

# 4-H CLUB REPORTER

## Guidelines for Submitting & Writing News Articles for the *Youth Talk*

Articles submitted by club reporters are gladly accepted for the *Youth Talk* when they follow the guidelines below.

### Writing the Article

- News articles are quick and to the point, focused on the facts of an event or story.
- Give your article a heading or a title. A title should be short while creating interest.
- Decide what your article will be about.
- Gather your information for the article.
- First paragraph: In a few sentences, answer these questions:
  - ~WHO?
  - ~WHAT?
  - ~WHEN?
  - ~WHERE?
  - ~WHY?

Grab the reader's attention by using an opening sentence which is a question or something unexpected. Now give the details. You may want to include a quote from someone involved in the topic you are reporting about. Always write in the third person (he, she, it or they). Be objective. Use active verbs so the reader feels things that are happening.

- Last paragraph: Draw your article to a close.
- By-line: At the end of your article, state who wrote the article; By.....
- Proof read your article and edit where needed.
- Check the spelling of all words, especially names.

### Submitting the Article

1. Articles should be submitted in a timely manner. The deadline for the *Youth Talk* is the fourth Friday of each month.
2. Articles may be submitted on-line [tlevangelo@ucanr.edu](mailto:tlevangelo@ucanr.edu) or by hard copy- mail to Kings County 4-H, UCCE Office, 680 North Campus Drive, Ste. A, Hanford, CA 93230.

### What Makes for a News Worthy Topic?

- Community Service Activities
- Special club events- i.e.- fundraising, holiday celebration etc.
- Activities in a specific project
- A member that receives special recognition

## **Sample News Articles:**

### **Shamrock 4-H Plans Valentine's Celebration**

The Shamrock 4-H Club recently visited the Kings Senior Community Home. 4-H members led seniors in a number of fun activities to celebrate Valentine's Day.

Suzie Chavez, chairman of the event said, "The seniors were smiling and having a great time." Activities included a "Sing Along" led by Jason Chu, a cookie decorating contest organized by Jackie Silva and Valentine's cards were made by the seniors to send to the troops overseas. Following the activities, refreshments of cupcakes and punch and coffee were served. Refreshments were made by members of the Beginning Foods Project Group.

The Shamrock 4-H members enjoyed their time working with the residents of Kings Senior Community Home. Currently, they are planning to return in March to celebrate St. Patrick's Day.

Submitted by: Richard Avery, Shamrock 4-H Club Reporter

### **Shamrock 4-H Elects New Officers**

The May meeting of the Shamrock 4-H Club included the election of officers for the new club year. Officers will be installed at the Family Potluck held in June and they will begin their new responsibilities at the first board meeting held in August.

Members running for each office gave a campaign speech on their qualifications and why they wanted to be a club officer. A secret ballot election was held. The results of the election are-

President: Sherrie C

Vie President: Phillip D

Secretary: Amy P

Treasurer: Greg D

Community Club Leader, Mrs. Chavez said, "The campaign speeches were well prepared and were very entertaining. The members running for office did a good job with their speeches!"

The Shamrock 4-H members are looking forward to a very productive year with their new officers at the helm.

Submitted by: Richard Avery, Shamrock 4-H Club Reporter