



REGIONAL OFFICER TRAINING

Duties of Historian/Reporter

 Historian / Reporter Officer Training

Introduction

This lesson was developed to teach youth and adults the importance of incorporating new media as part of their regular club activities. They are designed to provide knowledge and hands on learning.

Getting Ready

- Review lesson plan
- Gather supplies
- 1 copy of handouts per participant

OPENING QUESTIONS

What are the duties of a Club Reporter and Historian?

HISTORIAN/REPORTER RESPONSIBILITIES

- Attend meetings.
- Attend the officer training.
- Collect club memorabilia such as: programs, newspaper clippings, maps, pictures, etc.
 - Take photographs of council meetings and activities such as officer installation ceremonies, community service projects, field trips, guest speakers, or award programs.
 - Compile memorabilia in a scrapbook in an orderly fashion; this book offers several suggestions and techniques for doing this.
- Promote the 4-H council.
- Provide pictures and articles to the President for the Spirit Stick portfolio.
- Other duties as listed in the council constitution.
- Complete a 4-H Historian/Reporter Record Book.

So You Are Historian...

As Historian, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smile represent Minnesota 4-H. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for Historians

- ✓ I keep a record of the group's accomplishments and activities for the year.
- ✓ I collect items such as photos and news clippings about the group and its members.
- ✓ I organize the historian's scrapbook or album to tell the story of my 4-H group for the year.
- ✓ I do my best to make the book meaningful to members and future members.
- ✓ I make the book compact and yet complete. Items are only included if they involve members of the group.

Guidelines for the Historian's book

- The cover should be durable and last for many years. Archival books and pages are now available for longer and safer storage.
- Securely fasten pages and items into the book.
- Items in the book should be in good condition: clean, unmarked and unbent (if possible).
- The book should be accurate and neat.
- The book tells your group's story. The following list of items may be helpful in telling your story. The list may vary according to the requirements of your county.
- The story of your group for the year may be written as separate paragraphs on each page of the scrapbook along with the photos, clippings and other items of each event, or it can be written as one story with supplemental pages of photos, clippings and other items. Your story can include conferences, camps, tours, nominees for county council or officers, award winners, presentations at the county and state, family nights and so forth.
- Title page with your 4-H group name, year and historian's name
- List of group members, officers and leaders
- A charter or constitution and bylaws, if the group has either
- Article clippings, with the photographed members identified
- Photos, labeled with the activity, date and members identified
- Ribbons for group awards
- Correspondence, including letters with special significance
- Secretary and treasurer books may be included

So You Are Reporter...

As Reporter, you represent your 4-H Club through the stories you submit to the newspapers and other media. You are an important 4-H officer. You help your club members feel good about themselves and the things they've done in 4-H by sharing their 4-H stories with the community.

Checklist for Reporters

- ✓ I make and update a list of news story possibilities for our 4-H club.
- ✓ I submit articles to the newspaper as soon as possible since old news is usually no news.
- ✓ I work with our photographer to include photos with 4-H news stories.
- ✓ I work with our historian to provide photos and news clippings for the historian's book.

- ✓ I know the names, addresses, phone numbers, email addresses and submission deadlines of our county newspapers and 4-H newsletters.
- ✓ I know how to write a caption for a photo that's included with my news stories.
- ✓ I make sure that names are spelled correctly and people are identified correctly for all news stories.
- ✓ I make sure to have a signed photo release for every person shown in a photo that I'm going to submit for public use. Member photo releases are included in the health form. Check with your local University of Minnesota Extension center.
- ✓ I keep a record book containing my work and contact information from the year.

Guidelines for Reporters

While the secretary takes detailed notes on everything that happens in meetings, you only report the interesting things that 4-H'ers are doing — inside and outside the meeting. Your job is to be a little nosy and know everything that's going on in your club

LET'S DO IT!

Have youth brainstorm as a large group – gather their ideas on What are the Duties of a Club Reporter and Historian. List this on the Whiteboard or Flip Chart.

After list is completed discuss these duties as a group.

TALK IT OVER

Share

Reflect

Ask if any of these duties surprised them? What would be the most difficult duty? What do you think will be fun?

Apply

Ask the participants, "How could you use this activity in your Club setting?" "Can you see yourself leading the activity or do you have someone in mind that who would co-lead the activity with you?"

REFERENCES

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HANDS OUTS

"Historian/Reporter Handbook"