

Reporting Volunteer Campaign Hours for Club Members and Associate Members
“Rules to Keep YOU Out of Trouble”

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We begin our third year utilizing the “On-Line Reporting System for Campaign Hours.” With the help of Lynn Oakes, my Technician Buddy, and Jim McGrody, the TFRW Webmaster, I have below some very important lessons learned that MUST be shared with the Campaign Activities Chairs (CAs), Vice Presidents and Presidents of the many TFRW Republican Women’s Clubs. We are constantly looking for any anomaly that might be confusing to the user and alerting you to any “do’s and don’ts” we might find. This is just a “heads up” on a few things we have observed.

1. NEVER try to move your club from one area to another. The Webmaster is directed by me to make any changes concerning clubs and areas. I will notify areas and clubs affected should the occasion come up dictating such a move. Remember, the Reporting Areas have NOTHING to do with your Senate District or TFRW Region.

2. NEVER make a copy of the club listings while in the Google environment. To give an example: Take 3 clubs in the same area. Club 1 pulls up the club listings, finds her club, inputs her hours, saves them – and then follows the steps to properly get out. Club 2 pulls up the club listing, puts in her hours then decides to “make a copy” of the sheet before getting out of Google. Club 3 comes onto the Google spreadsheet and what does she find: 2 files – one that is the one she is used to seeing and one that is a copy. She might be somewhat confused. Also if one sees a copy, they might decide to also make a copy which leads to multiple files and other clubs in the same area asking, “Which file am I suppose to use?” With the public Google environment, they tried to set up something that as many “bells and whistles” as they could for the thousands that use Google. There a lot of ways to use the various buttons and drop down boxes but as you can see in the above example, we as a group might get more than we asked for. In a our “live” environment that is open to several clubs, we only want 1 file to deal with; granted we share that file – but it is much easier to focus on 1 file, rather than multiple ones. When ladies say that the number of hours they inserted “changed” when they entered the system later, the “copies” make for strange occurrences!

3. Watch your timing as far as putting in your hours. As VP, I give the clubs a deadline, and I close out the quarter. I report the hours in my Quarterly Report. Then a club goes in after the deadline and puts in the hours. Those hours would not be in the quarter totals that I have turned into the President at the TFRW Quarterly Meetings. Also, if we download the year to date hours based on when I turn in my report, we DO NOT HAVE late hours on our paper copy. THE HOURS ARE NOT LOST; they just will not be in the Quarterly Report to the President. This will really come in to play at year’s end: If you do not put your hours by year end deadlines, then when we move to the new year – we will not have a record of your hours because we have moved the old years’ data off of Google and have set up the new year. Always let your club know about the CA’s deadline so that your club members will try to turn their sheets before the quarter deadlines. Always keep a record of your club’s total hours for each quarter and if someone turns in their hours after deadline time has passed, put those hours on the next quarter. It helps you as a CA from playing “catch up” all the time and perhaps can help your club members to abide by those deadlines. I will work with you to be sure ALL of your hard-earned hours are counted and recorded.

4. ANOTHER TIME not recording your club’s hours on time effects the grand total is when TFRW turns in the State’s campaign hours to National Federation of Republican Women for the National Award for the Texas. We saw that happen this past June 2011. Again, the hours are not lost; they just did not make the deadline when the President has to report TFRW’s total number of hours to NFRW.

I am always willing to help out the clubs with all of their campaign activities, to include reporting the volunteer campaign hours for club members and associate members. Remember, if you are in need of some information quickly, call me at 903-769-0962.

Thanks for a Job Well Done by all of the ladies who have reported their club’s hours on this system. It makes everyone’s job easy!