



The

# REPORTER'S GUIDE

UTRUST APPRECIATION PROGRAM

## BEING A REPORTER

***Congratulations!*** It is an honor to be selected as the official reporter for your school's Appreciation Day activities. As a reporter, you have a very important job to choose the words, phrases, and quotes to tell each story in the most interesting way.

You get to select the details to include and those to leave out so that your story doesn't include more than the reader wants to know.

Partner with your school photographer and/or videographer to discuss what stories and photographs will attract readers.

The stories that you write about appreciation day celebrations may appear in your school newsletter, website or even your school yearbook.

Some stories may even show up on the school system website or even in the local newspaper. Wherever it is published, it will include your byline so everyone will know that you wrote it!

You are helping to recognize and honor the people in your school who do what they can to make school a better place for you and your classmates.



## TIPS & TRICKS

- **Capture the Magic:**  
*Snap awesome photos and videos of the most heartwarming moments.*
- **Get the Scoop:**  
*Chat with your fellow students, teachers, and staff. Ask them about their favorite parts of the day and why showing appreciation is so important.*
- **Share Personal Stories:**  
*Encourage everyone to share their own stories about appreciation and kindness.*
- **Recap the Fun:**  
*Give a lively summary of all the activities, from special performances to speeches.*
- **Reflect and Inspire:**  
*Share your own experience as a reporter and what you learned about the power of appreciation. Your reflections can motivate others to spread kindness every day.*
- **Encourage Future Involvement:**  
*Pump up your peers to join in the fun next time.*