



4-H PEI

CLUB REPORTER

Handbook

Club Name

Club Executive

Club Reporter: _____

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Important Information

Deadlines

Club Reporters are asked to submit reports to their 4-H Specialist five times within the 4-H year:

- **December 1st** (Suggestions: Reorganization details, Halloween, Remembrance Day)
- **February 1st** (Suggestions: Ch'mas events, Community Service, Club Communications)
- **April 1st** (Suggestions: Reg. Communications, Spring Projects, Ag Awareness)
- **June 1st** (Suggestions: Achievement Day, fun wrap up activities, Graduations)
- **August 1st** The final report should be a wrap up/summary of your Club's 4-H year

Note: Submission do not have to be made on these dates, they can be made at any time. If your Club hosts a special event or activity and you would like to submit a story right away, we would love you to do so!

Making a Submission

Club Reporters are welcome to send an email to their 4-H Specialist with their bi-monthly Club Report, or **NEW THIS YEAR** - you can submit your report through our website by filling out the online form and hitting submit. Either way, we welcome you to include photos that we can share as well! You can find the online form at www.pei4h.ca/club-report

Contacts

Provincial 4-H Office	Club Overall Leader	4-H Specialist
Name 4-H PEI Office	Name	Name
Email pei4hoffice@gmail.com	Email	Email
Phone 902-368-4833	Phone	Phone
Website: www.pei4h.ca		
Other	Other	Other

CLUB REPORTER

Congratulations!

Your fellow 4-H'ers have elected you as the **Club Reporter** for your 4-H Club!

The Club Reporter is responsible for keeping the 4-H PEI community and the "outside world" aware of the many events happening within your 4-H club.

Your main job is to complete a regular Club Report that highlights what you and your fellow 4-Her's have been up to and submit that report to the 4-H Specialist. This means that you should attend as many 4-H meetings and activities as possible (*or in the event you are not able to attend, ask a Club member to help you out!*). The report will be shared on the 4-H PEI Facebook page, the 4-H website and linked through our monthly newsletter. It is fun for 4-H members and leaders across the Island to see what other Clubs are doing East to West.

Members are also encouraged to share stories via community newsletters, bulletin boards, local media or to the Club's Facebook page!

What types of things do you "report" about?

Think about the things that happen beyond your Club's monthly Club meeting:

- ✓ A special activity or event that you Club organizes
- ✓ A member of your Club wins an award (scholarship, travel, public speaking, etc.)
- ✓ Your Club organizes a special fundraiser for another community organization
- ✓ Your Club giving back to the community (ie. Volunteering time)
- ✓ Basically, any event or experience that is fun, interesting, and shares information about your 4-H Club and/or the 4-H PEI program, makes for great content for a report!

Structure of a Report

A club report should never be written the same as a Secretary's Report. A Club Reporter's job is to write a report in one of two ways:

A report that summarizes multiple things your Club has done over a period of time

This type of report is very common. The Club Reporter will share details about multiple small events that have happened within a Club. See an example on the next page!

A report that focuses on one special event or activity your Club has organized or participated in.

This type of report is written like an essay... this type of report can be shared in the Provincial Newsletter, on social media, or maybe even in the local newspaper. Example on the next page!

Don't forget to take photos!

The perfect addition to your Club Report is a photo or two (or more!) to accompany your story. Don't forget to snap some photos, or borrow from someone else who likes to take photos!

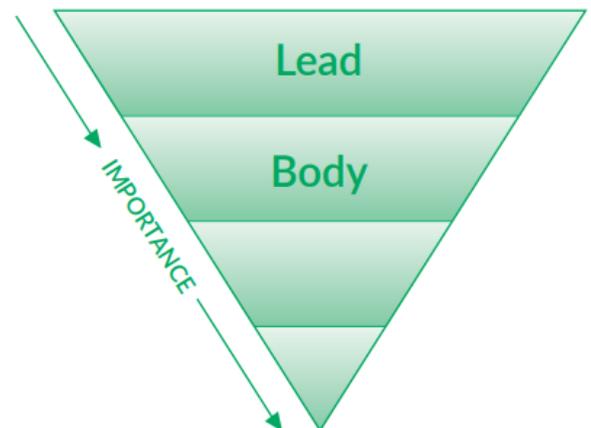
- Ask your Overall Leader if members and leaders in your club have signed the Photo Release form when registering.
- If the person is not in your club, check if you can take their picture and tell them where you might be sharing it.
- Use complementary pictures of people, and try to take pictures that are 'close-ups' as opposed to far away (unless it's a group shot!)

WRITING A REPORT

A report that focuses on one special event

- News must be timely, immediate or near the present, and of interest to the audience. Get your report submitted to your 4-H Specialist as soon as possible after a big event.
- Structure your story using the 5 w's and the h.
 - » Who: Who was involved? Who is it about?
 - » What: What happened? Importance counts.
 - » Where: Where did it happen?
 - » When: When did it happen?
 - » Why: Why is it important?
 - » How: How did it happen?
- Be clear—make your story readable. Here are some tips to improve readability:
 - » Short sentences.
 - » Short paragraphs.
 - » Easy words. Use short, simple words.
 - » Personal words. Pronouns like 'you' and 'we,' a person's name or a direct quote make your story more interesting. This personalization is a good technique for holding reader interest.
- Get to the point... FAST! Most people whiz through newsletters and social media, maybe only reading the first paragraph or two. Put important facts in the first paragraph; first sentence is even better. Make sure your story essentials are not at the bottom of your story.
- If you choose to email your report to the 4-H Specialist, be sure to choose a basic font that is easy to read.

- Be accurate. Spell names correctly, be sure to have correct names of each person involved. Also make sure dates are correct.
- Be objective. Leave out personal opinions when writing a report. Report only the facts.



- The first one or two paragraphs are the LEAD and include the information that is needed most - enough information to give a good overview of the entire story. Catch the attention of the reader!
- The BODY is the support - more information about the details you gave in the LEAD.
- The END of your report is one paragraph that gives final statements.

SAMPLE REPORTS

Report: Summary of Events

February 1st

To kick off December, the Anytown 4-H Club decided to give back to the community by making Christmas cards and cookies for our local senior's home. We met up on December 1st at 6pm in the basement of Anytown Community Hall. The activities were organized by our Special Events Committee. We had full attendance at this event. The following day, a few members volunteered to hand deliver the gifts to the Senior's Home.

On December 9th we gather at Anytown Dairy Farm to organize and pick up honey, jam, fudge, soap and cheese orders from the Provincial Fundraiser. This was an "all hands on deck" evening. Members distributed the products to their friends and neighbours. Our members were very successful in selling products from the fundraiser this year - we sold over 100 blocks of cheese and 60 orders of honey!

In January our Club regrouped after the Christmas break and began working on Club Speeches coming up on February 12th. At our Club meeting we had three stations set up and members rotated through each. The stations focused on three different areas: Speech content and structure, Presentation (eye contact, pronunciation, hand gestures) and Final touches.

Respectfully submitted by CJ Mac,
Club Reporter, Anytown 4-H Club



Report: Specific Event

December 3rd

On December 2nd the Anytown 4-H Club hosted a very successful Christmas Trivia Family Night to raise money for the Anytown Lion's Club Christmas Boxes. Members and leaders are very excited to be presenting a cheque to the Anytown Lion's Club for \$1200. The Godfrey Family excitedly won bragging rights and a basket of Christmas themed items! There were 150 people in attendance at the event that took place at Anytown Community Hall.

Members and Leaders of the Anytown 4-H Club have been working hard over the past month to organize this family event for the community. Admission for the event was \$20 per family. The senior members in the Club worked with the Overall Leader to create a solid list of trivia questions, while a small group of parent volunteers organized a canteen to raise additional money. The Anytown Community Hall donated their space for the event and their staff person helped volunteers set up table and chairs for the evening.

The event was light-hearted and fun! The Senior Members did a great job of collecting a variety of trivia questions - some easy enough for our juniors to contribute and some hard enough that our parents were scratching their heads. The peppermint fudge in the canteen was irresistible!.. And the smell of apple cider and hot chocolate in the air was delightful. Ada Jones, grandmother to Club member Reggie Jones, said it best: the event was "the perfect kick off to the Christmas Season!"

Respectfully submitted by CJ Mac,
Club Reporter, Anytown 4-H Club

Monthly Event Tracker

Use this space to keep track of Club events month to month to assist you in writing your Report

SEPT/OCT

NOV

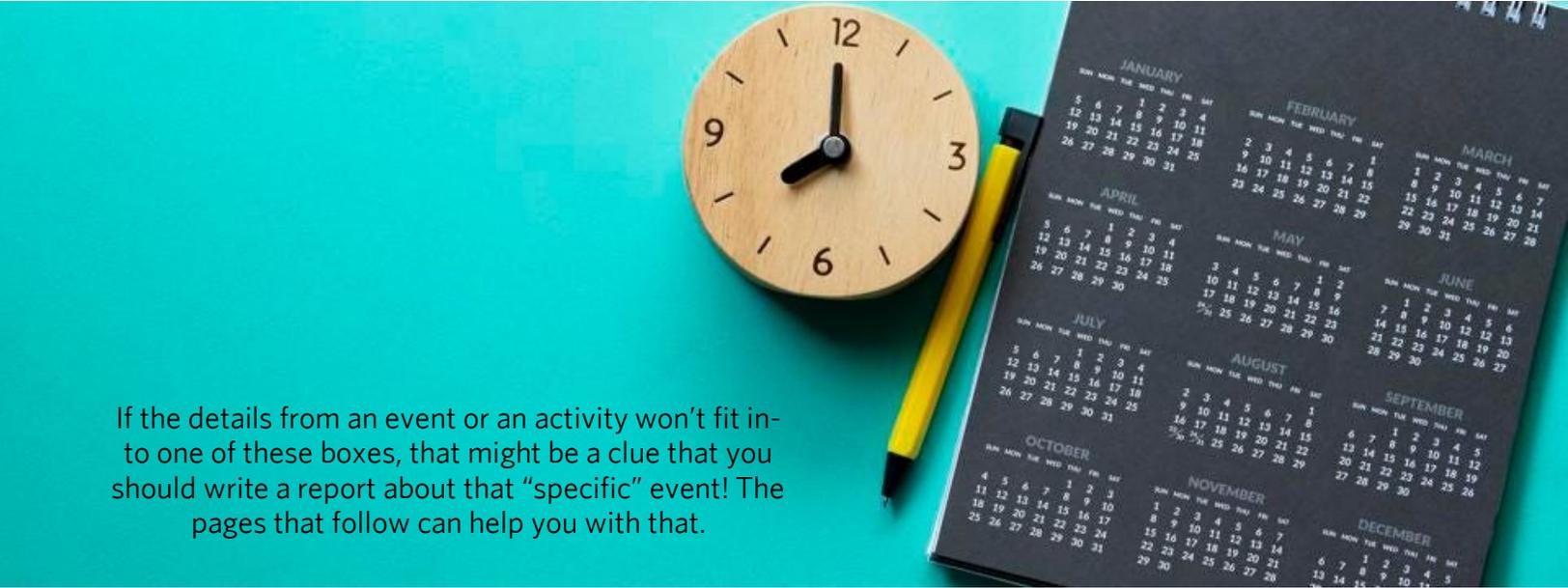
End of first report: due Dec 1st!

DEC

JAN

End of second report: due Feb 1st!

FEB



If the details from an event or an activity won't fit into one of these boxes, that might be a clue that you should write a report about that "specific" event! The pages that follow can help you with that.

	MAR
	End of third report: due Apr 1st!

	APR
--	------------

	MAY
	End of fourth report: due Jun 1st!

	JUN
--	------------

	JUL/AUG
	End of last report - send a summary of the year!

Planning Your Report

WHO

WHAT

WHEN

TOPIC

WHERE

WHY

HOW

OTHER INFO...

Planning Your Report

WHO

WHAT

WHEN

TOPIC

WHERE

WHY

HOW

OTHER INFO...

Planning Your Report

WHO

WHAT

WHEN

TOPIC

WHERE

WHY

HOW

OTHER INFO...



CANADA
4-H PEI

Learn To Do By Doing

pei4h@pei4h.ca

902-368-4833

1-866-308-4833

www.pei4h.ca