

Etiquette Badge



Otters: Do 4 requirements including the two starred.

1.* Learn basic manners when interacting with others:

- A. Wait your turn and do not interrupt other people when they are speaking.
- B. No name calling. Even if it's in "fun", name calling hurts.
- C. Always greet someone when they come over to your house.
- D. Say, "Please" and "Thank you" often. It shows respect and appreciation. In addition, if you are thanked, then say "You're welcome".
- E. Clean up after yourself. Whether at home or at a friend's house, always pick up after yourself.
- F. Be a good sport. After playing a game (sports, cards, board game), whether you win or lose, be nice. If you win, do not gloat or show off, but be kind. If you lose, don't sulk or get mad, but be a good sport and tell the other child(ren) "good game" or speak well of them.
- G. Take compliments with the intent they were given. If someone praises you, be gracious and say, "thank you", and avoid putting yourself down or pointing out flaws.
- H. Open doors for others. When going into buildings, allow elders to go first and open the door for them. When preceding others into a building, don't let the door slam in the face of those behind, but hold the door until the person behind can grab it. If someone holds the door for you, then remember to say "thank you".
- I. Respect differences. When people do things differently from your family because of a difference in their culture, race, or religion, show them respect. Sometimes it can be very interesting to see how different families do different things. Families have their own traditions or rituals and it is important and has meaning for that family even if it does not to you.

2.* Learn proper table manners:

- A. Wash hands before eating.
- B. Sit up straight at the table with your feet in front of you.
- C. Place your napkin in your lap. Use it only to dab your face. Do not use it to blow your nose. Excuse yourself and go to the bathroom if you need to do this.
- D. Eat with a fork unless the food is meant to be eaten with fingers. Hold your fork, knife and spoon correctly. Never hold them in a fist.
- E. Do not chew with your mouth open, or take such a big bite that you have difficulty chewing. Eat slowly and do not gobble your food.
- F. Do not speak with your mouth full.
- G. Always say please and thank you. If you do not wish to eat something, simply say, no thank you.
- H. Never season your food before tasting it. This implies that the cook cannot season food properly.
- I. Do not pick anything out of your teeth, it's gross. If it bothers you that bad, excuse yourself and go to the restroom to pick.
- J. When eating rolls, break off a piece of bread before buttering. Eating a whole piece of bread looks tacky.
- K. Don't reach over someone's plate for something, ask for the item to be passed to you.
- L. Don't make any rude comments about any food being served. It will hurt someone's feelings.
- M. If the meal is not buffet style, then wait until everyone is served before eating. It shows consideration.

3. Coughing and Sneezing:

- A. Turn away from people when about to cough or sneeze.
- B. Always cover your mouth when coughing or sneezing with a disposable tissue. If a tissue is not readily available, then cough into your elbow, not your hand.
- C. Throw the tissue away immediately.

D. Wash hands with soap and water or clean hands with alcohol based sanitizers such as wipes or gels.

4. Have a “fancy dinner” with your family to show off the table manners you learned in #2.

5. Learn to Sit Elegantly:

- A. Walk toward the chair or couch and stand directly in front of it.
- B. Without looking backwards or down, back up slightly towards the chair, feel the chair gently with your leg.
- C. Then, while keeping your back straight, gently sit down onto the front of the chair.
- D. Slide back onto the seat a little more, but keep feet on the floor.
- E. Keep your knees together and either tuck one foot behind the other or keep your ankles together. Feet can be slightly to the side.
- F. To stand up, uncross your ankles, place your feet flat in front of you. Slide forward until you are at the edge of the chair. Keeping your back straight, stand up.

6. Learn proper party/event etiquette.

- A. Issue invitations at least 2 weeks in advance through the mail.
- B. If you receive an invitation, RSVP as quickly as possible to help your host in her planning.
- C. Greet your guests politely when they arrive and make sure to introduce people who may not know anyone.
- D. Offer hospitality equally and generously to all guests.
- E. Wear clothing suited to the occasion.
- F. Contribute to conversations without dominating them and refrain from insults or prying curiosity.
- G. Eat neatly and quietly
- H. Accept gifts or favors with humility and gratitude.
- I. Acknowledge gifts or favors with prompt thank you notes.
- J. Avoid disturbing others with unnecessary noise.

Dolphins: Do 5 requirements including the two starred.

1.* Do Otter requirements #1 & #2.

2.* Learn proper party/event etiquette.

- A. Issue invitations at least 2 weeks in advance through the mail.
- B. If you receive an invitation, RSVP as quickly as possible to help your host in her planning.
- C. Greet your guests politely when they arrive and make sure to introduce people who may not know anyone.
- D. Offer hospitality equally and generously to all guests.
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- F. Contribute to conversations without dominating them and refrain from insults or prying curiosity.
- G. Eat neatly and quietly
- H. Accept gifts or favors with humility and gratitude.
- I. Acknowledge gifts or favors with prompt thank you notes.
- J. Avoid disturbing others with unnecessary noise.

3. Learn proper phone etiquette:

A. The correct way to answer a telephone is "Hello." "Yes" is abrupt and a bit harsh, but "This is the Doe's house" is a bit vague and "Mrs. Doe speaking" is. . . well, let's just put it this way, "Hello" is the most proper way to answer the telephone. When the telephone in the home is answered by someone other than the head of the house and someone says, "May I speak to Mrs. Brown, please?" he or she should say, "Just a moment, please." If Mrs. Brown is unable to come to the phone, the correct reply is "Mrs. Brown can't come to the phone now. May I have your name, and she will call you back as soon as possible?" If you must put the telephone down during the conversation, do it gently, and when you hang up, do it

gently. DO NOT SLAM THE RECEIVER DOWN. The person at the other end may still have the phone close to his ear, and then a sudden sharp bang can be hurtful as well as rude.

B. Courtesy is as important in speaking over the phone as in talking to people face to face. Phone calls generally should not be made before 7:00am in the morning or after 9:00pm at night. Try to avoid mealtimes.

C. After someone answers the phone, the caller should give his or her name before asking for the person desired.

D. When you talk on the telephone, remember your voice quality and express yourself clearly and concisely. The person at the other end of the phone cannot see your facial expressions or gestures and the impression he receives depends on what she hears. The telephone carries your voice at its natural volume and pitch. Try not to shout but speak clearly and distinctly.

E. Make sure of the correct number so as not to risk disturbing strangers.

F. Make sure that your conversations with busy people are as brief as possible.

G. Time your calls so as not to interfere with the work schedule of those you call.

H. Make business calls well before the close of the office hours.

I. After dialing a wrong number simply say, "Sorry, wrong number."

J. When the number you are calling is not answered quickly, wait long enough for someone to put aside what he or she is doing. It is very annoying to have been disturbed just to pick up the telephone and find the caller has hung up.

4. Learn Audience Etiquette:

A. Go easy with perfume and cologne as many people are allergic.

B. Unwrap all candies and cough drops before the curtain goes up or the concert begins.

C. Make sure cell phones and watch alarms are OFF. And don't wear jewelry such as bangle bracelets that make noise.

D. The overture is part of the performance. Please cease talking at this point.

E. Note to lovebirds: When you lean your heads together, you block the view of the person behind you. Leaning forward also blocks the view.

F. Do not talk, or hum, or sing along, or beat time with a body part.

G. Force yourself to wait for a pause or intermission before rifling through a purse, backpack, or shopping bag.

H. While the parking lot gets busy and public transportation is tricky, leaving while the show is in progress is discourteous.

5. Have a "fancy" dinner with your family to practice proper table manners.

6. Look up the Federal Flag code and learn proper etiquette when handling or displaying the American Flag.

7. Host or attend a party to practice your party etiquette.

Butterflies: Do 6 requirements including the two starred.

1.* Do Dolphin requirements # 1 & #2.

2.* Learn to perform a polite introductions. Introducing people is one of the most common acts in life, yet few people know how to do it. Introduce a younger person to an older person; introduce a non-official person to an official person; and in business introduce the junior to the senior. Be sure to explain who people are and use their full names. Also do not assume that everyone wants to be called by his or her first name—wait until you are told to use a first name.

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then a sudden sharp bang can be hurtful as well as rude.

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4. Learn the etiquette of slang: There is a time and a place for the use of slang, but in most cases its use is not only inappropriate, but questions your credibility. You want people to view you as intelligent and if you are too lazy to use language properly, why would others assume you are capable of it? Use of slang gives the appearance of informality and suggests a degree of personal familiarity that is inappropriate with elders or in a formal situation. It is quite rude to use slang in front of others who may not be familiar with the terms. It is much like speaking another language and expecting someone to be able to understand you. Only use slang in the company of close friends who understand what the terms mean.

Make a list of all the slang words you use everyday. Next to each word, write a better word that you could use instead (it must be found in a dictionary!) If possible, come up with several synonyms for each word. For fun, when you are finished, show your list to your parents and see how many of the slang words they knew the meaning of.

5. Learn About Netiquette: Etiquette on the Internet:

A. Do unto others, as you'd have others do unto you. Be polite and courteous at all times. Remember that you're not communicating with a computer screen, but with a human being who has thoughts and feelings just like you. So, always think of the *person* on the receiving end of your messages.

B. Do not TYPE ALL IN CAPITAL LETTERS for emphasis. IT LOOKS LIKE YOU ARE SHOUTING. If you need to emphasize a word, use asterisks, like *this* or lines, like _this_.

C. Remember that the written word is hard to interpret. When you speak to someone, that person can hear the tone of your voice. If they can see you, they can take visual clues from your face and body to better understand your meaning. All of this is lost in text, and sometimes responses can come across as mean or rude, even when you did not intend them this way. This is the reason some people use emoticons (visual clues) in their e-mails, it saves a lot of confusion.

D. Be careful not to use rude or bad language online. Many providers will terminate your account.

E. Don't break any laws. When you're on the net, follow the same rules of behavior that you would in real life. Remember, if it is against the law in the real world, it is against the law in cyberspace.

F. Be universal. Other users have different Web browsers, different online services, different e-mail programs etc. So don't, for example, send out e-mail with text formatting -- boldface, italics, indentations, etc. -- because many other programs will not be able to read the formatting and the recipients will receive your e-mail filled with muddled codes.

G. Be brief whenever possible. No one wants to read through a lot of unnecessary information. If you are replying to an e-mail, try editing out unimportant information and anything that is repeated.

H. Don't flame. Do not send rude or offensive e-mails or postings. It's bad manners and can get seriously out of hand (flame wars). So don't flame others and if you are flamed, do not respond: you will never win. If you are flamed in a forum or chat room, or if you receive hateful e-mail, let your parents or teachers know.

I. Always identify yourself. If your parents require you to use an online name instead of your real one, that's fine - use your online name consistently. Never send e-mail without including your name at the bottom of the e-mail. Similarly, don't post forum messages without identifying yourself, this is seen as rude.

J. Make a good impression. Remember that the written word is the only way you can represent yourself online, so spelling and grammar count. If you are going to be writing a large amount of text for other people to see, make sure you break it up using paragraphs, it will make it easier on the eye for those that will read it.

K. Be patient with newcomers. Once you have become an Internet expert, it is easy to forget that you started out as a newbie too. Learning the rules of cyberspace is much like learning a new language; it takes practice, and includes making

mistakes. So if you come across someone else's mistakes on the net, don't put them down, just politely point them in the right direction for guidance (send them a copy of these rules to get them started on their way!).

L. Things to remember about your e-mail account:

- * Check e-mail regularly... so you can respond quickly
- * Delete messages after you read them... frees up storage space for more productive use
- * Don't send confidential information in your mail... others may be able to read/access it
- * Don't be hasty when you send... if you write a message when you're upset, wait before you send it
- * Respect the privacy of others... don't share someone's email address without their permission
- * Always fill in the subject box so people can see what the mail concerns
- * Don't send chain letters... they're as annoying on the internet as they are in real life

M. Things to remember when participating in a discussion group:

- * Before asking or responding in a newsgroup, take the time to feel the group out
- * Stick to the topic of the discussion group
- * When quoting someone, use only the portion of the quote that is absolutely necessary
- * Avoid "flame wars"
- * Don't send personal messages to an entire newsgroup, use e-mail

Revised from "A Guide to Etiquette on the Net", contributed by Maria Georgiou.

6. Learn proper tea etiquette.

A. The correct placement of the teapot on the table is to have the spout of the teapot and the tea kettle facing the hostess or pourer.

B. Tea was very expensive during the early years of its popularity. As such, the actual tea wares were small in size. There was no room for a teaspoon to rest on the saucer. A guest rested their teaspoon on top of their teacup as an indication they had had sufficient tea. This was a signal to the hostess to stop pouring tea. Today, to indicate the same signal, due to the larger size of the teacup and saucer, the proper placement of the spoon would be across the top of your saucer, not the cup.

C. When drinking tea does one lift the teacup and saucer or just the teacup? If one is seated at a table, the proper manner to drink tea is to raise the teacup only, placing it back into the saucer in between sips. If you are at a buffet tea, hold the tea saucer in your lap with your left hand and hold the tea cup in your right hand. When not in use, place the tea cup back in the tea saucer and hold in your lap. In either event, never wave or hold your tea cup in the air.

D. Pinkies Up! Originally, all porcelain teacups were made in China, starting around 620 A.D. These small cups had no handles. In order for one not to spill the hot liquid onto oneself, the proper way to hold the vessel was to place ones thumb at the six o'clock position and ones index and middle fingers at the twelve o'clock position, while gently raising ones pinkie up for balance. In Europe, when the Meissen Porcelain Company, in 1710, introduced the handle to the teacup, the tradition continued. By placing ones fingers to the front and back of the handle with ones pinkie up again allows balance. It is not an affectation, but a graceful way to avoid spills. Never loop your fingers through the handle, nor grasp the vessel bowl with the palm of your hand.

E. Napkins-Placement and Protocol: A truly formal table has only one correct placement for a napkin, to the left side of the place setting. The napkin should be folded with the closed edge to the left and the open edge to the right. There are no exceptions. This rule applies for rectangular, triangular and square shape folds. Note, that less formal affairs may allow a fancy folded napkin to be placed in the center of the place setting.

Contrary to recent "experts" advice, there is never a proper moment for one to place ones napkin on a chair. The proper protocol when excusing oneself from the table, whether during or after a dining experience, is to gently place ones napkin to the left side of your place setting. This rule is not negotiable for the simple reason if ones napkin were soiled it could damage the seat covering, damage that may be either costly to repair or irreplaceable. While the risk for soiling a cloth also exists, the cloth can be laundered with relative ease.

Upon completion of a dining experience, a napkin folded with a crease and placed to the left side of your place setting indicates to your host or hostess that you wish to be invited back.

F. How to eat a scone: Again, contrary to recent "experts" advice, it is not only improper to slice a scone, in its entirety, horizontally to be slathered in jam and cream, it is very common behavior. Although some establishments will serve a sliced scone pre-prepared with jam and cream, this is merely a gimmick introduced to save time. It may now be "acceptable" but it will never be correct. A hostess should instruct and insist that the scones, for large functions or buffets, be made smaller into bite size/"standing room" size.

The correct manner in which one eats a scone is the same manner in which one eats a dinner roll. Simply break off a

bite size only piece, place it on your plate and then apply, with your bread and butter knife, the jam and cream. A fork is not used to eat a scone. Please, no dipping!

G. Afternoon Tea food placement for a three tier curate stand:

Top Tier= Scones

Middle tier = Savories and Tea sandwiches

Bottom tier=sweets

The protocol of placing the scones on the top tier is due to the fact that during the 1800s when the genre of Afternoon Tea first became popular, and modern kitchen conveniences did not exist, a warming dome was placed over the scones. The dome would only fit on the top tier. The savories and tea sandwiches, followed by the sweets, were placed on the middle and bottom tiers respectively. At the progression of each course, service would be provided to remove each tier.

H. Stirring Tea and Spoon Placement: Do not stir your tea, with your tea spoon, in sweeping circular motions. Place your tea spoon at the six o'clock position and softly fold the liquid towards the twelve o'clock position two or three times. Never leave your tea spoon in your tea cup. When not in use, place your tea spoon on the right side of the tea saucer. Never wave or hold your tea cup in the air. When not in use, place the tea cup back in the tea saucer. If you are at a buffet tea hold the tea saucer in your lap with your left hand and hold the tea cup in your right hand. When not in use, place the tea cup back in the tea saucer and hold in your lap.

I. Drinking Tea: Do not use your tea to wash down food. Sip, don't slurp, your tea and swallow before eating. Milk...before or after? Originally all tea cups in Europe were made from soft paste porcelain. The milk was added first to temper the cups from cracking. Once hard paste porcelain was discovered in Europe, by Bottger, in 1710, for the Meissen Porcelain factory, it was no longer necessary to temper the cups. Hence, it makes more sense to add milk after the tea has brewed. As we are all aware, the correct brewing of tea cannot be judged by its color, therefore milk after is a wiser choice, but either choice is correct. Note, China did have hard paste porcelain before Europe, however, they did not use milk in their tea, as the blends were white, oolong & green. The reason the West calls porcelain china is because China was the country of origin for hard paste porcelain.

J. Place settings: When in doubt, use the utensils from the outside towards the inside of the place setting.

A petit knife and fork may be used together for use on an open face sandwich, preferably not on a closed sandwich. If savories are properly made, nothing will be dripping or gooey. However, with the fun of non traditional foods now served on Afternoon Tea menus, this is not always the case. A petit knife and fork is proper for use with ones pastries.

Never place used utensils on a cloth or table. When not in use rest the utensil on the right side of the corresponding plate.

Sugar Tongs (3 1/4" to 6 1/2 " . The longer versions are called sugar cutters or sugar nips): The word tong derives from the European-Indonesian word denk which means "to bite".

Sugar tongs were first introduced, in Europe, in 1780 to be used with compressed sugar. The compressed sugar was sold in cone shapes resembling the hat of a witch. They were called a hat. This is where the expression "I'll eat my hat" comes from. Sugar tongs=always. It is not about "old" -to use tongs verses "young-to use ones fingers." It is about sanitary conditions and respect for those you are serving. It is unhygienic to touch another's food...full stop, plain and simple. What if one had rubbed their nose, run their fingers through their hair, used the facilities and not washed their hands or has a skin condition, need I say more? I wouldn't want this person to be touching my food. Certainly in a public food establishment it would, in fact, be against the law.

When not in use, sugar tongs are placed either beside the sugar bowl or draped over the handle of the sugar bowl.

K. Proper Service of Lemon Slice vs. Lemon Wedge: A lemon slice can float in the tea cup. Traditionally, the lemon slice would also contain a clove in the center of the lemon slice. The floating lemon slice continues to enhance the flavor of the tea. If one is serving a wedge of lemon, traditionally the wedge is covered in gauze or tied in a cheesecloth. This is to avoid the seeds and juice from squirting when squeezed. If one does not have a lemon press or squeezer, it is proper to use your fingers to gently squeeze the juice of the wedge into your tea cup and then place the used wedge on either the side of you tea saucer or any service plate provided on the table.

The majority of the tea etiquette items were taken from: Ellen Easton C. 2002 All Rights Reserved (212) 722-7981

7. Learn Audience Etiquette:

A. Go easy with perfume and cologne as many people are allergic.

B. Unwrap all candies and cough drops before the curtain goes up or the concert begins.

C. Make sure beepers, cell phones and watch alarms are OFF. And don't wear jewelry such as bangle bracelets that make noise.

D. The overture is part of the performance. Please cease talking at this point.

E. Note to lovebirds: When you lean your heads together, you block the view of

- the person behind you. Leaning forward also blocks the view.
- F. Do not talk, or hum, or sing along, or beat time with a body part.
- G. Force yourself to wait for a pause or intermission before rifling through a purse, backpack, or shopping bag.
- H. While the parking lot gets busy and public transportation is tricky, leaving while the show is in progress is discourteous.

8. Hold a tea party for the younger girls in your troop and use it to teach them some etiquette tips

Eagles: Do 7 requirements including the two starred.

1. Do Butterfly requirements #1 & #2

2.* Learn Ladylike Behavior:

- 1) Never lower yourself in public or private by getting into a confrontational situation. It's better to handle everything in a ladylike manner.
- 2) Watch and take care of your reputation; it is something you can't get back too easily in life.
- 3) Learn how to dress for any occasion and maintain proper hygiene. If you do not care about your appearance, why should anyone else?
- 4) Always respect your elders and people in a position of authority, such as teachers or law enforcement.
- 5.) A lady never: sits with her legs open; belches, lets out gas, or picks her teeth in public; chews with her mouth open; talks with food in her mouth; dresses in a manner that is revealing; behaves rudely, or in an overbearing & loud manner; swears; talks about bathroom issues; puts her elbows on the table while eating; brushes her hair at the dinner table; smokes or chews.
- 6.) A proper lady always: says please and thank you; sits up straight; covers her mouth when coughing or sneezing; blows her nose in private; eats slowly; holds her fork correctly; lets a man open the door; asks to be excused from the dinner table.
- 7.) Chewing Gum: no snapping or blowing bubbles in public, don't chew with your mouth open, place it in a proper trash receptacle.

3. Learn Business Etiquette: People may feel that if you can't be trusted not to embarrass yourself in business and social situations, you may lack the self-control necessary to be good at what you do. Etiquette is about presenting yourself with the kind of polish that shows you can be taken seriously. Etiquette is also about being comfortable around people (and making them comfortable around you!)

Superiors: The only thing you owe your boss above and beyond what you owe peers and subordinates, such as politeness and consideration, is more information. Unobtrusively be sure he or she knows what you're doing, is alerted as early as possible to issues that may arise, and is aware of outcomes and milestones. Never surprise your boss. It goes without saying that you should speak well of him or her within and outside the company, and give him or her the benefit of the doubt. (Which you would do for anyone, of course!)

The Phone: Always return calls. Even if you don't yet have an answer to the caller's question, call and explain what you're doing to get the requested information, or direct them to the appropriate place to get it. When you initiate a call and get a receptionist or secretary, identify yourself and tell them the basic nature of your call. That way, you'll be sure you're getting the right person or department and the person you're trying to reach will be able to pull up the appropriate information and help you more efficiently. When you're on the receiving end of a phone call, identify yourself and your department. Answer the phone with some enthusiasm or at least warmth, even if you ARE being interrupted, the person on the other end doesn't know that! Personalize the conversation. Many people act in electronic media (including phone, phone mail, and e-mail) the way they act in their cars. They feel since they're not face-to-face with a person, it is perfectly acceptable to be abrupt, crass, or rude. We need to ensure that we make best use of the advantages of these media without

falling headfirst into the disadvantages.

Interruptions: Always apologize if you must interrupt a conversation, meeting, or someone's concentration on a task. Quickly state the nature of what you need, and show consideration for the fact that you are interrupting valuable work or progress.

Appreciation/Credit : Always pass along credit and compliments to EVERYONE who made a contribution to the effort. Speak well of your coworkers and always point out their accomplishments to any interested party. Appearing to have taken the credit in a superiors' or customers' eyes is the surest way to sabotage a relationship with a coworker.

Dress/Appearance : It can be insulting to your coworkers or clients to show a lack of concern about your appearance. Being wrinkled, unshaven, smelly or unkempt communicates (intentionally or not) that you don't care enough about the situation, the people or the company to present yourself respectably. If in doubt, always err on the side of conservative. If you think jeans may be OK for a social event but aren't sure, opt for a nice pair of slacks or a skirt and blouse. Always err on the side of conservative and dressy. Always practice impeccable grooming (even in a jeans environment!)

4. Learn Etiquette for taking your dog out:

A. Clean up after you dog wherever you go. You do not let doggie poo pile up at home, don't do on hiking trails, in a park, etc. Always have baggies handy to clean up your mess.

B. Never let your dog relieve himself on someone else's property.

C. Do not let your dog bark at or chase cars, bicyclists, hikers, etc.

D. Keep your dog in sight and under voice control at all times. Obey all leash laws.

E. If you are walking on a trail where horses may be present, remember, every horse can be spooked, and even the best rider can be thrown. It is your responsibility to make sure that you and your dog are not the cause of such an event. For approaching horses, step to the side of the trail or get off it entirely and have your dog in a down-stay. Leash your dog if necessary to enforce the stay. Greet the riders. Even if they tell you their horses are okay with dogs, just tell them you are being extra-cautious. **Don't let your dog jerk toward the horses as they pass you.** Horses are herd animals that survived in the wild by running quickly away from any sudden unexplained motion that they saw out of the corner of their eye. The reaction is hard-wired into their nervous system, and you don't want your dog to trigger it. If you are overtaking horses from behind (rare, but it can happen), let them know you are there in a conversational tone of voice, and let the riders know that you have a dog with you. Then let them figure out whether they'll move aside on the trail or just stop until you are past. Don't pass them until you get acknowledgment that they are ready for you. Regardless of how the riders handle it, leash your dog before approaching and passing the horses.

F. More unpredictable than horses are bikes. With skill levels ranging from young children wobbling along with their parents to mountain bikers cycling at extreme speeds, you can't count on any consistent behavior. Do not count on the posted rules of right-of-way (everyone yields to equestrians, cyclists yield to all other trail users). If you and your dog can get off to the side to let cyclists pass, it's better for everyone. Above all, avoid the "clothesline", when your leashed dog is sniffing bushes on one side of the trail and you are standing on the other-the rider can crash, your arm and wrist can be severely jerked, and your dog can be pulled right into the middle of the pile of falling bike and rider.

G. Some people are scared to death of dogs. They get the same feelings when approached by a dog that you get hearing a rattlesnake buzz a foot from your leg. You can't reason with emotional reactions, so just practice "defensive dog driving." When approaching other people on the trails, keep your dog at heel. If your dog is running ahead of you, recall him. People with a fear of dogs will spook as easily as horses, so either leash your dog or keep him on his best behavior. Even if your dog has passed all obedience training courses, if someone asks you to leash your dog, comply cheerfully

5. Learn Laundry Room Etiquette in Apartments or Dormitories:

A.. Washers to Use: If the laundry room is used by many tenants, then only use one washer at a time. However, if there are plenty of washers and most are not in use, then using 2-3 washers at the same time would be fine as long as there are other available machines.

B. Laundry Basket: Using a laundry basket makes it easier to transport and transfer clothes. Leave the basket on top or in front of the washer so that if you are late in retrieving your clothes, the next person can remove your clothes and put them in your basket.

C. Be Prompt. Keep track of the wash time and return promptly transfer your wet clothes to a dryer. Keep track of the dry time and return promptly retrieve your

- clothes when they have finished drying.
- D. Removing Other Tenant's Clothes: If the wash or dry cycle is finished, but the person has not returned, then put their clothes in their basket or on the counter.
 - E. Clean the dryer lint trap when finished.

6. Learn Etiquette for the Gym or Fitness Club:

- A. Bring a towel with you and wipe off equipment after use.
- B. Share equipment in between sets.
- C. Return equipment to its proper place.
- D. If listening to music, use headphones in order to not disturb others.
- E. Staying hydrated is important, but do not leave your water bottle laying around.
Take it with you to the different stations.
- F. Turn cell phones off.
- G. Do not stare at others working out.
- H. Do not grunt loudly and avoid clanging of equipment.
- I. Wear clean workout clothes and have good personal hygiene.
- J. Keep conversations to a minimum, but if you must talk, do so quietly and be polite.

7. Learn about etiquette from another country. What are some of the main differences about what may be acceptable in the U.S. while insulting to someone of another culture?

8. Learn about ways that etiquette has effected behavior in different societies or time periods and create a booklet or poster about what you have learned.

9. Hold a tea party for the younger girls in your troop and teach them some etiquette tips.

