

Reporter





Officer's Take Charge

Club Reporter – Package 1

Your Club elected you the new reporter. So now what? You are probably wondering what in the world does a 4-H club reporter do? Well, we are here to help you.

It's a job to enjoy because you'll

- Help interest people in your club's activities.
- Build club morale; members are proud to see their work reported in the paper.
- Inspire other clubs by pointing out good youth work,
- See what you write in print. Even experienced reporters enjoy seeing what they write published. So will you!

Responsibilities of the Reporter:

- The main responsibility is to inform the public what your club is doing. The public views your club through this and other means. People like to know what's happening in their community.
- Report accurately all meetings and events. That means you will need to have a pen and paper at all meetings. So you can write notes about what's happening at the meeting.
- Visit with last year's reporter for any tips they may have on the job.
- Contact the editors of the papers you send your report to. Ask him "how" he wants his "copy," "when" he wants it, and "what" he wants.



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Club Reporter – Activity 2

Tips for a successful reporter:

1. Be accurate, brief and concise.
2. Keep your copy neat and readable; type if possible.
3. Get stories in on time, old news is seldom news.
4. If you have access to a camera take pictures of club activities and submit them to the paper. Most people like to have their picture in the paper. (don't forget to get permission from the individuals that you took the picture from)

What kind of things make 4-H news stories?

- * Election of officers
- * Reports of meetings
- * Announcement of meetings
- * Reports of community service activities.
- * Special events such as trips, tours, demonstrations, exhibits, contest, etc.
- * Special interest stories of members and their project work.

What is News?

A news story is timely information about unusual and important things your club and its members are doing. Meetings are generally your most important news. Often you'll want an "advance" story to tell what is going to happen. And you'll always want a "follow-up" story to tell what did happen.

But, a news story is NOT the same as a secretary's report of a meeting. Leave out such things as the meeting being called to order, the roll taken, and the secretary's minutes read and approved. Write down the interesting, different things that people want to read.

Writing the Story

- ✓ Collect all the information: Who? What? When? Where? How? Why? After gathering your information, make sure you've answered the above questions.
- ✓ Study all your facts carefully and arrange them in order of importance. Ask yourself what is the most important and interesting.
- ✓ Use a lead sentence that summarizes the whole story or points out the most important thing.
- ✓ Organize the story with the most important facts first.
- ✓ Use simple language, include only those details which are important to the story or have special interest.
- ✓ Use short sentences and concise paragraphs.
- ✓ Write in third person (no-I did) and leave out your opinion.



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Club Reporter – Activity 3

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Ways of getting your story printed in the newspaper:

Editors are busy people. Usually they receive more news items than they have room to print in the paper. Any news item will never be printed which is OLD, LATE OR WRITTEN SO POORLY IT CANNOT BE EASILY READ.

If possible, have your item typewritten. Use only one side of the page. Double-space. Leave at least an inch margin at each edge and start 3 to 3 inches from the top.

When writing your story, the easiest way to begin writing your report is to remember the key words WHO, WHEN, WHERE.

Example: the No Name 4-H club met Thursday, December 9th at the home of C.F Wussow.

After that your reader will know what this story is about and you can combine WHAT happened at the meeting.

Example: Plans were made for the upcoming Santa Day on December 6th at the city hall. All youth are invited to attend.

Usually the main event of the meeting is listed first, followed by the other things, which occur, such as other plans or programs, new presentations, etc.

Example: Peter Krabbenhoft gave a report on the District Youth Retreat that he attended last month.

Mark Truckenmiller gave a demonstration on CPR.

After the meeting a wiener roast was held.

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TIPS

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Email addresses for papers

Courier press: how@mhtc.net

Boscobel Dial: dialads@mwt.net

Kickapoo Independent: indews@mwt.net

For Clover Leaflet

Amy Mitchell: amy.mitchell@ces.uwex.edu

Here is an example of a good report

The Oakmound 4-H club had a busy meeting November 5th at Revere Hall, in which they welcomed the club's newest members, the Kusler family.

New officers were elected for the year. They were Oscar Swanson, president; Ole Nelson, vice president; Swen Larson, secretary; Lena Olson, treasurer and Tillie Erickson, reporter.

The club acknowledged the new organizational leaders, Henry and Olga Olson, who are assisted by Carl and Ella Gunderson.

As part of National 4-H Week celebration, October 4-10, the club sponsored a 4-H appreciation coffee for businessmen and teachers on October 6th.

The club's window display, "Hang Around 4-Hers and Achieve" was selected as the top display during 4-H week by the Swenden County Leader's council. The club received a \$25 check for their efforts.

Lars Gunderson demonstrated on "How to Make a Chocolate Malt." Venla Anderson showed her talents in demonstrating cookie decorating. A project talk by Swen Larson was on parliamentary procedures.

The club had a hayride and bonfire following the meeting.

Here is an example of a poor report

President Quinen called the November meeting to order. 28 members answered roll call to their favorite Thanksgiving food.

The flag and pledges were said and songs were sung.
The secretary and treasurer reports were approved as read.

A motion was made to pay for Mrs. Olson's expenses for the Halloween party. It was also decided that the club would sell candy.

John made a motion to adjourn the meeting and Betty Davis seconded. Meeting was adjourned.

A delicious lunch was served.