



CLARIFICATION OF “POLICY FOR COUNTING CAMPAIGN HOURS”

I. The “General Guidelines” of the TFRW Policy for Counting Campaign Hours are located on page 101 of the TFRW Handbook for 2010-2011. Below are some clarification points of these policies for club members and associate 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. 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.)
- 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.

III. 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 as a participant in such training to include travel to and from the training
- C. Count the time you spent 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.

IV. Officers of Republican Women Clubs and other Republican 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 when the Regular Business meeting is scheduled. May include time spent on such duties during the Executive Board Meeting for officers and Committee Chairs and the Club’s Regular Business Meeting.

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V. Chairpersons of Republican Women clubs or other Republican clubs may count time spent to complete the work required of the position as VCHrs. You may count time spent on such duties as an individual at home or in a committee meeting.

VI. 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. If a local club Campaign Activities Chair and President cannot resolve the issue, they may contact the TFRW VP for Campaign Activities to verify if the activity or event should count as Campaign Activity hours.**

VII. **Caring for America hours counted separately.**

- A. Hours spent on Community Projects such as Books for Libraries; Nursing home gifts, work, etc.; Women and children’s Issues; Military Support Projects. Other community projects may also be counted; the above is just a sample listing of projects. All such hours are reported in the “Caring for America” Section of the Club’s Individual Record.
- B. Members of Republican Women clubs or other Republican clubs whose work is under the category of “Caring for America,” may count work done at home and in a committee setting. These hours are recorded in the “Caring for America” Section of your club’s “Individual Record Form.” Associates may also count the hours completed for “Caring for America” projects. **“CARING FOR AMERICA” HOURS ARE REPORTED SEPARTELY TO THE TFRW VICE-PRESIDENT OF CAMPAIGN ACTIVITIES. These hours ARE NOT PART OF THE REGULAR QUARTERLY REPORT OF CAMPAIGN HOURS**, which are reported quarterly on the New Recording System for Campaign Hours. Caring for America hours will be requested separately when the TFRW Vice President of Campaign Activities requests a report.

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