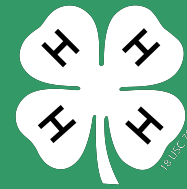


Reporter



The Reporter works with the Historian to promote the club and record history. The Reporter is elected for a one-year term by being nominated and voted into office. As Reporter, you publish the club newsletter and send articles to news sources. You highlight the impactful work of 4-H members, the enjoyable experiences a club offers, and the positive contributions the members are making to the community.

Before Meeting

- Cut out copies of photos or news articles you've written and had published. Make photocopies for members to use in their 4-H record books.
- Print copies of your monthly newsletter and bring them to the meeting for members to read.
- Make sure any photos you send to media include only 4-H members with a signed photo release on file. Check this with your club leader.

During Meeting

- Share your report with members when called upon. Show the photocopies of submitted articles and the newsletter. Give a copy to the Historian for the scrapbook.
- Take photos at every meeting. Work with the Historian and Photographer (if you have one) so you all have each other's photos. Take photos at county events involving club members, too.
- Interview at least 1 4-H member or volunteer each month.

After Meeting

- Use who, what, where, when, why, and how to interview and to write.
- Publish the club newsletter. Include at least 1 interview of a 4-H member or volunteer per month.
- Submit at least 1 article per month to the Extension Office for publishing on the Club Reports website and to local newspapers. Detail what happened at your last club meeting and any upcoming events.
- Be absolutely certain all names of people and places are spelled correctly. Use first and last names, not just first names.



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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