**CAMPAIGN ACTIVITIES CHAIR AND REPORTING HOURS TO TFRW**

**TITLE: CAMPAIGN ACTIVITIES CHAIR**

The Campaign Activities Standing Committee is required by TFRW Bylaws. The Campaign Activities Chair is a required position to be filled for a club to be eligible to be a member of TFRW.

At the 2021 TFRW Convention, TFRW amended their Bylaws changing the title of this position to VP Political Activities. Clubs have the option of changing the title to Political Activities or retaining Campaign Activities. TFRW’S intent in changing the title of their VP Campaign Activities Chair to VP Political Activities was to more accurately represent what the role does.

**POLICY: ENDORSEMENT**

For a Club to be eligible to be a TFRW Club it must include “a statement of policy that the local club, its President, and its Campaign Activities Chairman shall not endorse or work for any candidate for public office in contested Republican Primaries, Primary runoffs, and/or Special Elections.”

The Club as a whole and its President and Campaign Activities Chair shall not publicly endorse any candidate for public office in contested Republican primaries, runoff elections, and special elections, and/or non-partisan elections when more than one Republican is in the race. Individual members of this organization may work for the candidate of their choice in contested Republican primaries, but not in the name of the Club or Federation.

TFRW changed their endorsement policy regarding their elected officers. They expanded their “no endorsement policy” to include all elected officers. However, Clubs have the option to retain their current policy that includes only the Club President and the Campaign Activities Chair, or to expand it to include their elected officers regarding the “no endorsement policy.”

**GUIDELINES AND DUTIES**

The duties of a Club Campaign Activities Chair are outlined in the TFRW Handbook. Each Club President receives a copy of the handbook and it is available as a PDF in the members’ only section of the TFRW website. The guidelines here are meant as clarification and may not be comprehensive – please direct questions to **vpcampaignact@tfrw.org**.

**NEEDS FOR THE JOB**

1. An email address that is checked frequently and is on file with TFRW
2. Access to the TFRW Website
3. A copy of the “Local Club Campaign Activities Chair” section of the TFRW Handbook
4. Copies of TFRW and local club bylaws
5. Contact information for all members of her club

**COLLECTING HOURS FROM ASSOCIATE MEMBERS**

1. Associates Who are not Candidates and Do Not Hold Office
	1. If a man is an associate member of only one TFRW club, he should report hours to that club. If he pays associate dues to multiple clubs, he should report to either his spouse’s primary club, or if unattached, to the club closest to where he lives.
	2. Women must report hours to their primary club only.
2. Candidates and Elected Officials
	1. Female candidates and elected officials, who belong to a RW club, should turn in volunteer campaign hours to their primary club. If a male candidate is an associate member of only one TFRW club, he should report hours to that club. If he pays associate dues to multiple clubs, he should report to either his spouse’s primary club, or if unattached, to the club closest to where he lives.

**CAMPAIGN ACTIVITIES HOURS THAT COUNT**

1. Anything done to prepare and complete a political event in support of Republican candidates counts. This includes all preparation work – and the clean-up!
2. Training and time spent as a Poll Watcher, Election Judge, or Election Clerk counts as long as you are either not paid for your time, or the money earned is donated back to a federated TFRW club, the TFRW PAC, or a Republican candidate
3. Time spent preparing for and attending TFRW, NFRW, or Republican Party of Texas or RNC meetings and special events. You may also count travel time to and from.
4. Time spent preparing for and giving presentations or speeches to TFRW clubs or other Republican organizations. Again, travel time counts.
5. Club officers and committee chairs/members may count time spent on required duties. 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**.**
6. The club president and the club secretary may count the time they spend in the club’s monthly meeting as they are working.
7. One hour of travel time is given to each member/associate for attending the monthly meeting.

 **HOURS THAT AREN’T ELIGIBLE TO BE COUNTED**

1. If you are a paid employee for a candidate or elected official, any political activity done under your official capacity, where you are compensated financially, does not count.
2. Any other paid political activity, such as serving as an Election Judge or related work. See above for the caveat.
3. Time spent at a club’s monthly meeting does not count.
4. Money donated to campaigns or to Republican organizations cannot be counted. We can only count volunteer time.
5. Community service hours that are not political in nature should be reported to the TFRW Caring for America Chairman. Guidelines and reporting requirements will be developed by this individual.

**HOW TO REPORT THE HOURS**

1. Clubs are required by the TFRW Bylaws to have a Campaign Activities chairperson or officer. This individual should develop a way for members to conveniently and efficiently report time spent on political activities as outlined above.
	1. It is recommended Club Campaign Activities chairs collect hours monthly to ensure club members recall and report their work accurately.
	2. There is a sample Individual Reporting Form located on the TFRW website, which can be downloaded and distributed. This is an OPTIONAL reporting method for individuals within the club, and the Club Campaign Activities Chair should determine the best method to meet club needs.
2. Club Campaign Activities Chairs aggregate their club members’ hours and report these quarterly to the TFRW Vice President Political Activities. The preferred method is to use the Political Activities Reporting Form on the TFRW website. A secondary but less efficient method is to email the TOTAL number of hours to vpcampaignact@tfrw.org.
3. The TFRW Vice President Political Activities reports hours collected statewide to NFRW.

**IN GENERAL,** **Some Things to Keep in Mind when Counting Hours:**

1. Club officers, committee chairs and members of the committees count time spent on required duties

2. Count time attending a club board meeting, but not the hours spent in a regular monthly meeting.

3. Count hours spent at your Precinct/County/Senatorial District/State Conventions

4. Preparing to attend your Precinct/County/Senatorial District/State Conventions including driving to and from

5. Women candidates who are members of a club may count their campaigning as volunteer hours

6. Female associate members’ hours are only counted/reported in their primary club

7. Only count hours pertaining to non-paid political activities

8. Count hours spent working on political special events or organizing the event

9. Count hours spent with involvement with county or state party committees including driving to and from the meeting

10. Count hours spent working at home – emailing – telephoning – preparing club or campaign material

11. Count hours for working for known Republicans in nonpartisan elections – city – school board, etc. (A “known Republican” is someone who voted in the most recent GOP primary election - the club President and the Campaign Activity Chair cannot endorse a candidate in a nonpartisan race when there is more than one “known Republican” in the race)

12. Male associate members may count volunteer hours and follow the same rules that apply to regular members (If he is a member of multiple clubs, he can only report the hours to one club)

TFRW suggest the hours are collected monthly from club members, then report them, as required, quarterly.

* Have members write down their monthly hours at the meeting check-in
* Pass around a clipboard at meetings to collect hours

This will help to ensure the members’ recall and accuracy of the report.

Reporting Hours – Go to the TFRW website. Click on Programs at the top of the page. Campaign Activities Reporting Form is the first in the dropdown list. Click on it and you will find this:

Campaign Activities Reporting Form

\* Required

Email \*

Your email

TFRW Senate District \*

TFRW clubs are arranged by Texas State Senate District (SD). Choose your club's State Senate district from the list below. If you are not sure which district your club belongs to, check with your club president or look up your own Senate district information at [http://www.fyi.state.tx.us](https://www.google.com/url?q=http://www.fyi.state.tx.us&sa=D&source=editors&ust=1644859569674818&usg=AOvVaw2UriKmu6ILAjSePsT8KZLm)

Choose

Club Name \*

Please enter the full name for your club (i.e. "Republican Women of North Collin County" OR "RW of North Collin County," NOT "RWNCC").



Your answer

Campaign Hours Reporting Period \*

If you have questions concerning unreported hours earned prior to the current period, please contact the VP Political Activities at vpcampact@tfrw.org. Report ONE TOTAL NUMBER ONLY.

First Quarter Reporting Period: January - March 2022

Second Quarter Reporting Period: April - June 2022

Third Quarter Reporting Period: July - September 2022

Fourth Quarter Reporting Period: October - December 2022

Total Number of Hours - ONLY ONE NUMBER \*

PLEASE ONLY ENTER THE TOTAL NUMBER OF HOURS YOU ARE REPORTING. (ex: 145; do not enter words or addition problems like 145 + 15)



Your answer

Who is filling out this form? \*

Please enter your name.



Your answer

Hours are due to TFRW by:

1st quarter – April 15, 2022

2nd quarter – June 15, 2022

3rd quarter – October 15, 2022

4th quarter – January 15, 2023

2nd quarter 2023 April – June and depending on NFRW due date – usually late June.

4/2022 Revised Gayla Baker