



Supplemental Guidelines for Campaign Activities/Political Action

The duties of a Local 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**.

What does the Campaign Activities Chair in a local club need for her 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

How should associate members report hours?

Yes, you should collect hours from associate members! This is how it works:

- 1) Associates Who are not Candidates and Do Not Hold Office
 - a) 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.
 - b) Women must report hours to their primary club only.
- 2) Candidates and Elected Officials
 - a) 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.

What counts as Campaign Activities/Political Action hours?

A general rule of thumb: you may count time spent planning, organizing, traveling to/from, and conducting political activities. More specifically:

- 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

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- 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.

What does NOT count as Campaign Activities/Political Action hours?

- 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.

What is the process for reporting 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.
 - a) We recommend Club Campaign Activities chairs collect hours monthly to ensure club members recall and report their work accurately.
 - b) 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 Campaign Activities. The preferred method is to use the Campaign 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 Campaign Activities reports hours collected statewide to NFRW.

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