



TFRW Club Achievement Award Monthly Planner for 2022 – 2023

This planner is meant for **guideline** purposes only. Not all items are listed. Please refer to the official 2022-23 TFRW Achievement Award Application for all required and optional activities. The application is available on the TFRW website.

Make sure you share with your committee members the requirements associated with their committees. This will assure they know the expected or requested activities for a successful club.

Patty Castillo awards@tfrw.org
TFRW Awards Chair

Prior to JANUARY 2022

Email 2022 Notice of Election of Officers to tfrw@tfrw.org

This must be submitted every year regardless if Officers do not change. Form must be emailed complete, and all required fields must be updated. A copy must be emailed to your District Director. Notice of Election of Officers is due January 1, 2022. CF-3.

Throughout the Year (2022 and 2023)

- Hold a regular meeting (at least 5 per year required). CF-1.
- Hold a board meeting (at least 5 per year required). CF-1.
- Review current bylaws, adding any required TFRW changes passed in October of 2021. A copy of our club's bylaws with all changes must be submitted and received, and a notification of approval from the TFRW Vice President-Bylaws, was received by June 30, 2023. CF-7.
- Give information about National, State, Regional Republican Events. P-4.
- Invite Deputy President and District Director to attend meeting. CF-2B.
- Contribute to DP and DD travel expenses or membership dues. CF-17B.
- Give a Legislative Report. P-4.
- Present a political or issue-oriented program (at least two such programs are required in both 2022 and 2023). P-1.
- Collect campaign volunteer hours to send to TFRW. CA-2.

JANUARY 2022

- See "**Throughout the Year**" above.
- Submit the first installment of dues plus service charge POSTMARKED to TFRW on or before January 31, 2022. CF-2.
- Distribute a job description from the TFRW Handbook to each of your Board Members. CF-6.
- Plan your New Year with the TFRW Club Achievement Award guidelines.
- Club President appoints a Campaign Activities/Political Activities Chair, and a Legislative Chair. CF-5.
- Add County Republican Headquarters; TFRW President, TFRW Office, Public Relations Chair, Deputy President, and District Director to newsletter distribution list. CF-4.

- Make a plan to retain and grow membership this year. Remember, you want to reach last year's membership **PLUS** more! MD-1B. MD-2B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.
- Attend TFRW Leadership Day. CF-20B.

FEBRUARY 2022

- REGISTER REPUBLICAN VOTERS CA-4.
- Plan a Membership Recruitment Event to increase new members. MD-1.
- Plan a Membership Orientation. MD-2.
- Plan a date to invite a member of the TFRW Board of Directors to attend a meeting. CF-2B.
- Appoint a member / committee to welcome visitors and new members. MD-3B.
- Have Primary Candidates on a program. CA-1B
- Encourage members to be precinct chairmen, election judges, etc. CA-3B and CA-9B.
- Plan a GOTV program. CA-3.
- Provide a program/workshop that discusses state election laws, Party rules and organization, and the Party convention process. P-2
- Encourage members to become TFRW Patrons (both 2022 and 2023). CF-10B and CF-11B.

MARCH 2022 (Primary Month)

- Members attend precinct conventions after the primary. CA-7B.
- At least one member works as election judge, alternate judge, clerk, or poll watcher. CA-3B.
- At least one member was elected as a county, district, or state party officer (includes precinct chair, SREC, etc.). CA-8B.
- Members attend Senate District/County Conventions. CA-7B.
- Send member(s) to NFRW Legislative Day on Capitol Hill in Washington, D.C. P-2B.
- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.
- Establish an online presence in social media – Website, Facebook, Twitter Instagram, etc. (for both 2022 and 2023). MD-6B.
- Provide Federation structure information to members. P-3.

APRIL 2022

- See “**Throughout the Year**” above.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Encourage members to apply for Governor appointments. (Bonus points for being appointed to a board.) CA-5B and CA-6B.
- Establish and Contribute to a scholarship fund to benefit a Republican Woman from your area. CE-2B.

MAY 2022

- Nominate members for the “Tribute to Women” lunch to be held in the fall. CF-3B.
- Buy and donate a book to the library for the Barbara Bush Literacy Project and/or the Mamie Eisenhower Literacy Project (both 2022 and 2023). CE-2.
- Mentor at least one new Republican Woman to attend a TFRW Board meeting &/or training session. MD-5B.
- Give a program on Roberts Rules of Order (Parliamentary Procedure) P-6B.

JUNE 2022

- Attend Republican Party of Texas Convention. CA-4B
- Contribute to the TFRW State Scholarship (both 2022 and 2023). CE-1B.
- Club PAC contribute to Republican Candidates. CA-1.
- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.

JULY 2022

- See “**Throughout the Year**” above.
- Present a program to promote volunteerism and leadership in the community as a Caring for America program. CE-1.
- Identify a Republican woman in a local, state, or national campaign and support her campaign with a financial contribution and/or volunteer help and promotion. CA-2B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.

AUGUST 2022

- Plan an Awards Audit. (See AWARDS on www.tfrw.org for more info.) Look at your requirements for 2022. Complete all requirements and work toward bonus points. Be sure and plan for 2023.
- REGISTER REPUBLICAN VOTERS. CA-4.
- Encourage members to work in at least one Voter I.D./GOTV program sponsored by the Party or a Republican Candidate. (Could be a phone bank, door to door canvas, etc.) CA-3.

SEPTEMBER 2022

- Support or contribute to the campaign of a Republican Woman. CA-2B.
- Devise a Community Engagement Recruiting Program. CF-15B.
- ORGANIZE a Voter I.D./G.O.T.V. program (Get Out The Vote) CA-3
- Register REPUBLICAN Voters. CA-4.
- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.
- Have a “How To” program on political campaign methods. P-7B.

OCTOBER 2022

- See “**Throughout the Year**” above.
- 2022 MEMBERSHIP YEAR ENDS October 31st. Submit your final new members 2022 list and dues to TFRW.
- Hold a program on the difference between Republican and Democrat philosophies. CE-3B
- Host a Watch Party. MD-7B.
- Have members participate in a campaign to promote GOP legislation at the local, state, or national level. P-5B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.

NOVEMBER 2022

- General Election VICTORY CELEBRATION!!!!
- **November 1st starts New Membership Year for 2023.**
- Encourage members to renew their memberships for 2023 year and invite new members. CF-2, MD-1, MD-1B, MB-2B.

DECEMBER 2022

- CELEBRATE YOUR SUCCESSFUL YEAR AND **REMEMBER TO THANK YOUR VOLUNTEERS!**
- Email 2022 Notice of Election of Officers to tfrw@tfrw.org by **January 1, 2023**. CF-3. This must be submitted every year regardless if Officers do not change. Form must be emailed complete, and all required fields must be updated. A copy must be emailed to your District Director.
- Submit email addresses to TFRW for 100% of club members. CF-22B.
- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.

JANUARY 2023

- See “**Throughout the Year**” above.
- Distribute a job description from the TFRW Handbook to each of your Board Members. CF-6.
- Plan your New Year with the TFRW Club Achievement Awards guidelines.
- Submit the first installment of dues plus service charge to TFRW POSTMARKED on or before January 31, 2023. CF-2.
- Make a plan to retain and grow membership this year. Remember, you want to reach last year’s membership **PLUS** more! MD-1B. MD-2B.
- Raise funds for the Republican Party. CA-10B.
- Appoint at least one new club member to serve on a club committee, or as an appointed officer. MD-4B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.

FEBRUARY 2023

- Establish an online presence in social media – Website, Facebook, Instagram, Twitter, etc. (both 2022 and 2023). MD-6B.
- Appoint a member / committee to welcome visitors and new members. MD-3B.
- Donate book for a literacy program. CE-2.
- Encourage members to become TFRW Patrons (both 2022 and 2023). CF-10B or CF-11B.
- Contribute to the TFRW State Scholarship (both 2022 and 2023). CE-1B.
- Send member(s) to TFRW Legislative Day in Austin. P-3B. Contribute to their expenses. P-4B.

MARCH 2023

- Create and maintain a Membership Directory of the current club officers and members. Include names, addresses, phone numbers, and email addresses. CF-14B.
- Publish current contact information of elected public officials serving your area. CF-13B.
- Provide Federation structure information to members. P-3.
- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.

APRIL 2023

- See “**Throughout the Year**” above.
- Sponsor program to school children on civic issues. Sponsor school program on the difference in Democrat and Republican philosophies. CE-3B.
- Lobby national, state, or local elected officials on important issues. P-1B.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.
- Establish and Contribute to a scholarship fund to benefit a Republican Woman from your area. CE-2B.

MAY 2023

- Buy and donate a book to a Library for the Barbara Bush Literacy Project or the Mamie Eisenhower Literacy Project (must be done in 2022 both and 2023). CE-2.
- Select legislation affecting women for study and action. P-1B
- Nominate and elect Delegate and Alternate to NFRW Convention. CF-6B. Contribute to their expenses. CF-7B.
- **Prepare NFRW Club Achievement Award Application. Due Date is June 1, 2023 and must be emailed to TFRW President.**
- **CARING FOR AMERICA** is a 2-year project for awards. Prepare project report

and email to TFRW Caring for America Committee Chair. SEE NFRW Website for Details. CE-1, CE-4B, CE-5B, CE-6B, CE-7B.

JUNE 2023

- Campaign Activities/Political Activities Chair turn in quarterly campaign volunteer hours from members to TFRW. CA-2.

JULY 2023

- See “**Throughout the Year**” above.
- REGISTER REPUBLICAN VOTERS. CA-4.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.
- Prepare submission for the **TFRW CLUB ACHIEVEMENT AWARD DUE AUGUST 1, 2023.**

AUGUST 2023

- **The application for the TFRW CLUB ACHIEVEMENT AWARD is DUE August 1, 2023 and must be emailed by this due date to awards@tfrw.org ALL TFRW AWARDS ARE DUE BY AUGUST 1, 2023**

SEPTEMBER 2023

- Send Delegate and Alternate to **NFRW Convention**. CF-6B. Contribute to their registration and/or expenses. CF-7B
- Elect Delegates and Alternates to **TFRW Convention**. CF-4B. Contribute to their expenses. CF-5B.

OCTOBER 2023

- See “**Throughout the Year**” above.
- 2023 MEMBERSHIP YEAR ENDS October 31st. Submit your final new members 2023 list and dues to TFRW.
- Host **any** quarterly TFRW Board meeting by donating treats or at least \$25 for hospitality. CF-19B.
- Club member, other than TFRW Board member, attends **any** quarterly TFRW Board meeting. CF-12B.
- Send Delegates and Alternates to **TFRW Convention**.
Receive your TFRW Club Achievement Award!
CELEBRATE YOUR SUCCESS!

NOVEMBER 2023

- **November 1st starts New Membership Year for 2024.**
- Email 2022 Notice of Election of Officers to tfrw@tfrw.org by January 1, 2024. CF-3. This must be submitted every year regardless if Officers do not change. Form must be emailed complete, and all required fields must be updated. A copy must be emailed to your District Director.