



REPORTER

Being elected Reporter of your 4-H Club is indeed an honor and an important responsibility. As in any organization the 4-H Club Reporter must take time and effort to see that club activities are properly reported to the public.

One of the first things to do after being elected is to check with the other new officers, former reporters, leaders and agents to learn what your duties and responsibilities are. Learn what they can do to help you and how you can help them with their duties.



Your Opportunities

Duties:

1. Be alert for news of all kinds about your club and 4-H in general.
2. Report accurately all events, activities and meetings.
3. If your school has a school newspaper, newsletter, social media page, or shout out bulletin board, let the person in charge of it know all the great things your 4-H club is doing.
4. Make a collection of clippings and news items or the Reporter's Scrapbook that is due at Achievement Day.
5. Have a prepared report on your club's activities for each meeting.
6. All reports should be accurate, and complete but not the Secretary's Minutes. Articles should report an event conducted by the club.
7. Work closely with the secretary, but be careful not to report on club meetings as the secretary does this.

Benefits to You

- Teaches you how the news media operates.
- Allows you to perform a real service to your club and community.
- Gives you a broad knowledge of all 4-H club activities because of your need to keep up with what is going on.



Where to Get Additional Help

- Talk to the English teachers in your school.
- Visit with 4-H Leaders of your club and other clubs in your parish.
- Speak to other officers in your club.
- Get ideas from your Parish 4-H Agents and/or your Parish Extension Agents.
- Books or pamphlets you can use:
 - 4-H Reporters Handbook No. 1 available at the Parish 4-H office.
 - Check the State 4-H website - www.louisiana4h.org.

Sample News Article

4-H'ers Improve the Environment

Planting trees around the new Civic Center will be the next community service project of the Central High 4-H Club, announced Club President John Smith after the Club's meeting Thursday, November 4, in the Central High School library.

The project was decided upon after member Billy Boudreaux told of the need for the trees and shrubs at the center. Boudreaux said he had talked with the mayor about the project. The mayor told him the city did not have money in the budget for landscaping this year and planting trees and shrubs would be a worthwhile project.

Boudreaux was made chairman of the committee to work out details for planting the trees. Serving with him are Sally Fontenot and Jimmy Peters. The committee will meet with the mayor to discuss the project and report to the club at its next meeting. After the meeting with the mayor, a date for the tree planting will be set.



Notes

Visit our Web Sites:
www.lsuagcenter.com
www.louisiana4h.org

Reporter reminders

- Do your ice breaker activity, then hand out the books and go through them with the kids. Let them know that their leaders will have an electronic copy by the end of the week that they can send them to use.
- As 4-H Reporter, you are updating the club on events happening in 4-H, around school, and in the community. You may highlight members who participated at Fall Fest. Think of your role as posting on social media or in the newspaper. Make it interesting to read. It doesn't have to be long, just a couple of sentences to let us know what happened. Cover the basics as best as you can: Who, What, When, Where, How/Why.
- Club of the Month Area of Concentration – Reporter's News Report – This is the same report that goes in your Reporters report that is turned in at Achievement Day. The Reporter is also given the task of making sure the club scrapbook is completed. This is also turned in at Achievement Day. We have some samples here tonight. More information is found inside your officer training packet.
- Club of the Month Scores
 - o 100 points total
 - o 100 out of 100 points – Winning clubs
 - o 75 – 99 out of 100 points – Honorable Mention clubs
- If you need a time filler – brainstorm as a group what are ways that we can recruit new 4-H members, what are benefits of 4-H, Play the When Someone Claps Teamwork Activity



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LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES

One entry per club for each officer position

President's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is completed.

Vice-President's Notebook

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day.
3. Judging will be based on neatness and how thoroughly the report is completed.

Secretary's Minutes

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Treasurer's Report

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Reporter

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

Program Leader's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit one completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

TIPS FOR 4-H REPORTERS

- All reports should be accurate, and complete and not a copy of the Secretary's Minutes. Articles should be a report on an event or activity conducted by the club.
- Take time to talk with 4-H members and find out what they have participated in.
- A good reminder is to give a copy of your report to your leader a few days before your meeting. If for some reason, you are absent the day of your 4-H meeting. If for some reason, you are absent the day of your 4-H Meeting, someone else can take over.
- Remember – a Reporter's news report is worth 8 points toward the Club –of-the-Month Award.
- All Reporters are to prepare a Reporter's Scrapbook and enter it at Achievement Day.