So you're news reporter of your group . . .
A 4-H Member's "Thought" Sheet

1. Do I help make everyone feel like an important part of the group?  
   Usually   Sometimes   Hardly Ever

2. Does my club have goals?

3. Do I care about all the members in my club?

4. Are our meetings well-organized and orderly?

5. Do I encourage all members to express their opinions and ideas?

6. Do I carry out my responsibilities to the best of my ability?

7. Do we ever have club recreation, service projects, or special activities?

8. Do younger members have a chance to serve on committees, etc.?

9. Is our club open and receptive to young people who are interested in joining?

10. Am I courteous to the leaders, the parents, the other members?

11. Do I set an example by saying "thank you" to the leaders, host, or hostess of the meeting, etc.?

12. Do I really work to "make the best better" in my club?

13. What are the strongest points of our club?

14. What needs to be improved in my club?

15. What can I do to make my club better?
Check Yourself as an Officer

A 4-H club needs officers who will:

- Serve the group best during the next year.
- Work with all members and give everyone a chance to participate.
- Share leadership by giving others an opportunity to accept responsibility and develop their leadership ability.
- Be dependable.
- Help to plan a program for the year that is in the best interest of all the members of the club.
- Work well with other officers, committee members, leaders and parents.
-Try to make the meetings worthwhile and interesting.

Rate Yourself as an Officer and Club Member

Check the statements that apply to you. You should strive to have all the following checked by the time your term in the office is finished.

☐ I try to know and understand the people with whom I am working.
☐ I know the duties and responsibilities of my office.
☐ I attend meetings regularly (at least ¾ of the meetings).
☐ I am willing to learn more in order to be a better officer.
☐ I am on time for the meetings.
☐ I try to spend some time at meetings with each member of the club during the course of the year.
☐ I accept responsibilities willingly and enjoy doing more than just what is required of me.
☐ I try to work cooperatively with the leaders and other officers.
☐ I am willing to give credit to others.
☐ I encourage new members to join and do things with them at meetings to make them feel welcome.
☐ I listen to ideas and suggestions from others.
☐ I am willing to help conduct and take part in the meetings.
☐ I am ready to try new ideas.

Do you know parliamentary procedure?

Take this short true (T) or false (F) quiz to test your parliamentary procedure knowledge.

1. The president of a group should be in charge of the meeting.
2. In presenting motions, members should begin by saying, “I make a motion.”
3. You should not second a motion unless you rise, address the “chair,” and are recognized.
4. Nominations made from the floor should always be seconded.
5. The secretary need not stand up when reading the minutes.
6. The secretary need not stand when calling roll.
7. The minutes of a meeting should be approved by a motion and vote.
8. An amendment to a motion does not need to be seconded.
9. If the chair does not like a motion, it can be ignored.
10. Before every meeting, the president should outline a plan or agenda.
The Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing.

For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of "Who, What, When, Where, Why, and How."

To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) close to the place of publication, (4) unusual, and (5) interesting. It must always be accurate.

Duties of the Reporter

- Spread the good news of 4-H and your club or council to the people.
- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible. Send a copy to your county Extension Office as well. Remember that old news is worse than no news.
- Make a collection of clippings and news items concerning your club or council for the permanent record.
- Write articles and take photographs of special 4-H events for your local newspaper.
- Serve as chairman of the publicity committee.
- Attend the officers' training session.

Suggestions for a Good News Story

- Type your story.
- Put your name, address, and phone number at the top of the page.
- Double space.
- Leave wide margins at the left and right.
- Write stories in the third person (he, she, they).
- Keep sentences short.
- Leave out personal opinions.
- Be sure all names are spelled correctly.
- State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Keep paragraphs short (not over 40 to 50 words).
- If possible, submit good pictures with your stories.
- Visit the local newspaper office and radio and TV stations to find out what news writers want and will use.
- Recognize that your story may be cut or changed (or not used at all). Remember the reporter's A-B-C's: Be Accurate! Be Brief! Be Concise!
Quick Tips When Writing News Reports

1. Keep your reports timely. Try to submit your news within 48 hours of an activity.

2. Always print clearly and legibly or type the report. This will help the newsroom staff and help to prevent mistakes in the newspaper.

3. If printing the report, use an ink pen. Pencils tend to smug or rub off, making it harder to read.


5. Be very specific. Remember the people reading the article have no idea what you are talking about unless you tell them everything. Do not assume they know something. Answer the five “W”s and one “H” of news.

6. Check spelling of names, titles of speeches, and title of demonstrations.

7. Check dates and times for activities.

8. Provide photographs as often as possible. Photographs will add to your story and draw attention to it as well.

9. If you plan to report or advertise 4-H activities or news outside of Belmont County, please contact the Extension Office, as you will need to seek approval prior to using the 4-H name across county lines.

10. Use the provided News Report Form. This will ensure you have provided the newsroom with all of the components they need to complete your report for print.

11. Make sure your name and phone number are on the news report. This way the newsroom staff can contact you if they have any questions.

Compiled by: Michelle Shipe, OSU Extension Belmont County, Program Coordinator, 4-H Youth Development, January 2008.
My Goals as Reporter are:

1.

2.

3.

4.

5.

Fill out and return to the Extension Office by December 28th.
NEWS REPORTER

D F D B V H R E P O R T E R C A M E R A
A D G U Z O H U K B F Y L S D Z N A D U
Q A M B T W B C K F X J T E C H I K H R
S K H P W H A T V J X T V V B I R N S V
T E J E E X P W Q D P I R C K T C O C L
O A E N Q K C Q J B S N R Y H O X T S N
R Y D Z K H B S C Z N V S D O O D E G C
Y O I A I W E D I T O R R H P O P D B L O
O I Q D L L J B R W Z I J U L A W O J M
B X Q T E K H N Y D U J G L A P F O I P
V H E K N E W S P A P E R Y Z E Z K I U
N O V F N Q R C E N F Z G T C R O J M T
D X U P I C T U R E X V E H W Y L P E
C G E F R W U I T Y Z P M G R P S W F R
S B F J D Q Q J I M Z E E F G R I H R V
W U Y I S V D O M W G N E B S U R E L W
Y J E L V F Z T L H L C L C U I N N U W
M B E V Q Z D A C Y K I K W F M S I D K
M L M W H E R E C X I L Q S V Y Q Z E E
V Y N Q F W H O O N O I W V J K V G C W

Word list

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<th>PICTURE</th>
<th>WHEN</th>
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<tr>
<td>NEWSPAPER</td>
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Parliamentary Procedure Answers:


Created by: Michelle Shipe, OSU Extension Belmont County, 4-H Youth Development, November 2006.
4-H REPORTER'S MONTHLY REPORT

Name of Club ___________________________ Reporter ___________________________

Date of Meeting _______________________ Place of Meeting ______________________

Attendance: Members _____; Leaders _____; Visitors _____; Parents _____

Business Transacted: ____________________________________________________________

___________________________________________________________________________

Roll Call: _________________________________________________________________

Presentation: _______________________________________________________________

    Given by: _________________________________________________________________

Presentation: _______________________________________________________________

    Given by: _________________________________________________________________

DON'T STOP NOW!

    Use the space below to write a sample news story.

NEWS STORY:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
Highlighting Minutes

Please rewrite the following minutes correctly. Leave out unnecessary information.

The regular meeting of the Crazy Clovers 4-H Club was held at Betty Jones’s on September 31, 2000. The meeting was called to order by Tom Thumb at 7:30 p.m. Sue Smith gave a presentation on “Care of Bees.” Jimmy Jones and Paula Potter talked about the football game they went to the night before. The treasurer’s report showed as balance of $74.97. The president really did a crummy job of conducting the meeting. There was no old business. The secretary’s report was read and approved. We discussed paying leaders to attend the Leader’s Banquet. Our leader Bob Smith was unsure if he could attend so it was tabled to next month. After 30 minutes the meeting was adjourned. Roll call was answered by fourteen members, two leaders, and one guest. Ann Jones led us in a conversation activity.
Write a News Report
Using these facts - write a news report about this club meeting.

Name of Club: Happy Clovers
Meeting date/time/location: Feb 1 at 7 p.m. at Town Hall
Number members present: 17 Number Guests present: 3
Pledges led by: Holly Smith and Jason Now
Roll Call: Answered by what projects we are taking
Committee reports: trash pick up committee noted that we will meet at the town hall on April 3 at 12 noon and pick up trash in the township ditches
Club booth reported that name tags for the booth will be made by each member at tonight’s meeting
Unfinished Business: Should we have a swimming party or go bowling was debated again. Voted that we will try to go swimming at Mary and Joe Arnold pool in June.
New Business: Received a request to sponsor an award for the fair. The club voted to donate for one fair award.
Advisor report: Nancy Allen distributed flyers about 4-H camp and talked about all the activities that members do at camp. She encouraged everyone to try to go. Registrations to the Extension Office. Next meeting - bring your project forms.
Demonstration: Devin Allen - how to put a halter on a sheep, Lauren Wood - how to train your dog to sit and stay
Project reports: Rita Miller - First Aid and Jean Green - Flower Gardening
Recreation: indoor snow ball fight using socks!

Holly Smith and Jason Now led the Happy Clovers 4-H club members in the pledges as the group met on February 1 at the Town Hall. As a community service, the club will be picking up roadside trash on April 3 in Lucky Township. Anyone wishing to help the members is welcome to join us. The club will also donate one award for the upcoming fair.

The club voted to hold a swimming party in June at the home of Mary and Joe Arnold. Demonstrations were given by Devin Allen on haltering a sheep and Lauren Wood presented about teaching her dog to sit and stay. First Aid was the topic of Rita Miller’s report and Jean Green spoke about gardening.

Seventeen member and 3 guests attended. Each member created their name tag for the fair booth. Refreshments and recreation were enjoyed following the meeting.

The next meeting is planned for Tuesday, March 1 at 7 pm. at the Town Hall. Members are reminded to bring project sign up forms to the meeting and to send in 4-H camp registrations to the Extension Office.
4-H OFFICER TRAINING EVALUATION

I am a 4-H member:
- _____ Little Clover
- _____ Junior (4th – 6th grade)
- _____ Intermediate (7th – 8th grade)
- _____ Senior (9th – 12th grade)

Did you attend officer training last year? ________ YES ________ NO

If yes, which office did you hold? ______________________________________

<table>
<thead>
<tr>
<th>Circle how you feel about each question:</th>
<th>Excellent</th>
<th>Fair</th>
<th>Needs Improvement</th>
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<tr>
<td>I felt confident doing the work on my own</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I learned a lot about my office</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I feel that I can do the job</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The hands-on activities helped me</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am looking forward to being a club officer</td>
<td>1 2 3 4 5</td>
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I would prefer to go back to having Officer Training as a Saturday morning activity where everyone does it at the same time. ________YES ________ NO

What was one thing you learned about your office you did not know before?

How can we make the Officer Training Study Option a better fit for all members?

Club: ______________________________________

Fill out and return to the Extension Office by December 28th.