

Ohio



County _____

Name of News Reporter _____

Year _____ Age as of January 1st _____

Name of Club _____

Advisor Signature _____

News Reporter

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Congratulations!...

Congratulations on being elected your 4-H club news reporter. Your club has bestowed upon you both an honor and a responsibility - and an interesting and fun job!

You are being given the opportunity to raise awareness about the 4-H program in your county - the fun your club members are having, the work your members are doing, 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.

Your Duties...

As the club news reporter, you will:

- ✿ submit announcements for events planned by your club, as appropriate
- ✿ prepare a news article after each meeting, event or activity and submit it to the news media in a timely manner
- ✿ keep a notebook of all articles written, and include the clippings from the newspaper



Contact your local newspaper...

- ✿ 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:
 - electronically - be sure to get the email address
 - hard copy - does it need to be typed or is handwritten copy acceptable?
 - what photo formats are acceptable?

NEWS is what the reader needs to know. News is not opinion, but facts!

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 "W"s and 1 "H" of News

Who? What? Where? When? Why? How?

The important parts of a news story are the five W's and the H. Explain each one and your story is written!

WHO is the story about?

WHAT is the story about?

WHEN will (did) it happen?

WHERE will (did) it happen?

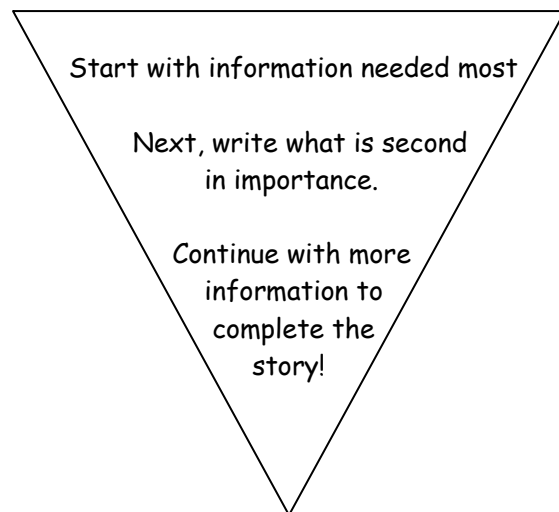
WHY will (did) it happen?

HOW will (did) it happen?

And, these facts must be accurate! Check and re-check names, titles, dates, times, costs, etc.

The Upsidedown Pyramid format

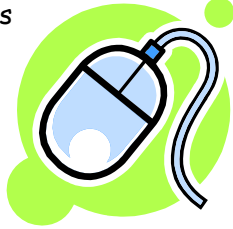
The Upsidedown Pyramid format puts the facts in "news order" so that the story starts with the information that the reader needs most and works down from there.



The first paragraph should contain enough information to give a good overview of the entire story. The rest of the story explains and provides additional information. 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, re-arrange it so that it does!

Writing Club Meeting Reports

- ✿ Write club meeting reports like a news article in paragraph form -- not like a secretary's report with bullet items.
- ✿ Keep the article interesting and brief.
- ✿ Avoid slang. So that all readers can become familiar, don't use *JLs* - spell out *Junior Leaders*.
- ✿ Begin your article (Lead) with the most important part of the meeting.



SAMPLE - Club Meeting Report

Roger Helms
Coming Up Clovers 4-H Club
555-555-5555
April 1, YYYY

The Coming Up Clovers 4-H Club voted to clean up and adopt a stretch of highway as a community service project at their meeting held March 30 at the 4-H Town Hall.

A Highway Clean-up Committee was formed. The committee members will organize work days and keep track of the results of this project. Kurt Kleaner was elected committee chairman.

Penny Jones gave a demonstration on her Money Fundamentals project, and Joey Current gave a demonstration on small electric engines.

Twelve members and two advisors attended the meeting. Refreshments were prepared by parents.

The next meeting will be held on Thursday, April 30 at 6:00 p.m. at the 4-H Town Hall. Members are reminded to bring camp forms with them to that meeting.

SAMPLE - Election of Officers Report

Roger Helms
Coming Up Clovers 4-H Club
555-555-5555
March 1, YYYY

Perry Prez will serve as president of the Coming Up Clovers 4-H Club for the coming year. Perry, a 10-year 4-H member, was elected at the February 26 meeting held at the 4-H Town Hall.

Other new officers are Vice-President Wylie Smith, Secretary Ashley Akins, Treasurer Penny Jones, News Reporter Roger Helms, Health & Safety Leader Nicky McNeal, and Recreation Leader Jose Mendez.

The next meeting of the Coming Up Clovers 4-H Club will be held on Thursday, March 30 at 6:00 p.m. at the 4-H Town Hall.

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.
- ✿ Be objective. You must remain completely impartial.
- ✿ Quotes add authority to a story. Here's an example:
"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.
- ✿ If you find that information in a story you have already submitted 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.
- ✿ After you have submitted a story, 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.



To learn more...

There are many resources available if you would like to learn more about journalism. These resources include 4-H projects, as well as a number of respected web sites.

4-H project #587: **Writing and Reporting for Teens** is designed to provide practical experience in news gathering and reporting. It contains some basic activities designed to help youth 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.

jour · nal · ism

Pronunciation: 'j&r-n&-"li-z&m

The collection and editing of news for presentation through the media; writing designed for publication in a newspaper or magazine; writing designed to appeal to current popular taste or public interest

Where else can you publicize 4-H?

Here's some ideas to promote 4-H. Talk these over with your advisor and your extension educator.

- ✿ Offer to tape radio public service announcements during Ohio 4-H Week and/or 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.

Helpful web sites:

Merriam-Webster online dictionary:
<http://www.m-w.com/dictionary>

Encyclopedia Britannica:
<http://www.britannica.com/?source=mwtab>

Thesaurus.com:
<http://thesaurus.reference.com/>

Roget's Thesaurus Online:
<http://education.yahoo.com/reference/thesaurus/>

Addresses for Newspapers
<http://www.onlinenewspaper.com/usstate/usohio.htm>

Meeting Report Form



News Reporter: _____

Make a copy of this form for every meeting. Use it to keep your notes during the meeting. Also work with the secretary to verify your information. Then refer to this form when writing your club meeting reports for the newspaper.

Name of club: _____

Meeting date / time / location: _____

Number of members present: _____ Guests present: _____

Pledges were led by: _____

Roll call (*taken by* and any special format used) _____

Committee reports: _____

Unfinished business: _____

New business: _____

Advisor reports: _____

Demonstrations, speakers, other topics: _____

Recreation: _____

The next meeting will be (date, time, location): _____

News Reporter Summary

NAME: _____ YEAR: _____

Record your stories here.

Story Topic	Written by	Submitted to	Date Submitted	Date Appeared in Newspaper

Record other news / publicity activities here (radio, newsletter, county events).

Activity	Completed by	Submitted to	Date Submitted	Date Appeared

Other activities completed as news reporter:
