

## **Special Records Contests Club Reporter and Secretary Book**

Special Records contests are open to all age divisions – Elementary, Junior and Senior.

1. Club Reporter Book
  - A. Neat, but not decorative scrapbook should be used for mounting the clippings.
  - B. Typewritten articles are not to be considered as exhibits of newspaper publicity. The newspaper clippings and/or stories that appear in mimeographed publications such as school papers, church papers, etc. are what is wanted. Typewritten copy should be used to show material sent to, and used on radio or television. Such copy should have notation telling how and when the material was used.
  - C. Clippings and pictures that appear between March 1 and February 28 of the following year comprise the material judged.
  - D. The number of clippings does not form the basis for measuring the effectiveness of publicity. The reporter with limited facilities will not be penalized. Regularity of coverage, such as a story every week, and the variety of events covered, will be a big factor in grading scrapbooks.
  - E. Clippings must be stories written by the reporter, or from notes given to the editor or a representative of a paper by the reporter.
  - F. The reporter must put a notation on all stores, pictures or items shown in scrapbook, telling what part the reporter had in getting the item published. Some typical notations include: **written and submitted, gave information to editor, arranged for picture to be taken, etc. (VERY IMPORTANT!!)**
  - G. Club reporter's books are due in the 4-H Office by 4:30 p.m. on due date. The record sheet in the back of the 4-H Reporter's Handbooks., No. 1 or No. 2 is to be attached on the inside of the front cover of your scrapbook.
  - H. Scrapbooks will be judged on quality of writing in the news feature stories, variety of coverage as shown in clippings, regularity with which material is used by newspaper, general use of available facilities, number of illustrations reproduced in newspapers or other publications, editorials on 4-H Club work, and general appearance of scrapbook.

2. Club Secretary's Book
  - A. Open to any club secretary (elementary, junior or senior)
  - B. Neat, but not decorative binder should be used (a club member record cover is fine).
  - C. The "Record Book for Secretary of Organized 4-H Clubs" is a good guide to follow (available from the 4-H Office). Additional paper as needed may be inserted.
  - D. Neatness, accuracy of spelling, sentence structure, and completeness of minutes will be factors considered in judging.