

## POLITICAL ACTIVITIES GUIDELINES 2024-25

### DO's and DON'Ts:

**DO** volunteer to assist Republican candidates and to perform political activities like block walking, calling, and texting ALL year long and **DO** count your hours for these activities.

**DON'T** use the club name in association with candidates or to endorse candidates in contested Republican primary races or non-partisan races with more than one "known" Republican in the race.<sup>1</sup> Club Presidents and club Campaign/Political Activities Chairs **DON'T** endorse, work for, or use your name in association with candidates in contested primary races or non-partisan races with more than one known Republican in the race.<sup>2</sup>

**DO** track and report your hours on a best estimate basis. You do not need exact numbers to report your hours. Come up with a formula that works for you to capture the time you spend on political activities.

**DO** collect hours from male associate members. A male associate reports to his spouse's home club or to the club closest to his home residence (if an associate member of more than one club and not married to a member).

### WHAT COUNTS: (see *TFRW Leadership Handbook* for additional detail)

**ALL** activities that are political in nature or support the Republican philosophy:

- Hours preparing for, traveling to/from, attending TFRW/club/RPT/SREC/CEC/precinct meetings, trainings, and events including conventions
- Hours participating in in-person or web-based events
- Political research hours such as reading articles to educate yourself and others
- Paid hours - as long as not your primary source of income - such as election judge or clerk, poll watcher, block walker, making phone calls/texting, and similar activities
- Unpaid hours serving as poll watcher, block walker, making phone calls/texting
- Hours of member/associate member elected officials who receive a stipend salary such as state senators and representatives, some city council and school board members
- Hours of member/associate member political candidates
- Hours engaged in voter registration activities including travel time, training/certification time, clean up time
- Hours relating to Secretary of State/RPT/county training for election judges, clerks, poll watchers
- Hours relating to Caring for America projects that are political in nature such as Border Project, attending/welcoming new citizens at citizenship ceremonies
- Hours relating to appointments at the local, county, or state level (*i.e.*, gubernatorial committee appointments, mayoral committee appointments, school board committee appointments)
- All hours spent on a candidate's campaign including preparation of mailings, posting signs, making phone calls/texting, block walking
- Time spent making calls of a political nature or relating to club activities (calls to elected officials, for GOTV efforts, in support or opposition of legislation)
- Time spent voting

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<sup>1</sup> A "known" Republican is someone who voted in the most recent GOP primary election.

<sup>2</sup> TFRW Bylaws Article III, Section 1 & 2.

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**CLUB CAMPAIGN/POLITICAL ACTIVITIES CHAIRS:** (see *TFRW Leadership Handbook* for additional detail)

**DUTIES:** Coordinate the political activities of the club to help elect Republicans. The following guidelines are suggested:

- **Review** Local Club Campaign Activities job description on the TFRW website and in the *TFRW Leadership Handbook* to become familiar and comfortable with the requirements of your position. • **Set goals** for yourself and for your club. Strive to increase volunteer hours from prior periods and inspire club members to become actively involved in campaigns and local and county party efforts. • **Educate** members about the importance of club political activities including attending their precinct convention, the SD or county convention, and the Texas Republican Party Convention. These conventions are where policy is set for the party.
- **Keep an up-to-date list** of all Republican candidates and campaign headquarters including the address, phone number, and name of campaign coordinator and scheduler. The county party chairman should be able to provide all necessary information.
- **Keep your members informed** about political events and volunteer opportunities in your area. • **Organize candidate forums** (must comply with TFRW Candidate Fairness Policy and Federal Candidate Guidelines – see below) and invite members and potential new members to attend.
- **Reach out to your county party chairman** to assist in providing volunteers to serve as Election Judges, Clerks, and other election volunteers and to assist precinct chairs in working their precinct. • **Include** policy for counting campaign/political activities hours in your directory and in new member materials for easy reference.
- **Coordinate with the Club PAC Treasurer** to ensure that your activities comply Texas Ethics Commission PAC requirements, including the use of required disclaimers on club emails and materials. Political Advertising Paid

for by [name of club] PAC

Name & Address of Treasurer

Contributions to [name of club] PAC are not deductible as charitable contributions for federal income tax purposes. Corporate contributions are not permitted.

Not authorized by any candidate or committee.

- **Report** campaign/political activities hours and calls by the TFRW reporting deadline. Report through the TFRW website (Quarterly Camp. Act. Hours Reporting Form) at <https://docs.google.com/forms/d/e/1FAIpQLSemPqii05e0LI6EUjQnZkPAFdg>

[VcLDCvhKByD4AoHGbuZRgg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSemPqii05e0LI6EUjQnZkPAFdg) or if unable to access the website, to the VP Campaign/Political activities at [yppcampaignact@tfrw.org](mailto:yppcampaignact@tfrw.org).

Q1 2024 (January - March 2024) is due no later than April 15, 2024

Q2 2024 (April – June 2024) is due no later than July 15, 2024

Q3 2024 (July – September 2024) is due no later than October 15, 2024

Q4 2024 (October – December 2024) is due no later than January 15, 2025

Q1 2025 (January – March 2025) is due no later than April 15, 2025

Q2 2025 (April – June 2025) is due not later than July 15, 2025

Q3 and Q4 hours for 2025 due date will be determined by NFRW to fit convention

### Hour Tracking Ideas:

**Create** a form for your members to use to track their political activities. Include an area for members to record the date, the activity, and the time spent engaged in the activity including all preparation and travel time.

Name		
Date	Activity	Time
Jan 1	Prepare for board meeting	1 hr
Jan 2	Attend candidate forum	2 hr
Jan 3	Voting	30 min
Jan 4	Make phone calls	1 hr
Total		

**Calendars** (small pocket calendars, calendar on your cell phone, printed pages from an internet calendar, calendars received from political or charitable organizations, or from whatever source) can be used to keep track of political activities and hours.

**Make a list** of members who attend a club event and track the time for those members. Campaign/Political Activities Chairs can accomplish this task by using a sign in sheet. That way, if a member who attended the event does not turn in their hours (tsk, tsk!), you have at least something for that member.

**Use a formula** to make tracking easy for each member. For example, MemberX knows she spends about 30 minutes/day on the internet (3.5 hours/week) reading political blogs and articles to educate herself on the issues, so she can share the information with others. MemberX also attends monthly club meetings (2 hours/month including travel time). If this is all that MemberX does in a month, she should be reporting a minimum of 14 hours/month or 42 hours/quarter for political activities hours. Hours do not have to be exact. Your best estimate of the time you participated is all that is required. **LET'S TURN HOURS IN FOR EVERY MEMBER!**

**CANDIDATE FAIRNESS POLICY and FEDERAL CANDIDATE POLICY:** (consult legal counsel for questions about Federal Election Commission policy or issues relating to federal candidates. TFRW provides these guidelines, but does not provide legal advice)

- **No endorsement** by President, Campaign/Political Activities Chair or in name of the club where the race involves more than one known Republican, whether in a primary, runoff, special, or local non-partisan election. Clubs do not permit or authorize the club name to be used in association with any candidate in a contested primary, runoff, special, or local non-partisan election where there is more than one known Republican candidate.
- **Once the filing deadline for an office has occurred**, if a club invites a candidate to speak, then ALL Republican candidates running for that office must be invited and offered equal presentation time at the same meeting or another meeting before the election.
- **Clubs DO NOT host** federal candidate forums. Club members may work/volunteer with local party officials or non-federated organizations on federal candidate forums.
- **Clubs may invite** federal representatives and/or candidates to speak at regularly scheduled meetings at

their regular meeting location. This includes allowing elected federal representatives to speak at club meetings about what they are doing in Washington, D.C. in that role. Candidates in a competitive race with other Republicans may speak on other topics or issues if they do not discuss their candidacy. Representatives and/or candidates should be given a time limit to speak and be reminded not to speak about their opponents.

- **Clubs may invite** federal representatives and/or candidate(s) to visit and mingle with club guests and to personally, or with the assistance of volunteers, hand out campaign material and ask for individuals' support. Campaign materials may be displayed on a table with other literature but should not be placed on dining tables or on dining chairs.
- When federal representatives and/or candidates are present at any event or meeting, **the following disclaimer must be displayed:**

Solicitations made by federal candidates and officeholders are limited by federal law. The federal candidates and officeholders are soliciting only donations of up to \$2,500.00 from individuals and up to \$5,000.00 from multi candidate political committees. They are not soliciting donations in any amount from corporations, labor organizations, national banks, federal contractors, or foreign nationals

- **Clubs may place advertising** received from federal representatives and/or candidates in an event program, newsletter, yearbook, or other publication as part of the club's fundraising efforts. • **Club members** may volunteer on federal candidate campaigns including block walking and other campaign efforts in support of federal candidates.
- **Clubs SHOULD NOT make donations to federal candidates**
- **Clubs may write** news stories or articles about federal representatives and/or candidates and publish such stories or articles in the club newsletter that is distributed to members via email or on the club website but not distributed to the general public.

#### **USEFUL INTERNET RESOURCE SITES:**

<https://www.tfrw.org/> - login in to TFRW member site, go to the MEMBERS/Forms and Documents and scroll to Campaign Activities/Political Action or to the 2024 Leadership Handbook for more information relating to counting hours and guidelines for campaign/political activity chairs

<https://www.sos.state.tx.us/elections/index.shtml> - Texas Secretary of State Elections Division website  
[VOTETEXAS.GOV](https://www.sos.state.tx.us/elections/index.shtml) – voter resource provided by Texas Secretary of State

<https://www.sos.state.tx.us/elections/laws/volunteer-deputy-registrars.shtml> – how to become a voter deputy registrar including qualifications

<https://www.sos.state.tx.us/elections/laws/education-resources.shtml> – training and education resources provided by the Texas Secretary of State

<https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2024> – important election dates in 2024 – **Last day to register to vote in primary is February 5, 2024; Early voting February 20 – March 1, 2024**

<https://candidate.texas-election.com/Elections/getQualifiedCandidatesInfo.do> - list of candidates running