

- 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 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, DONOT give the non-primary club any hours.
- 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, should report their hours to his wife's club. If a female candidate is single, or his wife does not belong to a RW club, he should report his volunteer hours to the club of which he is an associate member that is closest to where he lives. Even though he is an associate member of more than one RW club; nevertheless, the male should determine which club is closest to his residence.
- IV. Fundraisers and Special Events for 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 (VCHs.) 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 VCHs 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 VCHs. 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 CAN be counted,

- If
one turnsthemoneyearnedtoacountyparty,yourlocalFederatedRepublicanWomen’s
Club, a Republicancandidate’s campaignortheTRFWPAC.
- B. You maycounttimespent
preparingforandattendingTFRWmeetings,includingLegislative Day,
theTFRWConvention, StateRepublicanConventionandthe National
Convention.Youmaycounttraveltoandfrom themeetings.
 - C. You maycounttimespentasaparticpantinthetrainingmentionedaboveto includetravel
toand fromthetraining.
 - D. You may count presentingpoliticalprogramsorspeechesatRepublicanWomen
ClubmeetingsandotherRepublicanClubs. Youmayalsocountsuchprogramsand
speeches given atlocalcivicclubs.Youmayincludetraveltoandfromthe meeting.
 - E. OfficersofRepublicanWomenClubs maycounttimespentoncompletingthe
dutiesrequired ofthatoffice. This mayincludeadministrativework, mailings,and
otherclericalwork.Youmaycounttimespentonsuchduties asanindividual orin
committeemeetingsheld atatimeOTHERthantheclub’sRegularBusiness meeting.
Due to the nature of Club Board Meetings,thosewhoattend theBoard
MeetingmaycountthetraveltoandfromthemeetingANDthetime
spentattheBoardMeetings.
 - F. ChairpersonsofRepublicanWomenclubsorotherRepublicanclubs maycount
timespentto completetheworkrequired of theposition asVCHs. You
maycounttimespenton such dutiesasan individualathomeorin a
committeemeeting. Again,afterClub’s Regular meeting, OfficersandCommittee
Chairs can countworkdonetocomplete the dutiesoftheir position.
- VI. AretheretimesyouDONOTCOUNTHOURS? Yes,weDONOTcountthehoursthatwe spend
atclub’sMonthlyMeetings.Wecountthetravel time– howlong ittakesyoutoget tothe
meetingandtoget home. But,ifaclubmembergoestoworkatRepublican Party
headquartersafterthe meeting,thememberwouldcountthosehoursworkedat headquarters.
IfaclubmemberworksonaRepublicanWomen’sclubprojectorduty
afteraregularmeeting,thosehours maybecounted. **Moneydonatedtothecluborto a
candidate CANNOTSUBSTITUTEFORVOLUNTEER HOURS WORKED!**
- VII. WheretorecordYourVolunteerCampaignHours.
- A. Use the categories indicated on YOUR club’s “Individual Record Form” for
reportingvolunteercampaignhours. The “OtherCategory” maybeusedtorecord hours
if you cannotdetermine theappropriatecategory listedonyour club’s
“IndividualRecord Form.” ThelocalclubCampaignActivitiesChairmayadvise the
membersandassociatesastowhichcategoryisbestsuitedforthetypeofwork
theindividual completes. **IF THE “OTHER CATEGORY” IS USED TO RECORD
HOURS,**theindividualmustspecifytheactivityoreventinthespaceprovided
nexttotheword,“Other.”
 - B. The local club Campaign Activities Chairand/or local club President may, if
needed,verifythetimespentonanactivityor eventas“VolunteerCampaign Hours.”
ThelocalclubCampaignActivitiesChair(or
whoeverthePresidentassignsthisduty)isresponsibleforreporting**ONLYTHETOTALNU**

MBEROFHOURS the club's members and associates have earned for each Quarter,
by using the New On-Line Reporting System.