



ADVISER INFO SHEET

Thank you for the time and enthusiasm you give to Young Reporters! Keep track of the students who will be participating on this form, and send us a copy. Please be sure that ALL your Young Reporters have sent in a Participant Release Form, either to you or directly to the address below.

Adviser Name: _____ **Phone:** _____

Mailing Address: _____ **City** _____ **ZIP** _____

School: _____ **Position:** _____

NAME OF REPORTER	GRADE	PHONE #	RELEASE FORM
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Now It's Your Turn

My goals as a YR Adviser: _____

Favorite school subjects: _____

Hobbies, activities: _____

E-mail me at: Work Home _____

Mail YR materials, scripts, etc.: To me Directly to my reporters





TIPS FOR ADVISERS

First off, THANK YOU for helping your Young Reporters! We really appreciate your efforts and hope this proven journalism program is as rewarding for you as it is for your students. Here are some pointers to get you started.

Story Deadlines

It's always a good idea to submit stories before the end of the month prior to the publication date. If a Young Reporter is running a few days behind on a time-sensitive or big story, call us to make special arrangements. Stories can be mailed, faxed or e-mailed to youngreporter@beesf.org. Photos are appreciated and should be sent through the mail ASAP or e-mailed.

Story Ideas

Young Reporters often have a hard time coming up with a solid story idea. Encourage your students to follow the news—local papers and TV stations often run timely and appropriate stories that just need a kid's spin. Don't let your reporters copy newspaper or TV reports, though. They need to get out there and cover their story, gathering information and conducting interviews.

Community events, volunteer work, special school happenings or outstanding people are great potential stories. If a reporter is really stuck, call us for suggestions.

Regular Meetings

Regular meetings help to keep students on track and motivated. Try to make stories due at one of your meetings each month.

At the meetings, you can brainstorm story ideas, assign stories or review the Young Reporters Stylebook (especially the sections

on writing, interviewing and gathering facts so stories contain the 5 W's and H). You also can use stories in *Bear Essential News* as examples of good writing. What's the lead in a story? What are the 5 W's and H in the story? Meetings also can be used to practice interviewing skills and to give students feedback on their stories!

Photos

It's true—a picture can paint a thousand words. So if possible, send photos to accompany a story.

Parents or advisers who accompany a Young Reporter doing an interview or covering a special event can act as official photographer. Many times, photos for an event or of a famous person are already available for the media—just ask!

Regular color prints can be sent in the mail. Digital images can be e-mailed to youngreporter@beesf.org and should be sent as JPEG or TIFF images between 100K and 1Mb in size. We cannot use photos embedded in the text of a story.

Send It In!

Every story submitted is an opportunity to be published. Make a copy of each story for yourself before you send it in to us. Thanks!

