

- I. The “General Guidelines” of the TFRW Policy for Counting Campaign Hours are located in the Campaign Activities Chairman” section in the TFRW Handbook. Below are some clarification points of these policies for club members and associate male members to follow when completing their “Individual Record Form for Campaign Hours.” Though the individual forms vary from club to club, the policies presented by TFRW will be the same no matter what form your club chooses to use.
- II. Clarification of Associate Members.
  - A. Most male associate members are the spouse of a lady who has a primary club. Therefore, he reports his hours to his spouse's PRIMARY CLUB. Remember, regular female members turn in your campaign hours to your PRIMARY CLUB ONLY. Ladies who belong to another RW club as an associate, DO NOT give the non-primary club any hours. It is difficult enough to track one’s hours without asking them to track hours separately for a woman who may belong to several clubs. This is particularly the case for female candidates and elected officials, who may belong to more than one club.
- III. Candidates and Elected Officials.
  - A. Female candidates and elected officials, who belong to a RW club, turn in all your volunteer campaign hours to your primary club. As stated in item II, if the female is an associate member of other RW clubs, you only report ALL of your volunteer hours to your primary club. Male candidates and elected officials, who have a wife in a RW club, their hours should be given to the wife’s club. If a male candidate is single or his wife does not belong to a RW club, then he should give his volunteer hours to the club closest to where he lives. Some counties have more than one RW club; nevertheless, the male should determine which club is closest to his residence.
- IV. Fundraisers and Special Events for Republican Women Clubs, Local, State and National Republican Party Clubs.
  - A. Work done to plan, prepare, and conduct a fundraiser to earn money for political activities of the club or for candidate(s), counts as Volunteer Campaign Hours (VCHrs.) This includes anything that is done to prepare and complete a fundraiser. For example, you can count the hours preparing food, making items for sale, decorating and the clean-up afterwards.
  - B. Special Events, such as campaign rallies, counts as VCHrs if it directly supports the advancement of Republican philosophy and policies. The intent of the “Special Event is to elect Republican candidates and further the Republican platform.
- V. Training Seminars/Workshops count as Volunteer Campaign Hours.
  - A. You may count time spent planning, organizing and conducting training seminars/workshops whose purpose is to further the Republican philosophy and political views with the intent of getting Republicans elected. National, State, or Locally sponsored seminars/workshops may count as VCHrs. This includes, Campaign Management Schools, Get Out the Vote Seminars, Poll Watcher Training, Election Judge and Election Clerk Training, and Leadership Training. These training hours do not count if one is paid. However the hours DO COUNT, if

- one turns the money earned to a county party, your local Federated Republican Women's Club, a candidate or the TRFW PAC.
- B. You may count time spent preparing for and attending TFRW meetings, **to** include Legislative Day, the TFRW Convention, State Republican Convention and the National Convention. You may count travel to and from the meetings.
  - C. You may count time spent as a participant in the training mentioned above to include travel to and from the training.
  - D. Presenting political programs or speeches at Republican Women Club meetings and other Republican Clubs. You may also count such programs and speeches given at local civic clubs. You may include travel to and from the meeting.
  - E. Officers of Republican Women Clubs may count time spent on completing the duties required of that office. This may include administrative work, mailings, and other clerical work. You may count time spent on such duties as an individual or in committee meetings held at a time **OTHER** than the club's Regular Business meeting. **DUE TO THE NATURE OF CLUB BOARD MEETINGS**, those who attend the Board Meetings may count the travel to and from the meeting **AND** the time spent at the Board Meetings.
  - F. Chairpersons of Republican Women clubs or other Republican clubs may count time spent to complete the work required of the position as Volunteer Campaign Hours. You may count time spent on such duties as an individual at home or in a committee meeting. Again, after Club's Regular meeting, Officers and Committee Chairs can count work done to complete the duties of their position.
- VI. Are there times you **DO NOT COUNT HOURS**? Yes, we **DO NOT** count the hours that we spend at club's Monthly Meetings. We count the travel time – how long it takes you to get to the meeting and to get home. But, if a club member goes to work at Republican Party headquarters after the meeting, the member would count those hours worked at headquarters. If a club member works on a Republican Women's club project or duty after a regular meeting, those hours may be counted. **Money donated to the club or to a candidate CANNOT SUBSTITUTE FOR VOLUNTEER HOURS WORKED!**
- VII. Where to Record Your Volunteer Campaign Hours.
- A. Use the categories indicated on YOUR club's "Individual Record Form" for reporting volunteer campaign hours. The "Other Category" may be used to record hours if you cannot determine the appropriate category listed on your club's "Individual Record Form." The local club Campaign Activities Chair may advise the members and associates as to which category is best suited for the type of work the individual completes. **IF THE "OTHER CATEGORY" IS USED TO RECORD HOURS**, the individual must specify the activity or event in the space provided next to the word, "Other."
  - B. The local club Campaign Activities Chair and/or local club President may, if needed, verify the time spent on an activity or event as "Volunteer Campaign Hours." Verification of certain volunteer campaign hours should occur if an activity or event is in question. The local club Campaign Activities Chair (or whoever the President assigns this duty) is responsible for reporting **ONLY THE**

**TOTAL NUMBER OF HOURS the club's members and associates have earned for each Quarter, by using the New On-Line Reporting System.**

VIII. Caring for America.

- A. "CARING FOR AMERICA" HOURS ARE REPORTED SEPARATELY TO THE TFRW CHAIR OF CARING FOR AMERICA. When the TFRW Chair for Caring for America requests a report, the local club's Caring for America Chair will provide her with that report.