



REPORTER DUTIES

SUBMITS REPORTS TO LOCAL NEWSPAPERS

MAKES COLLECTION OF ALL NEWSPAPER ITEMS FOR PERMANENT RECORDS

WRITES ARTICLES WHICH TELL WHO, WHAT, WHERE, WHEN AND HOW INCLUDING
PEOPLE'S NAMES

WRITES A STORY OF EACH MEETING TO SEND TO THE LOCAL 4-H OFFICE
OR LOCAL PAPER

SENDS ADVANCE INFORMATION ON AN EVENT TO THE LOCAL PAPER AND
WRITES A FOLLOWUP