



Reporter

CONGRATULATIONS

Congratulations! It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours – the success of the club depends on your leadership team.

GOOD OFFICERS ARE ...

Enthusiastic, tactful, loyal, honest, friendly – that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?



- _____ Do I know the duties of my office?
- _____ Am I willing to improve myself so I can be a better officer?
- _____ Am I friendly? Do I work well with other members of the club and they with me?
- _____ Do I willingly accept responsibilities assigned to me?
- _____ Do I enjoy doing more than just what is required of me?
- _____ Am I willing to give credit to others for work well done?
- _____ Am I prompt in arriving at meetings?
- _____ Does my appearance inspire confidence and respect?
- _____ Am I kind, tactful and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to club work?
- _____ Will I attend a 4-H officers' workshop if it is offered for our club or county?
- _____ Will I participate in a county 4-H council?

YOUR JOB AS A REPORTER

You are responsible for letting others know about your club – the fun you are having, work you are doing, and help you are giving.

For your club to obtain the support, respect and good will of the people in the community, it is important for you to keep them aware of the good work done by your club.



Newspaper editors like news stories about 4–H work because their readers like to know what boys and girls are doing. Everything that happens at your club meeting is not news. It is what made the meeting different from every other meeting that is really news.

Promptness is important. To be news, a 4–H event or activity must be recent; important; close to the place of publication or readers, listeners or viewers; unusual; interesting; and seasonable.

As your club's Reporter, you will ...

- ◆ Learn to write interesting news articles.
- ◆ Submit articles and announcements on time!
- ◆ Write announcements of meetings and special events for the newspapers and radio stations.
- ◆ Write a news story immediately after each meeting and special event for the newspapers and radio stations.
- ◆ Follow the procedure for submitting newspaper or newsletter information as directed by your club leader or county extension agent.
- ◆ Serve as chairman of the publicity committee.
- ◆ Collect news items concerning your club and make a notebook for a permanent record.

TIPS TO THE REPORTER

Use these pointers and put your club "in the news"!

- ◆ Write in the third person. Use Jim Smart or Dot Good or club members instead of "I" or "we."
- ◆ Spell names and addresses correctly.
- ◆ Keep sentences short (no more than 17-20 words). Make each paragraph a complete thought with two or three sentences.
- ◆ The important parts of a news story are the five "w's": who, what, where, when, why. Use your club's activities to explain each "w," and you have your story.
- ◆ Check with the extension office on dates news items are due.
- ◆ Be prompt – get the story to the editor before his/her deadline.
- ◆ Keep trying; look for unusual and out-of-the-ordinary items.
- ◆ Always work closely with extension agents and adult leaders in writing and getting material.
- ◆ Prepare news stories easy to use.
- ◆ Write neatly; type, if possible, and double space. Never write on both sides of the paper.
- ◆ Write "more" at the bottom of the page if the story continues to a second page.
- ◆ Write your name, address, phone number, and the date at the top of the page.

4-H LEADERSHIP TEAM

As a 4-H Officer, you are an important part of the 4-H Leadership Team. Let's see how the team shapes up.



President The 4-H President's job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension agents.

Vice President Georgia 4-H Clubs have two Vice Presidents. The vice presidents alternate taking the place of the president if that member resigns or is not present. The vice presidents' biggest and most important job is acting as co-chairmen of the program committee that plans local 4-H educational meetings and events.

Secretary The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club's membership, participation and meetings in the 4-H Secretary's Book. All correspondence of the club is the responsibility of the secretary.

Reporter The 4-H Club Reporter has the opportunity and responsibility of telling others about 4-H work. Writing announcements and reports for the local newspaper, keeping a scrapbook of club publicity, and serving as chairman of the publicity committee are important jobs for the reporter.

Parliamentarian (Optional office) In any club organization, it is important that officers and leaders know some of the rules of conducting a meeting. The Parliamentarian advises the presiding officer on parliamentary procedures so meetings can be conducted in a fair and gracious manner.

Recreational Leader (Optional office) No one likes to sit and listen during an entire 4-H meeting without even opening their mouths. The 4-H Recreation Leader gives each 4-H'er the opportunity to actively participate by leading a song or short recreational activity that is suitable for the club meeting place and available time.

Officers

President _____

Vice President _____

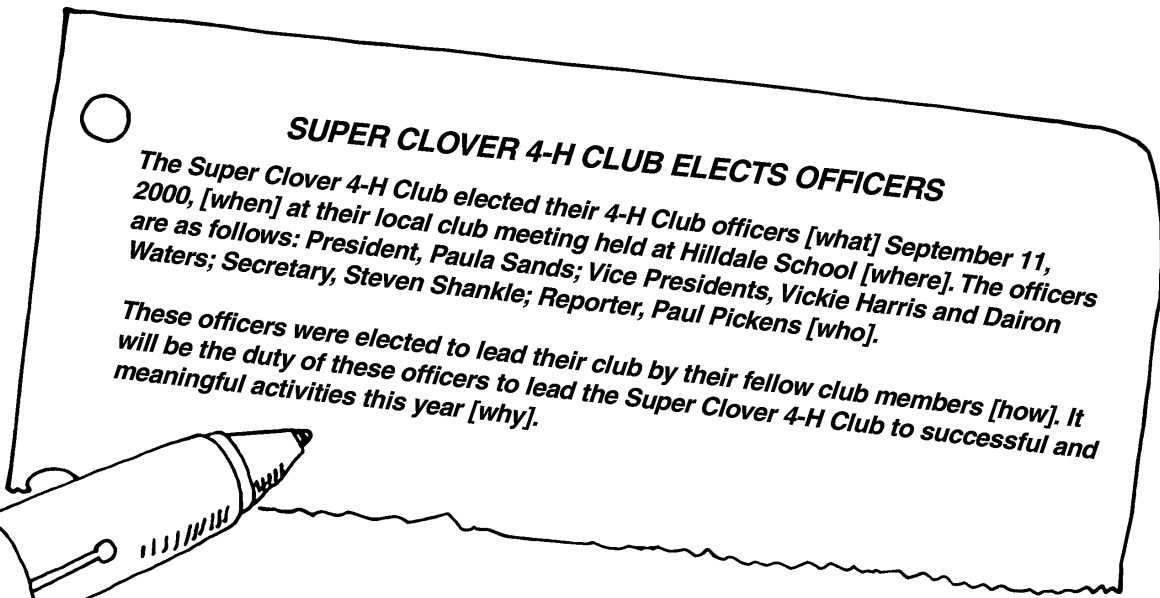
Vice President _____

Secretary _____

Reporter _____

Parliamentarian _____

Recreation Leader _____



SUPER CLOVER 4-H CLUB ELECTS OFFICERS

The Super Clover 4-H Club elected their 4-H Club officers [what] September 11, 2000, [when] at their local club meeting held at Hilldale School [where]. The officers are as follows: President, Paula Sands; Vice Presidents, Vickie Harris and Dairon Waters; Secretary, Steven Shankle; Reporter, Paul Pickens [who].

These officers were elected to lead their club by their fellow club members [how]. It will be the duty of these officers to lead the Super Clover 4-H Club to successful and meaningful activities this year [why].

NEWS ARTICLE FOR

_____ 4-H Club

_____ Date

Write Down:

Who _____

What _____

Where _____

When _____

How _____

Why _____

Decide in what order to place the above information. Where will it do the best job of explaining the Club Meeting?

Title _____

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_____ 4-H Club

_____ Date

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NOTES





Special thanks to Pat Bell, Bill Edwards, Walter Reeves and Walker Robertson for Georgia 4–H publications that included ideas we used in these officer guides. Other ideas were gathered from publications from Oklahoma and Mississippi.

Originally developed by Glenna Gibson Ott, former Extension 4–H Leader

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Gale A. Buchanan, Dean and Director