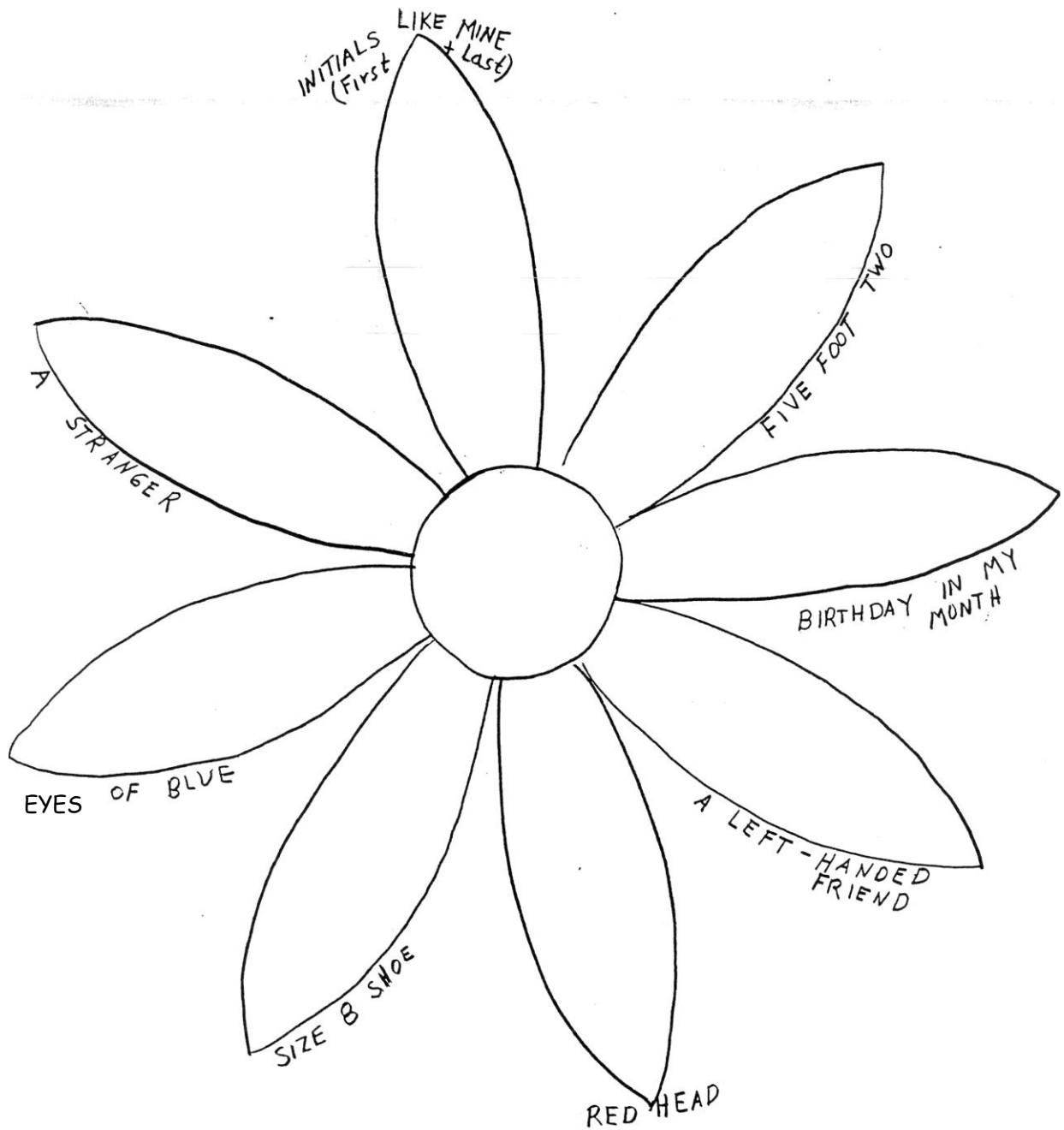
All day affairs for holidays or Saturday: snow trips, picnics, hayrides, scavenger hunts, hiking or pack trips.

Seasonal activities: Christmas, Valentine's Day, St. Patrick's Day, May Day, Fourth of July, Labor Day, or Thanksgiving.

Now, don't think you have to include all these things when you plan your program for the year. It's just as bad to have too much recreation as it is to have no enough. It is important that a balance be maintained, for a 4-H Club is not designed to be a recreational club. However, recreation plays a very important part in contributing to the success of your 4-H Club.

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FIND A FRIEND FOR EVERY SUNFLOWER PETAL



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DO YOU LIKE TEA?

See if you can recognize the very many different kinds of tea.

1. The best policy?
2. The soul of wit?
3. What killed a cat?
4. Which never faileth?
5. Mother of invention?
6. Heat, power and light?
7. The Four Hundred?
8. Forever and ever?
9. A national possession?
10. The spice of life?
11. It is only skin deep?
12. First and always?
13. With great speed?
14. Brotherhood?
15. Where lots of people live?
16. An accompaniment of age?
17. An Iced drink?
18. The tea of the brave?
19. Slow of wit?
20. It is ridiculous?
21. It is savage?
22. It stretches?
23. It worries me?
24. It is generous?
25. It is prompt?
26. It lasts?
27. It is proud?
28. It is frugal?
29. It cannot be seen?
30. A happy tea?
31. An aristocratic tea?
32. A powerful tea?
33. A devout tea?
34. A much-sought tea?
35. A full tea?
36. A thriving tea?
37. A nimble tea?
38. What have we been enjoying?

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DO YOU LIKE TEA? ANSWERS

1. Honesty
2. Brevity
3. Curiosity
4. Charity
5. Necessity
6. Electricity
7. Society
8. Eternity
9. Nationality
10. Variety
11. Beauty
12. Priority-Infinity
13. Velocity
14. Fraternity
15. City
16. Infirmary
17. Frigidity
18. Intrepidity
19. Stupidity
20. Absurdity
21. Ferocity
22. Elasticity
23. Anxiety
24. Liberality
25. Punctuality
26. Durability
27. Haughty
28. Thrifty
29. Invisibility
30. Felicity
31. Nobility
32. Mighty
33. Piety
34. Popularity
35. Capacity
36. Prosperity
37. Agility
38. Sociability or Party

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FUNNY BUNNIES

The idea for the answer is to rhyme.

1. A jitterbug fowl?
2. A sly hen?
3. A fox terrier pup that has just fallen into the lake?
4. A rude, ill-humored high-school girl?
5. A male parent in Joppa?
6. A badly frightened man?
7. A tale of much bloodshed?
8. A rose dipped in vinegar?
9. The color of the sky on a bright June day?
10. A drinking fountain high up in the Catskills?
11. Extraordinary food at a banquet?
12. An alert head of an educational institution?
13. The head of a college in his home town?
14. A fowl that has escaped from its coop?
15. Well-behaved rodents?
16. A hobo in the rain?
17. A drunkard on a warm summer's day?
18. A very small sausage?
19. Checkers, as some people view it?
20. A fresh vegetable?
21. A masculine doll?
22. A girl from Switzerland?
23. Darning cotton of a certain color?
24. Skilful stunt with wood?
25. A group of well-organized clean ships?
26. A bee's abode?
27. A person with too much zeal for Thespian activities?
28. A flower asleep in the field?
29. Timid insect?
30. Small, short foliage?
31. A dejected boy?
32. A well-seasoned smoking device?
33. An odd fortune teller?
34. Two good looking girls?
35. Hot musical instruments?
36. A woman with an unwholesome reputation?
37. A rural teacher of English?
38. A not-so-bright sea bird?
39. A shady post?
40. A professional religious worker who is "a wolf in sheep's clothing"?
41. A conceited young rustic?
42. Just a bit monotonous?
43. A foul in a prize fight?
44. A strange, but pleasing old man of godly character?
45. A queer little rabbit?

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FUNNY BUNNIES ANSWERS

1. Jerky turkey
2. Trickin' chicken
3. Wet pet
4. Surly girlie
5. Joppa papa
6. Pale male
7. Gory story
8. Sour flower
9. Blue hue
10. Mountain fountain
11. Rare fare
12. Keen dean
13. Resident president
14. Loose goose
15. Nice mice
16. Damp tramp
17. Hot sot
18. Teenie weenie
19. Tame game
20. Green bean
21. Boy toy
22. Swiss miss
23. Red thread
24. Stick trick
25. Neat fleet
26. Live hive
27. Dramatic fanatic
28. Lazy daisy
29. Shy fly
30. Brief leaf
31. Sad lad
32. Ripe pipe
33. Queer sere
34. Fair pair
35. Hell's Bells
36. Shady lady
37. Agrarian grammarian
38. Dull gull
39. Checkered record
40. Sinister minister
41. Vain Swain
42. Humdrum
43. Low blow
44. Quaint saint
45. Funny bunny

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SPELLING GAME

A good, fun learning recreational game that not only mixes people but will help younger members in spelling, as well as a change to move about and get some exercise.

Equipment needed:

- 3x5 card with one letter of the alphabet printed on it
- Extra scratch paper for each player if you wish to save the cards for use again at another meeting
- Pencils for the judges
- 2-4 judges (use new members, or parents, or visitors as judges; good way for them to meet everyone in the club)

Instructions:

- Print one letter of the alphabet on each card. Omit the letters J, Q, X, and Z, and add at least one extra set of the vowels, A, E, I, O, and U.
- Have judges stand at various places around the room. One judge for every 10-15 players. Judges have a pen or pencil to write with.
- At the signal to start, players arrange themselves in groups of 4 to form short 4-letter words. If there is a small group of players, have them form 3-letter words. A group of players in the correct letter order approaches one of the judges. They must introduce themselves to the judge, the judges will write their word on the back of their card, or scratch paper, and then the player will find other letters for a new word. You may use the word only once on your card. The judges will not write the word on your card if you do not introduce yourself to them first.
- The players with the most words on their cards are the winners. Allow about 5-10 minutes for the game.

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DO YOU KNOW YOUR CARS?

1. A martyred president?
2. A crossing place?
3. To grind the teeth?
4. To evade adroitly?
5. A well-known river?
6. A Frenchman who explored the Mississippi?
7. Across the country?
8. A kind of cracker?
9. A Spanish explorer who discovered the Mississippi?
10. A famous rock?
11. Identified with Roman mythology?
12. What was the woman asked when she bought a hen?
13. A diminutive fowl?
14. An intoxicated bread-maker?
15. An Ottawa Indian chief?
16. Eliminate a letter and you have a deer?
17. The hip and ease of motion?
18. A Detroit hotel?
19. A tall building in New York City?
20. A soft, gentle wind?
21. Ancient, a letter and an Alabama city?
22. To compress tightly a small stiff piece of paper?

DO YOU KNOW YOUR CARS? ANSWERS

1. Lincoln
2. Ford
3. Nash
4. Dodge
5. Hudson
6. LaSalle
7. Overland
8. Graham
9. De Soto
10. Plymouth
11. Mercury
12. Chevrolet
13. Bantam
14. Studebaker
15. Pontiac
16. Buick
17. Hupmobile
18. Cadillac
19. Chrysler
20. Zephyr
21. Oldsmobile
22. Packard

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MUSICAL MIXER

A musical game to mix your group up, a game that allows everyone in your club to participate even if they say they can't sing.

Equipment needed before the game:

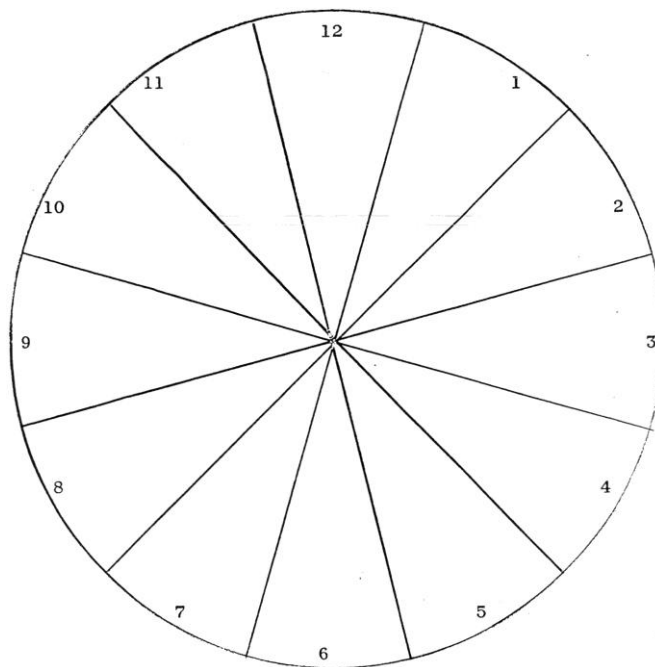
- Slip of paper or 3x5 card with the, song title written on them. Use songs that are familiar to most everyone. Examples: Yankee Doodle, Farmer in the Dell, Happy Birthday, Row, Row, Row Your Boat, Mary Had a Little Lamb. Baa Baa Black Sheep. etc.

Instructions:

1. Hand out song title to everyone playing.
2. Instruct everyone not to sing their song nor let anyone see their song title.
3. Let them know how many people will end up in their group. For example, if there are 10 people playing and 5 song titles, there will be 2 people per group. If there are 40 people playing, and 10 song titles, there will be 4 people per group. It is important for them to know how many in their group at the start.
4. Do not let anyone sing their song. Instruct them to hum the melody only
5. Have everyone gather in a group at the back of the room.
6. At the signal to start everyone starts walking around and humming their melody, while trying to find the other people humming the same song.
7. As soon as you have your group together, go to the front of the room and be seated as a group.
8. The first three groups to be seated are the winners.
9. You may want to instruct the groups to introduce themselves and find out something about the members in their group. Example: Name and what club they are from, name and how many years they have been in 4-H, name and what project they are taking or leading, etc.
10. Have the groups that won stand and relay this information back to the other members.
11. Have the groups remain seated together for the rest of the meeting. Hopefully everyone has fun with music and makes a new 4-H friend.

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TIME TO GET ACQUAINTED



When the clock strikes the designated hour, get the name of someone...

1. Who is a stranger
2. Who is taking the same project as you
3. Who has the same color eyes
4. Who has been in 4-H as long as you
5. Of the opposite sex
6. Who is from the same school you attend
7. Born the same month
8. With the same number of brothers and sisters
9. Having similar color of clothing that you are wearing
10. Whose first initial is the same as yours
11. Who is a 4-H parents
12. Who has the same hobby

Note: One person at each table should be selected as the leader.

Note to leader: Allow for a 1-2 minute 'time'. Indicate time as "7 o'clock date," etc. They do not need to be consecutive. Each person should get 12 different autographs. If this doesn't work, just smile and secure the autograph of another individual.

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FOR THE 4-H SONG LEADER

Music is a must – and some singing should be included in every 4-H meeting. Music has the power to unite people, affecting their moods from the quiet to the lively. It is an activity in which everyone can participate.

A Song Leader's job is to:

1. Keep, distribute, and collect songbooks.
2. Lead singing and teach new songs.
3. Select songs for special occasions.
4. Encourage everyone to sing.
5. Use talented members to make singing more fun.
6. Plan and arrange for special musical numbers.

Helps for the Song Leader:

1. Always start with a song everyone knows and likes.
2. Announce the song clearly and explain all directions.
3. Be sure the pitch or tone for the song is heard.
4. Get your singers all "set" for the start of the song.
5. Start everyone singing with a strong "downbeat."
6. End decisively. A clean-cut ending is as important as the starting of a song.
7. Always have another song ready.
8. Laugh off mistakes.
9. Ask for requests, but don't hesitate to "hear" the song you think will go best.
10. Choose a variety of songs.
11. Choose an appropriate closing song.
12. Don't use more than your share of the program (but every meeting should include three or four songs).
13. If there is an accompanist, place the piano so the accompanist can see the leader.
14. Practice the songs with the accompanist before the program.
15. Be enthusiastic and *smile*.

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SOME WAYS TO MAKE SINGING FUN

1. Clap the rhythms, or use a simple instrument such as a drum.
2. Hum or whistle tunes – or combine the two.
3. Combine two familiar tunes such as *Daisy* and *The Sidewalks of New York*; *Long, Long Train* and *Keep the Home Fires Burning*; *Spanish Cavalier* and *Solomon Levi*.
4. Use rounds.
5. Before singing, tell the story back of the song, insofar as you can.
6. Use fun and stunt songs.
7. Try dressing a chorus in costume, no matter how simple.
8. Try some of the many musical games.

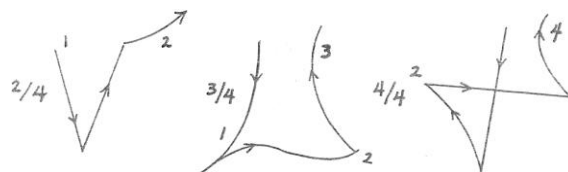
STEPS IN LEADING A SONG

1. Invite the group to sing by stretching out your arms in a curved fashion as if to say “Come on, let’s sing!” The spirit of your invention to sing determines the enjoyment your audience will have in singing.
2. Give the pitch clearly so that all can start together. If you make a mistake in pitch, don’t be afraid to stop and start over. Far better to do that than to make everyone suffer through a song pitched too high or too low.
3. Essential movements – learn them well and then allow your own style to evolve, paying more attention to phrasing, thought, enjoyment and expression.
 - a. Invitation to sing – arms extended
 - b. Chance to take a breath – hands brought toward center.



d. Singing begins as hands drop on the downbeat.

e. Time:



f. Cutoff – a quick flick of the wrist towards the center.

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4. Use the right hand to maintain tempo, the left to provide emphasis. Bring in parts and develop expression.
5. Keep the elbows free and away from the body. Hands are best kept flexible – keep them loose at the wrist.
6. A fist is good for emphasis at times, but don't use it constantly as it is a rather frightening gesture. An open, flexible hand can get more variety in expression.
7. Don't be afraid to get your body in motion. Keep it free and easy. Avoid contortions that wear out you and the group.
8. Move the hands and arms in curves rather than beating with angular motions.
9. Avoid motions that appear busy. For example, 6/8 time is often best beaten as 2/4 to preserve the flowing or marching quality. Change back to 6/8 on retards (times when the music slows down).
10. Keep the hands at an easy, comfortable height – not above the shoulders or in front of the face. The face is the “window of the soul” and does the most of all to create enthusiasm for singing.

PRACTICE MAKES PERFECT

Practice leading songs in front of a mirror at home. Use a radio or computer to provide music. You'll be surprised how soon your motions will smooth out and feel natural.

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TEACHING A NEW SONG

1. Know the song you are to teach; create the desire to learn words and tunes.
2. Divide it into sections, but avoid breaking it into too many pieces.
3. Sing the song through for the group or have it played on the piano or computer. Read the song over to discover the picture it paints or the story it tells.
4. Speak the words, letting the group repeat after you. Then sing it in phrases again having the group repeat after you. Occasionally divide the group. Have half sing while the other half listens, then exchange.
5. With some songs, teach the chorus or catchy parts first. With others, start with the more difficult parts.
6. Explain the meanings of unfamiliar words or references.
7. Use illustrations when possible - slides, movies, photographs, flash cards, song charts, drawings or mental pictures.
8. Teach the song to a few ahead of time and disperse them in the audience to help the group along. In fact, certain members might be designated as a singing team to help regularly in the presentation of new songs.
9. Try to teach songs without a book or song sheet. The group will learn the songs more quickly without a book to depend upon. (You can help the group with the progression of notes by raising and lowering your hand to show their position on the scale.)
10. A piano is helpful in teaching a group the correct melody of a song, but it isn't essential - and don't learn to depend on it. You can't take a piano on a hayride or a hike.
11. Sing the song from the first in the correct tempo and with the right spirit. Teach the holds and retards. First impressions are lasting.
12. Try to sense the spirit or mood of the group and choose songs accordingly.
13. Avoid starting beneath them with the slapstick variety of song. Many good folk songs have a fun or humorous quality which is appealing. You don't have to use poor songs or parodies.
14. Discover the fun of part singing - begin with rounds.
15. Above all else, create in the group - and in yourself - a feeling of tolerance for the various versions of a folk song, or game or dance. It wouldn't be a folk song if it hadn't developed differently in different places.