

**DoorCountyDailyNews.com**  
**Student Correspondents**  
**Guidelines, Policies and Procedures**

Welcome to our Student Correspondent Program at DoorCountyDailyNews.com.

We hope to provide area high school students an opportunity to learn about the broadcasting industry and news-sports reporting.

Student Correspondents are paid \$20 per approved and recorded story that includes audio and video. \$15 without.

Members of the DoorCountyDailyNews.com staff will assign stories and deadlines to Student Correspondents. Please write a draft of your story, submit it to the news department for approval and, when approved, record and email audio, text and video to [news@doorcountydailynews.com](mailto:news@doorcountydailynews.com).

You will be paid for stories written between the 1st and 15th of the month on the 25th and you will be paid on the 10th of the month for stories written between the 16th and end of the month.

Being a Student Correspondent can make you a very influential and important student at your school. You can be a link between our listeners, readers and viewers and your school district. Your role is to assist our efforts to share positive news about programs, events and people as well as make our audiences better-informed citizens and participants in democracy.

This experience can be an outstanding resume-building opportunity. It may assist your efforts obtaining college scholarships and employment in the future.

Some basic radio news-writing suggestions include;

Make your lead capture the essence of the story.

Localize your story in the lead.

Answer the most basic questions of who, what, when, where and why.

Write conversationally, as if you were talking with a friend.

Always attribute statements and facts to a source.

Be fair and objective.

You need to limit the on-air recording to approximately 40 to 50 seconds.

Your online-stories can be longer.

You can also post the entire audio recording of your interview if the topic merits doing so.

Do not end a sentence with a preposition.

Spell-check and grammar-check your submissions.

Do not write in the first person.

When interviewing people for stories please remember you are representing DoorCountyDailyNews.com. Treat people with respect. Dress professionally.

Send thank-you notes when people suggest a story idea to you and thank those who assist your efforts in reporting news from your school.

Very few people make the effort to send thank you notes.

All stories must be introduced as “The following story has been submitted by our (name of school) Student Correspondent (full name).

All stories must end with you stating the following, “I’m (school) Student Correspondent (Name) reporting for DoorCountyDailyNews.com.”

Please feel free to suggest story topics to members of the DoorCountyDailyNews.com news team but do not write stories without having the topic approved in advance by a team member.

Your story-count needs to be emailed to [karenutnehmer@doorcountydailynews.com](mailto:karenutnehmer@doorcountydailynews.com) at the end of every pay period. When doing so list the stories for which you are submitting for payment by title.

You must be able to guarantee that any photo you provide does not have a copyright. It is best to only use photos you personally have taken.

Do not use audio from a telephone conversation unless you informed the person you are recording in advance that you are doing so.

Ethics require that you carefully avoid anything that could be perceived as plagiarism. Find your own stories rather than copy the work of someone else.

We will provide you with business cards and also thank you notes so you can use the card with sources and the thank you notes to express appreciation to people who have cooperated with you.

Feel free to post any article you write on your own social media platforms but only after it has been approved by a DoorCountyDailyNews.com team member.

We are very proud of the positive contributions Student Correspondents have made. Several have pursued careers in journalism, communications and public relations as a result of their experiences with DoorCountyDailyNews.com.

Again, welcome. Feel free to ask questions at anytime by calling team members at the station or emailing [news@doorcountydailynews.com](mailto:news@doorcountydailynews.com).