

Suggestions For 4-H Club News Reporters

The job of 4-H Club News Reporter can be a lot of fun! You will be proud to see your work in print in the local newspaper, and your club will benefit from the publicity that it receives.

Here is a list of your job responsibilities and some tips on making your job easier.

You should...

1. See that newspaper articles are written to describe your club's activities. Be sure to submit the articles promptly.
2. Take pictures at your club meetings and activities.
3. Keep pictures and slides of your club's activities in a scrapbook.
4. Assist the President and Secretary with reports as needed.
5. Work with the other officers in the activities of the club.

Follow these helpful hints...

1. Get acquainted with the editor or person in charge of club news at the local newspaper.
2. Know the daily or weekly deadline for submitting a news article.
3. Familiarize yourself with good newspaper writing habits.
4. Develop a writing style suitable to the newspaper and the editor. (This will probably take some practice.)
5. Remember to answer each of these questions in each story you write: Who? What? When? Where? How? and Why?
6. Your story may have to be cut down to fit the space available in the paper. Don't feel bad about that! So you don't lose important information if this happens, always include the most important information in the first part of the article. Save the less important details for the end of your story.

Have fun with this position as you keep your community informed about the activities of your club!

Read and study the pamphlet entitled "News Coordinator's Guide" (4-H 452) for more ideas and suggestions.