



# National Federation of Republican Women

## *Political & Campaign Awards, 2022-2023*

### Frequently Asked Questions

*Please read the instructions and review the form.*

*Revised 12/2022*

**1. How will the Political and Campaign hours and calls be reported to the NFRW?**

Both Primary and Associate individual members will report their calls and hours **directly to their clubs**. The **club will then report this information directly to the NFRW** on the new online reporting form.

**2. When will the Political and Campaign hours and calls be due to the NFRW?**

Every six months, with the one-time exception of the first and second reports. The due dates are listed on the instructions.

**3. When was the first report due and what period did it cover?**

The first and second reports were both due from the club to the NFRW by 7/15/2022. The first period covered 7/1/21-12/31/21 and the second period covered 1/1/22- 6/30/22. This was the only reporting period that two reports were due. Going forward we are now on a 6-month reporting period schedule.

**4. If hours or calls were omitted either by mistake or because the members did not submit timely to the club, can the report be amended?**

Any hours and calls not included in the current report should be added to the next six-month report. **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.

**5. Can reports be submitted prior to the due dates?**

Yes. Winners will not be announced until after the official deadline.

**6. Our club was recently chartered, when can we begin counting hours and calls?**

Once you have received your charter number, your Primary and Associate members may begin counting hours and calls.

**7. How will I be notified that my form has been received?**

Both the person the club selected to input the data and the State President will automatically receive an email receipt containing the data inputted, provided the email address was typed properly. Please check your Spam/Junk filter.

**8. What happens when a Primary or Associate member changes clubs? Are the hours tied to the individual or the club?**

If a member changes clubs but the club has not reported those hours to the NFRW, the new club should report those hours. The hours belong to the member.

**9. Are texts considered phone calls?**

No. Time texting should be counted towards hours reported.

**10. Should calls be calculated into hours as well?**

Yes. Members should record their call totals and also report the time it took to make those calls.

**11. How are associate members' hours reported by the club?**

Associate members are to be included in the total members section of the online form.

Associate women should report their hours to the club they are a Primary member of.

Associate men should report their hours to the club they are most closely associated with.

**12. What members can win awards?**

Only a Primary member can win an award.

**13. How often will awards be presented?**

Each reporting period, culminating to a two-year total which will be awarded at the Biennial Convention.