SARASOTA COUNTY

REPORTER RECORD BOOK

NAME_____

ADDRESS_____

_____

PHONE NUMBER_____ AGE_____

NAME OF 4-H CLUB_____

YEARS IN 4-H_____ YEARS AS REPORTER_____

PARENT SIGNATURE_____ DATE_____

LEADER SIGNATURE_____ DATE_____

THE REPORTER

Reporting 4-H news can be an exciting adventure, and it could be the beginnng of a new and exciting career. The 4-H reporter has the privalege and opportunity of telling others about 4-H. To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) unusual, (4) interesting, (5) close to the place of publication, and it must always be accurate! NOTE: Minutes of the meeting are not considered news. Reporting minutes of the meeting is the Secretary's job!

Newspaper editors like news stories about 4-H because their readers like to know what young people are doing. For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of WHO, WHAT, WHEN, WHERE, WHY AND HOW.

DUTIES OF THE REPORTER

1. Spread the good news of 4-H and your club or council to the people.

2. Write a report of each 4-H meeting (immediately following the meeting) and mail it or take it to the 4-H Office by the newsletter news deadline so that it can be included in the monthly 4-H newsletter.

3. Mail or take a copy of your report to the local newspaper editor as soon as possible. Remember that old news is worse than no news!

4. Write articles about special 4-H events for your local newspaper.

5. Serve as Chairman of the publicity committee for your club or council.

<u>Suggestions</u> for a Good "Straight" News Story

1. Ask yourself, "If I were not a member of my club, would this news interest me?". If the answer is NO, tear it up. If the answer is YES, you have a story!
2. Put your name, address, phone and club name at the top of the page.
3. Type or neatly write your story. Use double spacing. Keep sentences short.
4. Write stories in the third person (he, she, they).
5. Leave our personal opinions. Just the Facts.
6. Be sure all names are spelled correctly and that all dates and locations are correct.
7. State the most important or most interesting fact in the first paragraph. Give information in order of importance in the following paragraphs. Keep paragraphs short (40 - 50 words).
8. For newspaper articles, if possible, submit good pictures with your story. Black and white pictures are preferred, but color photos will be accepted.
9. Recognize that your story may be "cut" or "edited" (or not used at all). Remember the reporter's A-B-C's: Be Accurate! Be Brief! Be Concise!

A WELL-PLANNED MEETING

A well-planned meeting consists of three main parts: business, program and recreation. Every officer should know the accepted procedure.

BUSINESS

Generally, the meeting follows this order of business:

* Call to order
* Pledges to the flags
* Group singing (if held)
* Roll call
* Reading and approval of minutes
* Reading of communications
* Reports of officers, executive committee, or leaders
* Reports of standing committees
* Reports of special committees
* Unfinished business (old business)
* Initiation or installation (if held)
* New business
* Announcements
* Adjournment

RESPONSIBILITIES OF ALL OFFICERS

The 4-H Club Officers working under the supervision of the leader perform many duties. Some important duties are the following:

* SECURE new members and organize the club or council
* PLAN the program for the year
* ARRANGE for a meeting place and for the proper care of it
* CONDUCT and take part in the meetings
* KEEP the club records and give them to the leaders or advisor as required
* MAINTAIN a good spirit and interest in the club or council
* HELP every 4-H'er find a place in the club or council and an opportunity to contribute
* MAINTAIN a good relationship with all individuals and groups
* MAINTAIN contact with the Extension Office
* ATTEND the 4-H officers' training session

1. My objectives or goals - tell things you want to do & to achieve (why you took this office!?)

2. Did I achieve my goals? How?

3. Indicate below what special publicity efforts you and/or your committee did during the year to promote 4-H and your club's activities.

DATE	TYPE OF ACTIVITY/PROMOTION	PURPOSE OF ACTIVITY
9/26/96	Back To 4-H Night Booth	To get new club members

4. List awards, trips, medals and other recognition received as Reporter.

DATE	RECOGNITION

5. List workshops and/or training sessions you attended or helped to arrange as Reporter.

DATE	ACTIVITIES

6. List your citizenship & community service experiences as Reporter.

DATE	EVENTS/ACTIVITES

7. Number of business meetings your club held during this year. _____
   Number of meetings you were present for. _____

8. Attach copies , in chronological order, of your club news reports.

9. Your 4-H Project Story. On this sheet write a story.
   In your story include as many of the following as possible:
   * What 4-H work has meant to you
   * How you managed your project
   * What you have learned
   * What you can do to improve your project next year
   * What you did to make the "Best Better"
   * About any other 4-H experiences

10. Photos. On a separate sheet include photos of you in your role as reporter.