



## POLITICAL & CAMPAIGN AWARD FORM INSTRUCTIONS, 2022-2023

*Revised 12/2022*

**PLEASE NOTE:** *The Political and Campaign Award form has changed significantly, **with broadened categories which should result in more reportable hours.** It is critical that you read this new form in its entirety.*

### **INSTRUCTIONS**

Based on feedback from the States and the Clubs, effective with the period starting July 1, 2021, members of the Political and Campaign Award subcommittee **will begin collecting 1) political and campaign hours and 2) call totals every six months leading up to the NFRW Biennial Convention held every two years.** This process will replace the prior process of collecting the data only at the end of two years.

**For those clubs that did not report their 1<sup>st</sup> or 2<sup>nd</sup> period calls or hours,** we have re-opened the form so that they may retroactively report. *Clubs will be prohibited from rolling their calls/hours into the 3rd period, so as not give any club an unfair advantage.* Instead, they will report the pertinent information in the appropriate reporting period.

Awards will be presented at the end of each period in two categories:

1. Top political and campaign hours logged
2. Top number of calls logged

**An award announced in Capital Connection will be given at the end of each reporting period for the most calls and campaign hours to the top:**

1. **Member**
2. **Club based on size 1-15 Total Members, 16-24 Total Members, 25-39 Total Members, 40-64 Total Members, 65-89 Total Members, 90+ Total Members**
3. **State Based on size: 1-9 Clubs, 10-19 Clubs, 20-29 Clubs, 30-49 Clubs, 50-79 Clubs, 80+ Clubs**

The final cumulative awards, which will span the total two-year period, will be given at the NFRW Biennial Convention.

The process for collecting political and campaign hours begins with the individual member submitting their hours and/or call totals to the Club on a **best estimate basis**. Round up to the closest whole hour.

**Note:** Please proofread your work before submitting.

- A Primary or Associate member **cannot** volunteer longer than approximately 4,320 total hours in a six-month reporting period (assuming the most extreme case which is not realistically feasible)  
6 months x 30 days x 24 hours a day = 4,320 hours
- An average Primary or Associate member can make between 250-300 calls per hour if set to power dialer on an app, and 75-100 if hand dialing.

The next step in the collection and reporting of campaign hours is at the Club level via the online form (see link below). Once the Club receives the members' reported hours and/or total calls at the end of each six-month period, **the Club will complete and submit the Club Report directly to the NFRW** using the online form.

Once received and processed by the NFRW, this information will be forwarded to the States. An award will be given in each category for the specified time period, detailed below.

The final step prior to the NFRW Biennial Convention is the aggregation of the campaign hour reports submitted by the Clubs which will represent 2 years of activities.

**For questions**, please contact Campaign Committee Vice Chair Theresa Speake at [tspeake40@gmail.com](mailto:tspeake40@gmail.com).

## **POLITICAL & CAMPAIGN AWARD: CATEGORIES**

### **I. POLITICAL & CAMPAIGN: CALLS**

*When in doubt, count the call*

Include all calls for any political activities. You can call via traditional phone or using dialing apps, which will record the number of calls you have made, or you can use your best estimate.

Note: if you are using a Dialing app, power dialer calls are included and appropriate for inclusion in your total.

## EXAMPLES OF CALLS

- Scheduling Meetings, Events, or Speakers
- Calling for general business of the Federation (Local, State or National) or other Republican causes
- Ballot Questions or Initiatives
- Calls to Action for Issues and/or Legislative activities
- Campaign Calls
- Polling Calls

## II. POLITICAL & CAMPAIGN: HOURS

*When in doubt, count the hour*

**Include** (where applicable):

1. Travel time to and from the activity
2. Research and development of the activity (Example: Social media posts / letters to the editor)
3. Preparation and breakdown of activity

Hours collected are on a **best estimate basis**. Round up to the closest whole hour.

**Primary and Associate** member hours should be counted.

All **volunteer** political activities, **whether paid or unpaid** (Example: paid election worker or poll watcher), **are eligible**. Individuals who are salaried campaign and/or GOP professional staff do not qualify (i.e., those who earn their living by being employed in politics).

## EXAMPLES OF ACTIVITIES

- **All time** spent at Club, Region, State, and National Federation meetings or conventions (in person or virtual)
- All campaign and political activities benefiting the **Federation**, the Republican Party, or Republican candidates
- Attendance at all Republican events, including Lincoln Day Dinners, **even if tickets were purchased for attendance**
- **Running for Office** (partisan or non-partisan) as a Republican Candidate
- Working on any aspect of a Republican campaign (partisan or non-partisan)
- Working on Republican ballot questions, initiatives, or petitions

- Serving as an elected member of your Local, County, State or National Party Committee
- Attending, preparing for, or volunteering at Club, Region, State, and National Federation meetings or conventions
- Serving on committees
- Attending, preparing for, or volunteering at meetings or conventions of the Local, County, State, and National Republican Party or local meetings or conventions
- Working at a Local, County, State, National Republican office
- Working at a Local, County, State, National Republican candidate or elected official's office
- Working as an Election Officer, Poll Watcher, Challenger, or Election Integrity worker
- Organizing or teaching a Campaign Management School
- All campaign activities benefiting our Republican Party, candidates, and/or the Federation
- Time spent making political and campaign calls
- Walking precincts
- Preparing letters to the editor or elected officials
- Time spent making phone calls and texting
- Researching issues and legislation
- Radio, TV and social media appearances
- Posting to social media
- Voter registration
- Writing or editing a digital or hardcopy club newsletter
- Attendance at rallies
- Any other political or campaign activities

If you have any questions on whether an activity counts towards this award, please contact Campaign Committee Vice Chair Theresa Speake at [tspeake40@gmail.com](mailto:tspeake40@gmail.com).

---

## CAMPAIGN AWARD: DIRECTIONS

### Club Online Form:

<https://republicanwomen.wufoo.com/forms/political-campaign-volunteer-award/>

Effective with the period starting July 1, 2021, the Committee will begin collecting campaign hours **every six months** leading up to the NFRW Biennial Convention held every two years.

**Clubs** will be responsible for assigning one person to collect all information from its members and submitting the online form no later than the due date. Upon completion of the online form, both the member inputting the data and the State President will receive a receipt with a copy of the information. The committee will also provide a spreadsheet of the information collected to the State President.

The time periods for collection will be: (\*For this year only, the First and Second Report are both due July 15, 2022.)

1. First Report: July 1, 2021 - December 31, 2021 (Due online to NFRW no later than: July 15, 2022) \*
2. Second Report: January 1, 2022 - June 30, 2022 (Due online to NFRW no later than: July 15, 2022) \*
3. Third Report: July 1, 2022 - December 31, 2022 (Due online to NFRW no later than: Jan. 15, 2023)
4. Fourth Report: January 1, 2023 - June 30, 2023 (Due online to NFRW no later than: July 15, 2023)

**The final cumulative awards**, which will span the total two-year period, will be given at the **NFRW's 42nd Biennial Convention** at the Omni Oklahoma City Hotel and Oklahoma City Convention Center from September 28 through October 1, 2023.