

A REPORTER SHOULD ANSWER THESE BASIC QUESTIONS

- Who?
- What?
- Where?
- When?
- Why?

REMEMBER

HAVE FUN!



CANADA
4-H Nova Scotia

Helpful Hints for the Club Reporter



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THE 4-H CLUB REPORTER

The club reporter is an integral part of the club executive! The club reporter helps keep the 4-H family both informed and interested in what your 4-H club does. We take pride in showing and reporting what our members are accomplishing to the public, it helps boost the morale of the community! Other clubs are also interested in what fellow 4-H members are doing and ideas can also be exchanged this way.

Your reports will be used for 4-H news reports in local papers, social media and radio broadcasts! It is your responsibility to contact these forms of promotion to see if they are interested in broadcasting your information. It is important to give them notice ahead of time to allow them time to process and plan the request.

As club reporter – you will be expected to report at general meetings and special events, such as fundraising events, community events and all fun events!

OTHER DUTIES MAY INCLUDE...

- Taking photos!
- Keep a record of all the fun events and gatherings your club has with small summaries.
- Publishing upcoming events and news your club has.
- Telling everyone how GREAT your club is!

REPORTING THE STORY

The basic format followed in reporting is known as the inverted pyramid style of writing;

- Identify your key points, what is the KEY fact you want your readers to know.
- Outline your story details and supporting information.
- Cut unnecessary information, get to your point quickly, use straightforward language.
- Make sure your main headline is descriptive and catch the readers eye!
- Consider adding a summary or a list of highlights (i.e. A bulleted list of key points).

Using this writing style allows readers to get to the point quickly!

TIPS FOR CLUB REPORTER

- Old news is NO news! Make sure your story is up to date.
- Put your name, number and address on the top of your write up.
- Type the story if possible, if writing the report please make sure you print neat and clearly.
- Write in third person, no “I, we or you”.
- Perform a grammar check!

