

REPORTER

The reporter's job is to manage the 4-H club's communication with the community, county extension office, other 4-H clubs and its members. This means that the reporter must stay current in news about the club's activities as well as keep the general public informed on the happenings of the 4-H club. The reporter can write and send in news articles, announcements and press releases on a variety of 4-H club events. These articles can be published in the local newspaper, county 4-H newsletter or school newsletters.

REPORTER'S RESPONSIBILITIES THROUGHOUT THE 4-H CLUB YEAR

- ◆ Highlight and attend club activities or events that would make good news stories
- ◆ Write and submit news releases about 4-H activities and events to newspapers and radio and TV stations. Allow for 2-3 weeks lead time
 - ◆ Keep reports factual
 - ◆ Give accurate information
 - ◆ Reports who, what, when, where, why and how
 - ◆ Uses full names and checks spelling
 - ◆ Writes in the third person
 - ◆ In a story, highlight a person or unusual event, and make it interesting
- ◆ Keep a scrapbook of all articles submitted and any published articles.
- ◆ Report at club meetings about any news items that were printed or broadcast
- ◆ Display articles that were printed
- ◆ Send reports and photographs to the County 4-H Agent for the County 4-H Newsletter

TEAM= Together Everyone Achieves More

