

Volunteer Hours Reporting Form

Club Name: Daughters of Liberty Republican Women

Year: 2011 Quarter: 3rd Precinct # _____

Name: _____ Member: ____ Associate: ____

Address: _____

City: _____ Zip: _____

Phone Home: _____ Cell: _____ Fax: _____

E-mail: _____ Total Quarter Hrs. (SECTIONS 1 & 2): _____

SECTION 1: Indicate your hours worked in the following activities				
July	Aug	Sept		
			Precinct Chair	
			State or County Party Official	Position:
			Local, State or Nat'l Campaign Mgmt School Attendance	School Attended:
				Did you give a check to a political entity?
			*Poll Watcher	Yes No
			*Election Judge	Yes No
			*Alternate Judge	Yes No
			*Election Clerk	Yes No
			Election Official	Position:
			Precinct Convention Participant	
			County Convention Delegate	
			State Convention Delegate	
			Nat'l Convention Delegate	

* Indicates usually paid positions – does not count as volunteer unless check is given to the County Party, Daughters of Liberty Republican Women, a Candidate, or the TFRW PAC.

SECTION 2: Campaign Work Hours				
July	Aug	Sept		
			Work at home, mailings, phoning, posters, clerical, cooking, etc	
			Work at or for a special event (but not as a guest)	
			Attendance at (travel to) Federation Board Mtgs/Conventions as well as committee work in preparation	
			Political work while at Federation meetings	
			Travel Time between events, except stopping	
			Volunteering at any county, state, or Federation HQ	
			Volunteering for a Republican candidate for a non-partisan office such as school board	
			Presenting political programs or speeches at local civic clubs	
			Running for office – all time spent campaigning	
			Campaign sign preparation, distribution and removal	
			Volunteering for a Republican candidate in any capacity	
			Voter Registrar	
			GOTV (“Get Out The Vote”) participant	
			Other work, describe briefly:	

Section 3: “Caring for America” Hours				Total Hours
July	Aug	Sept		
			Books for schools, libraries	
			Nursing home gifts, work, etc.	
			Women or children’s issues	
			Military Support Projects	
			Other work, describe briefly	

Please report your hours in each section and return this form to the Campaign Chair. If there are time constraints involved, the information can be turned in by phone or email, with the form turned in later.

CLARIFICATION OF "POLICY FOR COUNTING CAMPAIGN HOURS"
2010/2011

(Updated March 2011)

ATTN: New information added in March 2011 is in BOLD type. Some items were in effect in 2010, but they were not included in the policy letter.

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 preparing for and attending TFRW meetings, **to include Legislative Day**. You may count travel to and from the meetings.
- C. You may count time spent as a participant in the training mentioned above to include travel to and from the training.
- D. 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 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 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. THIS IS A CHANGE FROM THE POLICY LETTER SENT OUT IN 2010.**

V. Chairpersons of Republican Women clubs or other Republican clubs may count time spent to complete the work required of the position as Volunteer Campaign Hours. You may count time spent on such duties as an individual at home or in a committee meeting. Again, after Club's Regular meeting, Officers and Committee Chairs can count work done to complete the duties of their position.

VI. Are there times you DO NOT COUNT HOURS? Yes, we DO NOT count the hours that we spend at club's Monthly Meetings. We count the travel time – how long it takes you to get to the meeting and to get home. But, if a club member goes to work at Republican Party headquarters after the meeting, the member would count those hours worked at headquarters. If a club member works on a Republican Women's club project or duty after a regular meeting, those hours may be counted. **Money donated to the club or to a candidate CANNOT SUBSTITUTE FOR VOLUNTEER HOURS WORKED! THIS HAS ALWAYS BEEN THE POLICY, BUT DUE TO TWO INQUIRES, IT HAS BEEN INCLUDED IN THE POLICY LETTER. The question asked was, "Can one earn one hour for each dollar donated?" NO! Work is work. Donations are great, but they do not count as campaign hours.** Associate Members would follow the same guidance.

VII. 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.**

VIII. Caring for America.

- A. First, Caring for America hours **ARE NOT PART OF THE REGULAR QUARTERLY REPORT OF CAMPAIGN HOURS.** The **TFRW Caring For America Chair** will issue a policy to the clubs as to what "work" counts as

Caring For America hours. She will also issue her procedure to report these hours. Generally, time 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. Again the Caring for America Chair will inform the clubs as to what work qualifies for this category. All such hours CAN be reported in the "Caring For America" Section of the Club's Individual Record Form so the club can keep a record of these hours.

For your information, Pat Deis is the TFRW Caring For America Chair. Her contact information is 903-473-1069. Her email address is patandbeny@aol.com Just thought I would save you some time by putting her information one more place. Please contact her for questions concerning this program.

- B. "CARING FOR AMERICA" HOURS ARE REPORTED SEPARATELY TO THE TFRW CHAIR OF CARING FOR AMERICA. When the TFRW Chair for Caring for America requests a report, the local club's Caring For America Chair will provide her with that report.