

# Grange Reporter Guidelines

The *Washington State Grange News*'s primary function is informing members of the activities undertaken by their fellow Grangers. In order to do this, the *Grange News* relies on each Subordinate and Pomona Grange to select a Reporter, whose job it is to report on any and all activities of importance taken by their group of Grangers.

As a Grange reporter, it is your job to report on the efforts of your Grange and supply the *Grange News* with those details. To make sure your news is used, it is important to follow the following guidelines:

**1. Deadline:** The deadline for all materials is the first Monday of each month. Keep in mind the production schedule for a monthly publication; if you have an event coming up in March, for instance, in order to publicize it ahead of time you would need to notify *Grange News* by the first Monday in January to ensure it would be printed in the February issue of the paper.

**2. Newsworthiness:** Most of the news you send will be printed in the Pomona News, Grange Connection or Camper Club sections of *Grange News*. Look at those reports. They are very short and precise and detail only those events significant to other Grangers and others who read the publication. Some tips:

**1. Be brief.** Mention speakers, plans for upcoming events, etc.

**2. Do not send minutes of meetings.** Rather, consolidate the events of your meeting or event and send *Grange News* a short description.

**3. Do not send *Grange News* results of your Subordinate or Pomona Grange elections.** Due to space constraints, they will not be printed.

**4. Report only significant events.** These can be Grange anniversaries, community service work done by your Grange, notable guests to your Grange, award winners, etc.

**3. Photos:** Color or black and white prints are accepted. Do not send negatives! In general, photos are not returned, but if you truly need the print back, include a self-addressed, stamped envelope and it will be returned. Be sure to include the names of everyone in the photo, where the photo was taken, what the activity was, any pertinent information so *Grange News* can produce a caption that best represents the photo. Do not write on the back of the photo, rather, include the information on a separate sheet of paper. You can affix a sticky note to the back of the photo, just write on it before putting it on the photo. Laser prints are not useable in the publication, and Polaroids rarely are. Digital photos are tricky. Make sure your digital photo is of the highest possible resolution. Even then, they may or may not be useable because of print requirements.

**4. Clarity:** Reports should be typed. Handwritten news can be used, but it must be legible. E-mails are great, and it's best if you put your report in the message box rather than attach it. Reporters should include their name and phone number in case *Grange News* has a question about the news you have sent. And expect to be edited for length, grammar and content.

**5. Send it in:** You can e-mail your reports to [grangenews@wa-grange.org](mailto:grangenews@wa-grange.org) or mail them to **Washington State Grange News, PO Box 1186, Olympia, WA 98507.**

**6. Questions?** Want to know if something's newsworthy? Questions about deadlines, photos, anything at all, contact the Grange News office at (360) 943-9911 or 800-654-5485 and we will be happy to help!