

TFRW HELP SHEET
To Assist Club Facebook Administrators

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TFRW Facebook Administrator

In order to better monitor your Facebook page, it is highly recommended that you keep your settings where the administrators approve member requests and posts. There are those who can infiltrate your page and cause unwanted havoc. It is also recommended that your Facebook page has a set of rules and/or questions to answer before membership is allowed. Not all applicants are well-meaning so this will prevent disruption of your page.

Club Facebook Administrators, before approving membership, ask or do the following:

1. Did this person answer all the questions? (If you require them to.)
2. Did you check out their Facebook page to see how they posted? (*This can be a dead giveaway whether the person is sincerely wanting to be a part of the Republican Women.*)
3. Did the person ask to be a member, or did someone invite them to be a member of the page? (*Some women get so excited that they send unwanted invites to people they think might be interested. It is better if the person submits a request.*)
4. Did you follow up to see if the applicant is interested in joining the club?

In monitoring your Facebook page posts, ask yourself:

1. Does a post promote my club? *If yes, approve the post. If it doesn't, delete it.*
2. Does a post promote the TFRW? *If yes, approve the post. If no, delete it.*
3. Is the post related to TFRW/Club business? *If yes, approve it. If no, delete it.*
4. Does the post promote someone personally or their business? *No person should be promoting themselves or their businesses on a TFRW sponsored Facebook page. Candidates, during a Primary, are also not allowed to post about their campaign.*
5. Does the post promote an event that is not related to the Club, TFRW or the local Republican Party? *Unless it is directly related to the Club or TFRW, or a local county Party, posts about upcoming events should not be allowed. Even if it is regarding the local Republican Party, be careful not to be their promotional outlet. We promote the Club/TFRW first and foremost.*

PLEASE KEEP IN MIND THESE GUIDELINES THAT ARE IN THE TFRW STANDING RULES.

Social Media Guidelines:

1. Accounts should be updated regularly.
2. All accounts should align with the purposes of the TFRW.
3. Accounts should not endorse candidates in contested primaries.
4. Accounts should not share or like posts or articles that speak negatively of Republican elected leaders.
5. Accounts should not share, like, post or comment using profanity or other obscenities.
6. Accounts should keep in mind that any activity may be referenced in broader media outlets as being representative of the Federation as a whole.
7. Upon request of the Club President, the present administrator must relinquish her position to the Club President. Members who fail to do so shall be considered in bad standing.
8. Administrators must approve new members.
9. Administrators must approve every post.
10. Candidates in a primary shall not post campaign materials or information on any TFRW Clubs' social media platforms. (Adopted October 23, 2021.)

WHAT YOU WILL FIND ON THE TFRW FACEBOOK PAGE *(To be used as an example. May be duplicated in part or in full.)*

Notice the rules. In order to better protect this page from being infiltrated from those who do not agree with the TFRW's philosophy, a request for membership to this page requires that **ALL questions be answered, and the rules agreed upon**, which are found in the "question" section when applying.

Rules: 1) Endorsement of candidates during a Republican Primary prohibited. 2) Negative posts of Republican elected leaders prohibited. 3) Profanity or other obscene comments prohibited. 4) Sale or advertising of products of personal businesses prohibited.

ALL requests for membership and posts from members shall be approved by Administrators.

Questions:

1. (I relisted the rules above.)
2. Would you be interested in becoming a member of a local club? Being a member of this "page" does not make you a member of the TFRW. Saying no does not prevent membership to this page.
3. Give a brief description why you want to be a member of this "page".
4. Do you agree to the group rules?

It is my hope that this Help Sheet will assist you in a successful Facebook Page. Please let us know if you have any questions or need help.