



Club Reporter

Responsibilities:

- Contact your local media, newspaper and radio. Tell them you are the new Club Reporter.
 - Ask how they would like to be informed about Club news.
 - Find out how to advertise in the newspaper and on the radio.
- Provide the newspaper and radio with information on club activities.
- Prepare newspaper and radio advertisements when requested by the Club executive and members.
- Keep a scrapbook of clippings, reports and photographs of Club activities for historical purposes if requested by the Club.
- Assist the President and other officers in preparing meeting agendas.

Tips on Writing News Articles

- Refer to the Marketing and Media Pack for an example of a press release.
- Work on your article as soon as possible. News is only news if it is recent and up to date. Plus by postponing articles, you may forget and miss important details!
- Each story or article has three parts - the beginning, the middle and the end. The most important facts go first. The beginning should include the significant points of who, what, when, where and why. The middle portion of the story should answer the remaining who, what, when, where and why you did not answer in the first part as well as explaining how the things happened that made up your story. The last section can be used to give additional details.
- For hand written articles, use lined paper. Write on every second line. Write on one side of the paper only. Leave wide margins at the side when writing your first draft.

The 4-H Club Executive



- Use names of people, 4-H Clubs, events and locations.
- Use past tense for those events that have already happened. Use a future tense for those events that are coming up.
- Use a short, catchy title. Use 4-H in the title if possible
- Read your first draft. Ask yourself, “Does it flow properly, is it clear, are there spelling errors, is the story or article too long?” If the story or article needs to be changed, change it by writing in the margins and in between the lines.
- Make sure your facts are correct. Double-check the spelling of names of people, places, events, clubs, executive titles, addresses and telephone numbers.
- Read your article again. Ask yourself, “Are the who, what, when, where, why and how answered and do the sentences need to be shortened?” Avoid the use of a lot of “ands.” Most sentences do not require the use of more than one “and.” If possible, replace them with periods and start a new sentence.
- Ask someone else to read your story or article. Others can often spot problems or errors you may have missed. Make any changes you agree with.
- Using double space, print or type your final copy. Proofread your article – it should be error free!
- Using a computer for articles and sending them by e-mail makes it easier for the newspaper to submit the article.

Additional Notes:
