Henry County
4-H Club
New Reporter
Resource &
Record Book

Name of Club_______________________________________

New Reporter’s Name_________________________________
4-H News Reporter

Welcome
Congratulations on your new role as your 4-H club’s news reporter. Your club has bestowed upon you both an honor and a responsibility—and an interesting and fun job! You will find a list of responsibilities for your office as well as activities, ideas, and websites in this book to help

Your Role as a News Reporter
You are being given the opportunity to raise awareness about the 4-H program in your county—the work your members are doing, the fun your club members are having, and the help your members are giving to the community. And, as a 4-H club officer, you represent your club, your county, and the 4-H program throughout Ohio.
As the club’s news reporter, you will:
• Submit announcements for events planned by your club, as appropriate
• Prepare a news articles after events or activities and submit it to the news media in a timely manner
• Keep a notebook with all your written articles and related clippings from the newspaper

Getting Started

News Story Format
• The first time you refer to a person, use their full name (and title if appropriate).

• The next time you refer to a person under age 18, refer to them by their first name. The next time you refer to a person age 18 and over, refer to them by their last name.

• Write in the third person. This means you use the words he, she, him, her, they, them – NOT the words i or you or we.

• Use simple language. Don’t use a long word when a short word will do. Sentences should be short and easy to read. Paragraphs should contain no more than two or three sentences.

The 5 Ws and the H of News
The important parts of a news story are the five Ws and the H. Explain each one and your story is complete!

WHO is the story about?
WHAT is the story about?
WHEN will (did) it happen?
WHERE will (did) it happen?
WHY will (did) it happen?
HOW will (did) it happen?

And, these facts must be accurate! Check and re-check names, titles, dates, times, costs, etc.
The Upside-down Pyramid format
The Upside-down Pyramid format puts the facts in “news order” so that the story starts with the most critical information that the reader needs and works down from there.

You must assume that the story might be cut due to space limitations, so ask yourself if the story is satisfactory if the editor decides to include only the first two paragraphs. If not, rearrange it so that it does!

The first paragraph should contain enough information to give a good overview of the entire story.

Start with information needed most

Write what is second in importance

Continue with more information to complete the story

The rest of the story explains and provides additional information.

Photographs Help Tell the Story
The old saying that a picture is worth a thousand words is accurate! A photograph can draw the readers to the story because a picture draws the eyes and then the reader wants to know the story behind the picture.

Follow these rules of thumb with pictures:
• All persons in the photograph should be clearly identified, front to back, left to right.
• Check and re-check the spelling of names of persons in each photograph.
• All persons should have given permission to use their photographs.
• Submit photographs to the newspaper in the required format (usually JPG files) along with your article. At the bottom of the article, indicate the name of the photograph file you are submitting.

More Tips
• Your story must be current. Submit your story within a few days of the event or activity.
• Write your copy objectively. You must remain completely impartial. (continued)
• Add authority to a story with quotations. “We’re really excited about this competition,” said advisor Bob Heart. “It’s the highest target we’ve ever set for ourselves.”

• Check and re-check your story before you submit it. It is critical that the story is completely accurate, with all names and other information spelled correctly.

• Correct information in a story you have already submitted if it has changed or is not correct. Call the newspaper immediately so the information can be corrected. It is important to report changes so that readers will not be inconvenienced by incorrect information.

• Submit your story, then watch the newspaper closely. Once the story appears, clip it carefully and collect each one for your record book or as part of the club scrapbook.

Where else can you publicize 4-H?
Talk these ideas over with your advisor and your extension educator.
• Offer to tape radio public service announcements during Ohio 4-H Week and National 4-H Week.
• Offer to assist in working on the county 4-H newsletter.
• Offer to work with your extension educator on producing special pages in the newspaper during Ohio 4-H Week.
• Write a letter to the editor during Ohio 4-H Week, telling how much you enjoy the 4-H program.

To learn more . . .
You can learn more about journalism from these resources*
• 4-H project 587 Writing and Reporting for Teens is designed to provide practical experience in news gathering and reporting. It contains basic activities designed to help you become a competent reporter and writer. This project is recommended for teens ages 14 and older.

• 4-H project 586 Creative Writing is designed to exercise your creativity with activities to stimulate writing skills. This project is recommended for youth ages 12 and older.

Helpful Web sites
Merriam-Webster online dictionary: www.m-w.com/dictionary
Encyclopedia Britannica: www.britannica.com/?source=mwtab
Thesaurus.com: http://thesaurus.reference.com/
Roget’s Thesaurus Online: http://education.yahoo.com/reference/thesaurus/

In order to publish your stories/information…. You must contact Local Media
❖ Ask to speak with the staff person to whom you will be submitting your news stories (copy), and request detailed instructions on how copy is to be submitted, such as:
  o electronically – be sure to get the email address
  o hard copy – does it need to be typed or is handwritten copy acceptable?
  o what photo formats are acceptable?

The local newspapers are:
Liberty Press= libpressnews@gmail.com
Defiance Crescent=lnicely@crescent-news.com
Northwest Signal= briank@northwestsignal.net
Archbold Buckeye= buckeye@archboldbuckeye.com
News Reporter Duties/Required Tasks

As the club news reporter, you will:

❖ Write and submit a **MINIMUM of TWO feature articles** about your club; a special event your club is doing or has completed. Include photographs of the club or events.
  * Feature articles are to be submitted to one of the local newspapers. You may also submit your articles to the Extension Office for placement on the website.

❖ Write and submit general announcements for events planned by your club for public participation; submit to the local newspapers and/or radio and the local Extension office for placement on the website.

❖ You are responsible turning in your 2 published articles (minimum) to the designated club advisor on or before Sept. 1 of the current year. They can be affixed to the forms provided in this packet. Additional news articles/announcements can be affixed to the last form. Providing copies of your articles that do not demonstrate being published do not count.
Notes for Feature Article #2

News Reporter: _______________________

Name of 4-H club: _______________________

Date / time / location of event you are reporting about (WHEN will (did) it happen? AND WHERE will (did) it happen?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

WHO is the story about?
Number of members present: _________ Guests present: ________________

WHAT is the story about?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

WHY will (did) it happen?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

HOW will (did) it happen?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Other notes:___________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
News Reporter Record

After reviewing this officer packet of information, develop a plan for what you will do as the News Reporter this year. Select activities from the items listed below. Feel free to be creative and add your own activities. Turn in your completed record to the designated club advisor on or before Sept. 1st.

### Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Plan to do (√)</th>
<th>When I plan to do it</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss with club leaders various social media outlets and if any of these tools are right for your club.</td>
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<tr>
<td>Develop a list of all of the media outlets in your area and who their contact person/information is, and various deadlines, etc.</td>
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<tr>
<td>Use photos. Posts and articles with photos get more readers than posts with words only. Make sure you have permission from everyone in the photo.</td>
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<tr>
<td>Write a news story promptly after at least 2 of your club's events/activities/meetings</td>
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<tr>
<td>Clip the story from the newspaper and give to the secretary to place in the secretary book. If story is not published, give a copy of the story you wrote to the Secretary.</td>
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</tbody>
</table>

### Things to Do on Your Own

- Attend an officer training program.
- Make a poster or exhibit for the club booth.
- Give a speech at a county speaking contest.
- Give a demonstration at a county demonstration contest

Feature Article #1

(Affix your article on this page as it appeared in the newspaper)
Feature Article #2
(Affix your article on this page as it appeared in the newspaper)
Other News/ Publicity Activities
(Affix written material here)