



## Reporter

As a reporter, you will be writing about all the interesting things your club does. Your reports give your club an opportunity to show what makes the club great! Get a notebook just for your club. Write all the important information for your stories in there. Below are the things you should do each month:

- Write about what happened at the meeting. You don't need to include details about who made a motion, that is for the secretary to keep track of. Your job is to write about the highlights of the meeting. Be sure to talk about the fun things you did at the meeting.
- Write about all the things your club does involving your project. Whether club members were identifying trees, sewing a garment, raising a goat, or shooting a bow, talk about the details of the activity.
- If you do a community services project, write about that.
- Write about any special guests that come to a meeting or field trips your club takes.
- Write about contests in which your club members participate.
- Give a copy of your reports to the historian.
- Submit the reports to [julia.kelly@ufl.edu](mailto:julia.kelly@ufl.edu) so they may be published in News and Notes. You should submit at least one report per month.

## Historian

Your job is to keep track of the history of the club for the year and create a slide show at the end. To do this you will need to:

- Take at least three photos of every activity, community service project, or meeting
- Collect the reports from the reporter so you remember what the photos were about
- Use the photos you took to make a slide show of up to 20 slides. Each slide should have **no more than four (4) photos** on it. The font should be easy to read. Don't stretch or compress the photos to make them fit. You can show the slide show at your last club meeting of the year.
- Submit the reports and photos to the 4-H office so they can be included at the end of the year slideshow shown at the Awards Banquet in June. Send them to [kellieanderson@ufl.edu](mailto:kellieanderson@ufl.edu).

If you are a combination of a Reporter and a Historian, then you will do everything listed in both jobs.