



Ohio 4-H
News
Reporter's
Resource
Guide

Name _____

Year _____ Age (as of January 1) _____

County _____

Club Name _____

4-H Advisor _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Author

Teresa Johnson, Extension Educator, 4-H Youth Development, Ohio State University Extension

We are indebted to the author of original version of this publication, **Barbara Carder**.

Reviewers

Audrey Dimmerling, Extension Educator, 4-H Youth Development, Ohio State University Extension

Connie Veach, Program Assistant, 4-H Youth Development, Ohio State University Extension

References

Adapted from Kansas State University Agricultural Experiment Station and Cooperative Extension Service *The 4-H Reporter*; Huron County *4-H News Reporters' Manual* written by Bonnie Malone, Extension Educator; *Ohio 4-H Club Officer's Guide News Reporter*.

Copyright © 2020, The Ohio State University

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.

News Reporter

You are a Leader

Your new position as news reporter enables you to connect with your friends, fellow members, advisors, parents and your community. You will learn the news story format and how to contact a newspaper. You will follow the five W's and the one H of news writing. You will share pictures of your members at activities and events. And you will keep a record of articles that are published by the local media.

As the club reporter, you will write and report what the public learns about your 4-H club. You can have a big impact on what people in your community know about your 4-H club and all the positive things your club is doing.

Responsibilities of Reporter

- Tell 4-H news in an accurate and interesting way.
- Take accurate notes at each club meeting.
- Write a news story promptly after each club meeting.
- Introduce yourself to the person responsible for local news stories in the community newspaper.
- Send news articles to the newspaper and radio stations.
- Check with 4-H staff about including the article in a county newsletter.
- Include photographs with some articles for the newspaper or newsletter.

Writing a News Story

- First, consider your audience. You are not only writing for club members and their families, but for a larger audience in your community. Think about what you want your community to know about your 4-H club. Show how your club is contributing to the community. Help readers understand what happens in a 4-H club.
- Decide on the topic. What is the most interesting or important thing your club is doing? What will others want to know more about? Build your story around that.
- The first paragraph of the article is the most important. It sums up the rest of the article in one or two sentences.
- Tell the most important thing first to capture the reader's interest. Then give details about each of the following points—who is involved, what will happen, when and where it will happen, why or how it will happen.
- Your news story may be about an upcoming event or it may describe an event that has already happened.
- Use simple language in brief sentences. Include only necessary details. Paragraphs should be brief and use common words.

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 Guidelines:

- All persons in the photograph should be clearly identified, front to back, left to right.
- Check and re-check the spelling of names of the people 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.
- 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.

Recommended Resources

Merriam-Webster online dictionary: merriam-webster.com

Encyclopedia Britannica: britannica.com

Online Thesaurus: thesaurus.com

News Story Example

Clover Kids

Isabella Smith

Reporter

555-555-1234

Isbellasmith@gmail.com

May 10, 2020

For Immediate Release

Youth invited to a 4-H skating party

Young people ages 8 to 18 are invited to join the Clover Kids 4-H Club for their skate party on Friday, June 3, from 6 to 8 p.m. at the Keep Rollin' Skating Rink, 5544 Highway 10, Chambana. Cost is \$5 per skater. Younger siblings must be accompanied by a parent.

The Clover Kids 4-H Club will provide snacks and soft drinks for sale. Members will share samples of their projects and answer questions about 4-H. Interested youth are invited to join the club. Since the 4-H club year is just beginning, now is a good time to join. In 4-H you will meet new friends, take fun field trips, learn about things that interest you, and show your project at the county fair.

- Use first and last names and include the town people live in. For example, Jayden Smith, Greenville, IL. Check to make sure all names are spelled correctly.
- Report only recent news. News must be timely or it isn't news.
- Be accurate in your facts.
- In the upper left corner of the news article, write the name of your club. Below that, write your name and title—Reporter. Also include your phone number and email address. Then enter the date and “For Immediate Release.”
- Clip the story from the newspaper and keep it in your record book. If the story is not published, print a copy of the story you wrote and place it in your record book.

Club Meeting Report SAMPLE

Candy Oliver, Advisor
Coming Up Clovers 4-H Club
555-555-5555

Submitted on behalf of Club News Reporter, Roger Helms

March 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 Kleener 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.

Election of Officers Report SAMPLE

Candy Oliver, Advisor
Coming Up Clovers 4-H Club
555-555-5555

Submitted on behalf of Club News Reporter, Roger Helms

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 Leader, Nicky McNeal, Safety Leader, Nicole Hankins, 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.

Using Social Media

Social media can be a great way to share news about your club. Club members and leaders should first discuss and agree on how to use social media to share news about the club.

Two current popular social media sites are Facebook and Instagram. Social media settings for these sites allow you to post information or pictures that are only shared with club members.

Facebook Groups are used to share information with club members only. When creating a group, settings are selected for private or public. A private group allows you to share information about meetings, events, or updates that only invited members in your group can see.

Facebook Pages are used to promote your club activities to the general public. A Facebook page could be used to recruit new members, report on community service activities, or invite the public to a 4-H fundraiser.

Instagram is an online photo and video-sharing social media site. It is very popular with young users. It is a fun way for members to follow each other and share photos of their 4-H club activities. Instagram pictures can be set as private so only approved people can see them. Use the Instagram app to set pictures as private.

Some social media sites have age guidelines for who can join, typically age 13. This would require an older youth to be responsible for setting up the club social media accounts, adjusting settings to protect member information, and posting club information and/or pictures.

Keep Club Members Safe

- When sharing a photo online, you must have permission from everyone in the photo to post it online. A signed photo release must be available **BEFORE** you use anyone's photo online or in any other media.
- Do not tag or identify people in an online photo. The 4-H members can tag the picture if they choose, but reporters should not identify people by their full names.
- Photos should always have a positive purpose. Never post an embarrassing photo or one that reflects badly on 4-H or the club.
- Do not share any personal information in social media posts.

Tips for Writing for Social Media

- Use short, informal words and sentences when posting. Keep it short—about three sentences maximum.
- Use photos. Posts with photos get more readers than posts with words only.
- Encourage club members to comment and share your club posts on their personal pages. That increases the number of people who actually see the posts.

4-H Social Media Guidelines

As the club reporter, you should review any local 4-H social media guidelines with your club each year. Social media should not contain any content, media, or information that does not properly represent the values and standards of 4-H or damages the image of 4-H or its members.

That means:

- Do not post gossip, inaccurate, or unkind statements.
- Do not share confidential information.
- Do not post statements that discriminate against people for any reason.



4-H shared **Franklin County 4-H's photo.**

February 16 at 8:24am 🌐

Sounds like a good breakfast in Columbus in March. #thats4H

PANCAKE BREAKFAST

Saturday, March 16

7:00a.m.—1:00p.m.

Columbus VFW—1911 N. Market Street



ADULTS \$7 • CHILDREN 4-10 \$5 • UNDER 3 IS FREE • CARRY-OUTS AVAILABLE



FRANKLIN COUNTY 4-H PANCAKE DAY

Visit the Franklin County Extension website at franklin.osu.edu



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Proceeds to benefit the Franklin County
Extension and 4-H Education Foundation

Franklin County 4-H 😊 feeling excited.

February 15 at 10:02am 🌐

👍 Like Page

Who doesn't love a good pancake? Be sure to join us Saturday, March 26, at the Franklin County 4-H Pancake Day! Tickets are only \$7 for adults, \$5 for childr...

See More



Like



Comment



Share



I pledge
My **head** to clearer thinking,
My **heart** to greater loyalty,
My **hands** to larger service, and
My **health** to better living,
For my club, my community,
my country, and my world.

ohio4h.org

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.