



# 4-H Club News Reporter

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Below is a review of your basic responsibilities. Make sure you have a discussion with your adult leader for any additional responsibilities they may have for you.

- You will be responsible for writing reports about each club event and submitting it to the local paper and/or your county's extension office.
- You may want to invite a local news reporter to a special event.
- You will need to announce to the public when your club will be holding their public meeting. You may do this via radio, TV, or newspaper.

Take pictures at meetings; write a brief story about what the club is doing. You can present your story to the newspaper or the extension office for publication in the county newsletter. Email your club news to [Doug.Hovatter@Mail.WVU.edu](mailto:Doug.Hovatter@Mail.WVU.edu) and to The Journal at [Journal-News.net](http://Journal-News.net)

- Bring the newsletter and newspaper articles to the club meeting and share your story.
- You should always have your Leader or an Adult proof read your report before submitting it for print.
- Make sure your stories are given to the club historian so they can add it to the club records.

## **Suggestions for a news story:**

1. Type your story
2. Put your name, address, and phone number on the top of the page.
3. Double space.
4. Leave wide margins at the left and right.
5. Write stories in the third person (he, she, and they).
6. Keep sentences short.
7. Leave out personal opinions.
8. Be sure all names are spelled correctly.
9. State the most important or most interesting facts in the first paragraph. In the following paragraphs, give the information in order of importance.
10. Keep paragraphs short (not over 40 or 50 words).
11. If possible, submit good pictures with your stories.
12. Visit the local newspaper office and radio and TV stations to find out what news writers want and will use.
13. Recognize that your story may be cut or changed (or not used at all). Remember the reporter's A-B-C's: Be Accurate! Be Brief! Be Concise!