

Sarasota County 4-H Club Reporter Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as Reporter: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

The Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career! The 4-H Club Reporter has the privilege and opportunity of telling others about 4-H and its events. To be news, an event must be one or more of the following: 1) recent, 2) important, 3) unusual, 4) interesting, or 5) close to the place of publication, and it must always be accurate!

Note: minutes of a meeting are not considered news, and recording minutes is the Secretary's job, not the Reporter's.

Newspaper editors like 4-H news because their readers like to know what young people in the community are doing! For your club or council to obtain the support, respect, and goodwill of the local people, it is important to keep them aware of the good work done by your 4-H club. To do this, your reports must be factual and answer the questions of *who, what, when, where, why, and how*.

Duties of the Reporter

- Spread the good news of 4-H and your club to the people of your community.
- Write a report immediately following each 4-H meeting and send it to the 4-H office before the newsletter entry deadline so that it can be included in the monthly 4-H newsletter.
- Work with your Leader and your 4-H Agent and send a report to the editors of local newspapers. Remember, old news is worse than no news, so make sure you send your report to the editor(s) A.S.A.P.
- Write blogs, articles featuring special 4-H events for submission to your 4-H Agent or local newspaper(s).
- Serve as chairperson of the publicity committee for your 4-H club.
- Refer to Florida 4-H Officers' Handbook <https://edis.ifas.ufl.edu/4h049>.

Suggestions for a Good News Story

- Ask yourself, "if I were not a member of this club, would this news interest me?" If the answer is no, find a different topic for your article. If the answer is yes, you have a story!
- Put your name, address, phone number, and club name at the top of your article.
- Type or neatly hand-write your article, properly formatting it with double-spacing. Keep your sentences short.
- Write articles in the third person (he, she, they).
- Leave out personal opinions; only include the facts.
- Be sure that all names are spelled correctly and that all dates, locations, etc. are accurate.
- State the most important or interesting fact in the first paragraph of your article. In the following paragraphs, give information in order of importance. Keep your paragraphs short, between 40 and 50 words.
- If possible, include good photographs with your news articles when submitting them to local newspapers or to the 4-H newsletter.
- Recognize that your story may be cut, edited, or not used at all.
- Remember the Reporter's A-B-C's when writing your articles: be accurate, brief, and 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. Refer to *Running a Smooth 4-H Business Meeting* - <https://edis.ifas.ufl.edu/4h344>.

Business

Generally, the meeting follows this order of business:

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

Education Program

This part should account for about 50% of your meeting time. It can be a time for club members to give demonstrations or talks. Community or project speakers are also an educational program. If in doubt about what is a quality educational program for the club, contact your 4-H agent.

Responsibilities of All Officers

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

- Arrange for a meeting place and take proper care of it
- Attend the 4-H Officers Training Session
- Conduct and take part in meetings
- Help every 4-H member find a place in the club or council and an opportunity to contribute
- Keep the club records and provide them to the club leaders or advisors as needed
- Maintain a good relationship with all individuals and groups
- Maintain a good spirit and interest in the club or council
- Maintain contact with the extension office
- Plan the program for the year
- Secure new members and organize the club or council

Section 1

1. Objectives/Goals- What are your goals as your club’s Reporter? Share things you want to do or achieve. *Hint: think of why you took this office.*

2. Did you achieve your goals? How? Reflect on the past year and how you did with your goals.

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

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

Date	Recognition

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

Date	Activity

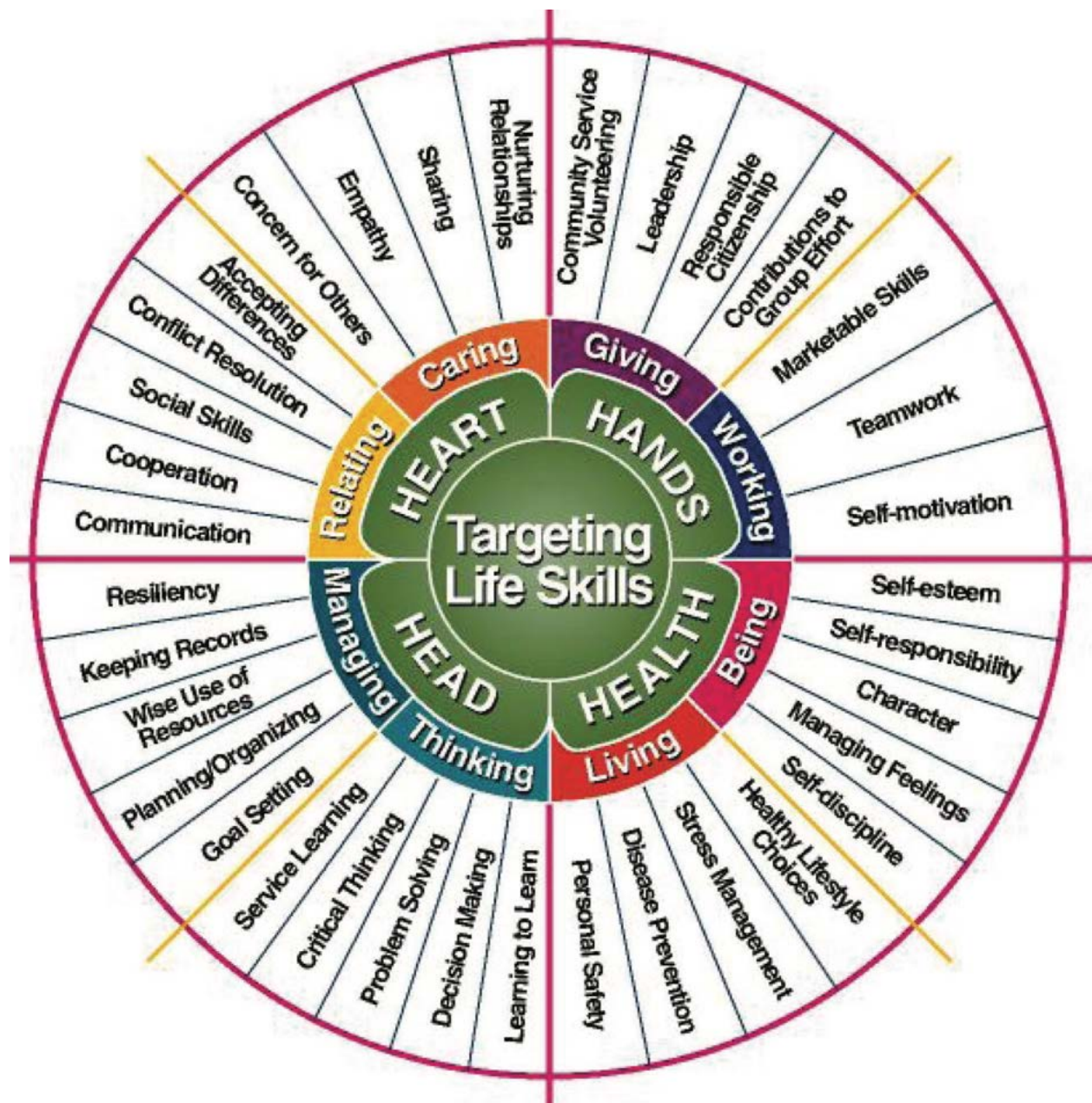
6. List your citizenship and community service experiences as Reporter. Citizenship is the way citizens interact with government around issues of public concern. Community Service or Service-Learning means activities that help a group or organization, volunteered by individuals or a group. These activities benefit a community organization or community and you as a 4-Her should learn through this process and reflect on your experience.

Date	Event/Activity

7. Number of business meetings your club held during this year: _____

Number of meetings you were present for: _____

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



Hendricks, P. (1998) "Developing Youth Curriculum Using the Targeting Life Skills Model"
 Refer to *Targeting Life Skills in 4-H* <https://edis.ifas.ufl.edu/4h242>

Section 2

Targeting Life Skills- in this section, please use the Life Skills Wheel above to write one to two sentences in response to each of the four questions below. The Life Skills Wheel is divided into four sections: Head, Heart, Hands, and Health. Please choose one skill from each of these sections that your 4-H officer position has helped you develop or improve.

- 1. What is one skill in the HEAD section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 2. What is one skill in the HEART section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 3. What is one skill in the HANDS section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 4. What is one skill in the HEALTH section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

Section 3

Photos and Work- please include 5 to 8 items, not already included in this book, that show the work you have done as Reporter. This includes photos of you in your role as Reporter, photos of what you are reporting and articles or other examples of work you have done as reporter. (print additional pages as needed.)