



ACTION PLAN

2025 - 2026

Aloha Fellow Republicans,

It is with deep appreciation and renewed determination that we present to you the **Hawaii Republican Party Action Plan**—a comprehensive roadmap for rebuilding, strengthening, and modernizing our Party across all islands and all levels of engagement. This Plan reflects the collective work, insight, and dedication of Party leaders, county organizations, volunteers, and supporters who share one purpose: restoring balance, accountability, and effective representation in Hawaii.

For too long, our Party has operated without a unified long-term strategy. This document corrects that course. Within these pages, you will find four core chapters—Communications, Political Operations, Finance and Compliance, and Data & Technology—each designed to work together as an integrated framework for growth and electoral success. These plans establish new standards of professionalism, transparency, and collaboration throughout our organization. They also affirm our commitment to grassroots empowerment, strategic messaging, fiscal discipline, and operational excellence.

This Action Plan is more than a document; it is a commitment. A commitment to each of you who believes Hawaii deserves a stronger and more vibrant Republican voice. A commitment to our candidates, who deserve a Party capable of supporting them with modern tools, robust training, and coordinated campaign resources. And a commitment to the people of Hawaii, who deserve real choices, honest leadership, and a future built on opportunity rather than political stagnation.

Success will require each of us—Party leaders, county and district chairs, precinct teams, donors, and volunteers—to work together with unity of purpose. This Action Plan provides the structure, clarity, and direction to do exactly that. I encourage every member to read it closely, implement it fully, and join us in carrying out its vision.

We are building something stronger than a moment—we are building a movement. Together, we can expand our reach, restore trust, and prepare the Hawaii Republican Party to win again.

Thank you for your continued commitment, your hard work, and your faith in our mission. Let us move forward with courage and unity.

With appreciation and determination,



Shirlene Dela Cruz Ostrov
Chairman, Hawaii Republican Party
On Behalf of the HRP Executive Committee

Hawaii Republican Party 2025-2026 Action Plan	
Introduction by State Chair Ostrov.....i	i
Table of Contents.....ii	ii
 Communications Plan.....1	1
I. Organizational Overview.....1	1
II. Messaging & Content Planning.....2	2
III. Goals for the 2025-2026 Cycle.....5	5
 Political Plan.....7	7
Executive Summary.....7	7
I. Overarching Goals for 2025-2026.....7	7
II. Action Plan.....11	11
III. Communications Plan (Modernized for 2025-2026).....13	13
IV. Field Plan - 2025-2026 GOTV Strategy.....14	14
V. Strategic Initiatives & Coalitions.....15	15
VI. Election Integrity Plan (Modernized).....15	15
VII. Political Calendar.....16	16
Closing Statement.....16	16
 Finance & Operations Plan.....17	17
I. Purpose of the Finance & Operations Plan.....17	17
II. Financial Governance Structure.....17	17
III. Budgeting Framework.....18	18
IV. Financial Compliance.....19	19
V. Financial Operations Procedures.....19	19
VI. Organizational Sustainability & Member Report.....20	20

VII. Review of Historical Contribution Records.....	20
VIII. Historical Financial Trend Framework (2016-2024).....	21
IX. Financial & Compliance Vulnerabilities.....	23
X. Mitigation Measures.....	23
XI. Transparency & Reporting.....	24
XII. Long Term Financial Health.....	25
Conclusion.....	25
 Data Plan	 26
I. Purpose & Vision.....	26
II. Strategic Objectives.....	26
III. Data Governance Structure.....	26
IV. User Roles, Access, & Permissions.....	27
V. Donor List & Spreadsheet Management.....	28
VI. Tag Management & Standardization.....	29
VII. Required Training for County Chairs & Leaders Circle Expansion.....	29
VIII. Data Collection Procedures.....	30
IX. Data Storage, Security, & Backups.....	31
X. Data Sharing & Coordination.....	31
XI. Compliance & Legal Requirements.....	32
XII. Risk Management & Incident Response.....	32
XIII. Data Retention & Disposal.....	32
XIV. Implementation Timeline (by March 31, 2026).....	33
XV. Success Metrics.....	33

Hawai'i Republican Party Communications Plan

2025–2026

I. Organizational Overview

1. Bandwidth Assessment

Current Strengths

- The Party has developed a functioning communications nucleus capable of producing written content, rapid responses, design assets, and disciplined messaging.
- Strong personal leadership in narrative framing, message clarity, and culturally grounded community-focused storytelling.
- Content output is significantly higher than in previous years, including videos, articles, graphics, and statements.
- A clear, relatable brand identity is emerging: **“Hawai'i's Everyday Leaders. Living Aloha in Action.”**
- High engagement with storytelling that reflects local culture, values, and lived experience.

Current Weaknesses

- Limited staff and volunteer bandwidth to maintain consistent, multi-platform daily communications.
- No dedicated full-time Communications Director, Press Secretary, or Digital Director.
- Media relations infrastructure is still developing, including press list growth, regular relationship cultivation, and editorial planning.
- Surrogate network is informal and not yet structured for coordinated deployment.
- Rapid response is overly dependent on one individual.
- County chapters operate without consistent statewide message guidance.
- Lack of standardized SOPs for content approvals, crisis communications, and social posting.
- Analytics tracking is insufficient, limiting strategic insight into what content resonates and why.

Summary

The Hawai'i Republican Party is capable of producing high-quality content and disciplined messaging, but lacks the organizational scale, systems, and distributed capacity needed to

deliver communications at the speed, volume, and consistency required to meet statewide electoral goals.

II. Messaging and Content Planning

1. Written Communications

a. Press Releases

Objective: Establish predictable, professional, timely press output.

Actions:

- Develop four core 48-hour templates:
 - Breaking News Response
 - Legislative Action or Testimony
 - Community Concern or Public Safety
 - Accountability / Ethical Concerns
- Goal: **2–4 releases per month.**
- Build a full statewide press list with segmented lists for:
 - Local news desks
 - Talk radio
 - Policy beat reporters
 - Community and ethnic media

b. Newsletter

Cadence: Minimum monthly, ideally **biweekly**.

Recommended Sections:

- *From the Chair*
- *Legislative Watch*
- *County Spotlight*
- *Platform in Action*
- *Volunteer of the Month*

Each issue includes a clear CTA: **Join | Donate | Volunteer | Attend a District Meeting**

c. Social Media

Minimum Cadence:

- **Facebook:** 1–2 posts daily
- **Instagram:** 1–2 reels + 2–4 posts weekly
- **X/Twitter:** 3–6 posts daily
- **Email/SMS:** Weekly rhythm

Content Pillars:

- Government Accountability
- Cost of Living / Economic Struggles
- Community and Local Stories
- Platform Education
- Quick-hit commentary
- Patriot leadership + faith-adjacent messaging where appropriate
- Humor/memes with boundaries that preserve credibility

2. Media Relations**Build a formalized media structure:**

- Appoint/Recruit:
 - Press Secretary (volunteer or stipend)
- Conduct:
 - Quarterly press briefings
 - “Open House with the GOP” sessions with journalists
- Implement strategic op-ed placement addressing statewide issues.

Relationships to cultivate:

- HNN, KHON, KITV
- Civil Beat, Star-Advertiser
- Local talk radio
- Filipino, Samoan, Japanese-language media

Performance Goals:

- **Two earned media placements per month**
- **Weekly local radio hit**
- **Six–ten op-eds per quarter**

3. Surrogate Operation**Purpose:**

Expand the Party’s voice by deploying trained messengers across TV, radio, community networks, churches, business organizations, veterans’ groups, and Native Hawaiian leadership circles.

Surrogate Categories:

- Veterans
- Law enforcement
- Native Hawaiian leaders
- Business leaders
- Pastors/Faith leaders

- Young Republicans

Support Materials:

- Weekly briefing packet
- Message guidance
- Pre-written talking points
- Recorded weekly updates

Outcome:

When a story breaks, **five or more voices** amplify the Party’s position—ensuring the narrative is not carried by a single spokesperson.

4. Rapid Response

Goal: Respond within **30–60 minutes**.

Infrastructure:

- Rapid Response Channel (OneSignal, Slack, or WhatsApp)
- Pre-built templates for:
 - Breaking news statements
 - 15-minute turnaround graphics
 - Short video statements (vertical format)
- Rapid Response Social Squad: **4–6 trained volunteers** to push content simultaneously across all platforms.

Purpose:

Define the narrative before Democrats shape public perception.

5. Earned Media

Tactics:

- Consistent op-eds tied to core platform issues:
 - Cost of Living
 - Corruption & Accountability
 - Maui recovery audits
 - Public safety & homelessness
 - Energy and cost of utilities
- Thought-leader interviews
- Media-invited community events
- Joint appearances with county leadership
- “Everyday Leaders” photo-op series

Measurement:**Track:**

- Mentions
- Tone
- Frequency
- Reach
- Placement quality

III. Goals for the 2025–2026 Cycle**1. Build a Fully Operational Communications Division**

- Communications Director
- Digital Director
- Press Secretary
- Volunteer graphics & video team
- Copywriting bench

2. Implement a Unified Statewide Message Calendar

- Weekly statewide message
- Weekly county-specific message
- Monthly statewide themes
- Rapid-response scripts for predictable issues

3. Triple Social Media Engagement

- High-volume, short-form video pipeline
- Strong visual brand identity
- County-level content creation multipliers

4. Launch HRP's First Full Surrogate Program

- Minimum **12 trained voices**
- Monthly briefings
- On-call response teams

5. Establish a Press Infrastructure

- Comprehensive press database
- Weekly outreach rhythm
- Regular press briefings
- **2–4 earned media hits per month**

6. Create Standard Operating Procedures (SOPs)

- Content approval workflow
- Crisis communications protocols
- Release templates
- Social posting guidelines

7. Develop a Measurable KPI Dashboard

Track:

- Social engagement growth
- Press hits
- Content production volume
- Video views and retention
- Rapid response time

Hawai'i Republican Party Political Plan

2025–2026

A. Executive Summary

The Hawai'i Republican Party (HRP) enters the 2025–2026 cycle with a renewed commitment to reform, accountability, organizational discipline, and community-rooted leadership. This updated plan reflects a shift toward a structured, metrics-driven Party that prioritizes statewide engagement, candidate development, communications excellence, and credible election integrity efforts.

The central principle of this plan:

Success is only possible if every member, volunteer, and leader participates.

We win together — not in silos.

This plan positions HRP to expand its influence, increase voter trust, strengthen local leadership, and build the infrastructure needed for long-term competitiveness in Hawai'i.

I. OVERARCHING GOALS FOR 2025–2026

a. HRP Strategic Goals

Engagement

- Deepen relationships with local communities through sustained, culturally grounded outreach.
- Increase county-level presence at civic, faith, small business, and cultural events.

Membership Growth

- Grow Party membership by 20% through digital recruitment, community coalitions, and volunteer activation campaigns.

Representation

- Increase the number of Republican candidates running for office, complete with vetting and ensuring the most high quality candidates are recruited and trained.
- Win additional seats at the legislature, county councils, and statewide races (OHA)..
- Strengthen bench-building for 2028–2030 cycles.

Political Impact

- Advocate for policies centered on cost of living, public safety, accountability, transparency, and family support.
- Make HRP the statewide voice for solutions to Hawai'i's affordability crisis.

Education

- Expand public understanding of HRP's values through storytelling, events, and digital education campaigns.
 - Provide civic education programs for youth and families emphasizing constitutional principles, partnering with 501(c)4.
-

b. Resources and Opportunities

Financial Resources

- Conduct aggressive fundraising through monthly small-donor programs, annual major donor summits, digital fundraising, and county-partnered events.
- Secure resources for a professionalized communications and field operation.

Membership Resources

- Assess skills, availability, and productivity of volunteers.
- Fill vacant County and District Chair seats and identify inactive positions.
- Reassign volunteers to roles where they are most effective.

Operational Resources

- Establish standard operating procedures (SOPs) for communications, approvals, field work, data, HR, and county coordination.
- Strengthen headquarters operations and supply chains for campaign materials.

Opportunities

- Expand alliances with veterans, faith communities, small businesses, Native Hawaiian leaders, parents' groups, and immigrant communities.
- Utilize upcoming legislative issues, economic pressures, and transparency concerns to highlight GOP solutions.

Challenges

- Entrenched Democratic dominance, limited media access, legal constraints on fundraising, and low voter trust.
 - HRP must provide clarity, competence, and consistency.
-

Analysis of 2024 Voting Patterns by House District

An examination of publicly available 2024 general election results provides a district-level view of presidential voting behavior across Hawai'i. The accompanying graphic ranks all 51 State House districts by the share of ballots cast for Donald Trump, with each district displayed as an individual bar arranged from highest percentage to lowest.

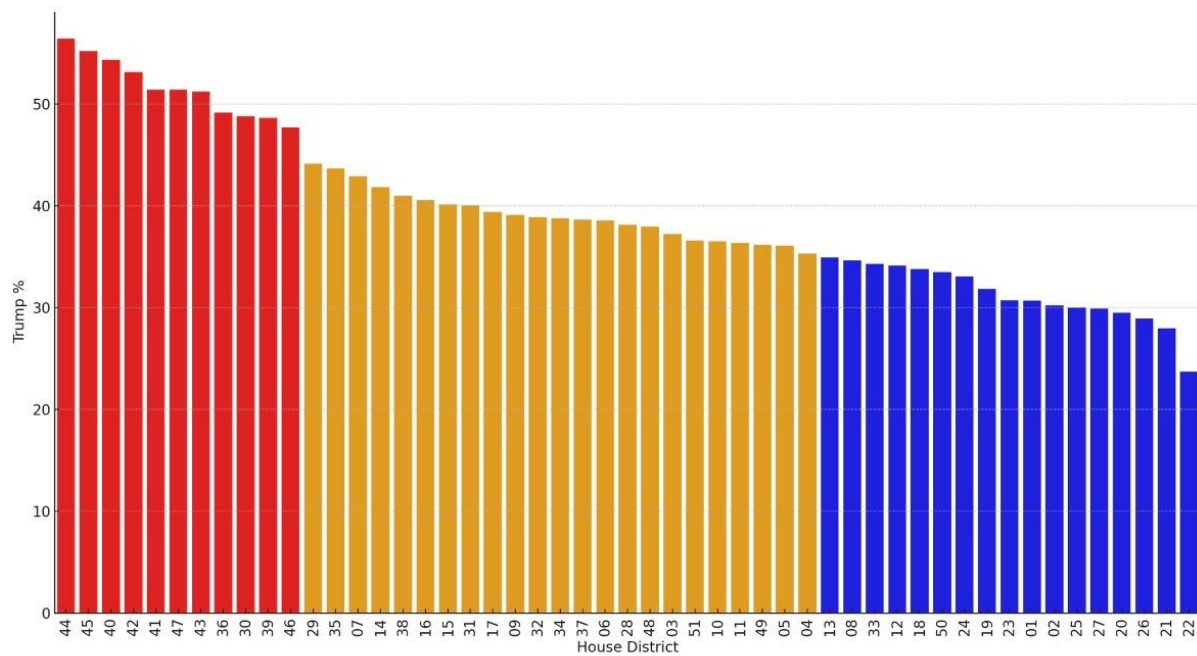
The data shows clear variation across the state:

- Several districts recorded Trump vote shares exceeding 50%, representing the highest levels of Republican presidential support in Hawai'i during the 2024 cycle.
- A broad middle tier of districts showed support levels in the mid-30% to mid-40% range, indicating moderate Republican performance that varied across regions.
- Districts on the lower end of the chart showed Trump support primarily between 20% and 35%, reflecting areas where Republican presidential voting was comparatively limited.

The color groupings in the graphic—red for higher support, gold for mid-range support, and blue for lower support—illustrate the distribution of Republican presidential vote share across the state's House districts. This presentation allows for a straightforward comparison of how Republican support levels varied geographically, including districts represented by Republican incumbents and those represented by Democrats during the 2024 cycle.

This analysis provides a factual snapshot of 2024 voter behavior and highlights where Republican presidential support was relatively stronger, moderate, or lower during that election year. It offers contextual understanding of historical voting patterns without projecting or drawing conclusions about future electoral outcomes.

While this is overarching guidance, we are looking at supporting our incumbents (one in the blue section and one in the yellow section), and looking at several districts where open races and unpopular Democrat incumbents might also give HRP some opportunities with the right candidate and right campaign.



c. Standards for Measuring Success

KPIs Include:

- Membership growth rate
- Candidate recruitment benchmarks
- Win rate in targeted districts
- Community engagement events and turnout
- Communications output and engagement metrics
- Fundraising totals and donor retention
- County-level participation and activity
- Field volunteer recruitment metrics
- Rapid response and press placement frequency

d. Annual Review by the State Committee

- Quarterly performance assessments comparing outcomes to KPIs.
 - Special State Committee meetings to address major deviations or crises.
 - After-action reviews following legislative sessions, elections, and major campaigns.
 - A formal feedback loop encouraging learning, not blame.
-

e. Guiding Principles

- Transparency, professionalism, and respect.
 - A no-drama, no-excuses culture.
 - Accountability at every level.
 - Every member participates, contributes, and supports the mission.
 - Internal fighting ends — unity and discipline are mandatory.
-

II. ACTION PLAN

a. Community Engagement

- Host ongoing community events: town halls, small business roundtables, cultural gatherings, and family-friendly activities.
 - Expand presence at fairs, church events, sports tournaments, festivals, and civic meetings.
 - Build a statewide volunteer corps trained in relationship-based organizing.
-

b. Membership Expansion

Recruitment Campaigns

- Run targeted recruitment drives in churches, civic groups, military communities, and economic advocacy groups.
- Mobilize the Vice Chairs of Community Service and Coalitions to lead culturally competent outreach.

Membership Drives

- County-level membership events once per quarter.
 - Automated digital onboarding for new members.
-

c. Candidate Recruitment & Development

Recruitment

- Identify leaders already active within communities: veterans, educators, law enforcement, pastors, entrepreneurs, and local advocates.
- Utilize County and District Chairs for local talent scouting.
- Conduct a preliminary “real talk” vetting process outlining the realities of campaigning.

Campaign Planning Support

- Each candidate who meets minimum vetting threshold requirement receives:
 - A full campaign plan outline
 - Communications plan
 - Fundraising guidance
 - Digital strategy templates
 - Access to training resources (RNC, Leadership Institute, and HRP)

Ongoing Training

- Monthly candidate training sessions.
 - Special training tracks: media training, debate practice, digital advertising, GOTV, and compliance.
-

d. Policy & Legislative Impact

- Hold regular policy forums and listening sessions across the state.
 - Organize grassroots legislative testimony teams.
 - Support candidates and elected officials in amplifying issues aligned with the HRP platform.
 - Offer civic literacy programs to schools and youth groups (non-partisan).
-

e. Education & Public Outreach

- Launch educational campaigns on constitutional principles, family rights, public safety, cost of living, and government accountability.
 - Produce “Hawai‘i Civics for Keiki” online mini-modules or in-person family workshops.
-

f. Financial Resources

- Host interactive fundraising events including cultural festivals, speaker forums, small gatherings, and joint county-party fundraisers.
 - Maintain relationships with donors through regular updates, personalized engagement, and clear demonstrations of impact.
-

g. Volunteer & Staff Development

- Build transparent, respectful volunteer programs with clear roles and training.
 - Offer professional development workshops and reinforce a solution-oriented culture.
-

h. Material Resource Management

- Allocate materials strategically to priority campaigns.
 - Explore cost-sharing with aligned groups.
 - Build a warehouse-style operations hub for signs, literature, and bulk-purchase storage.
-

i. Performance Indicators & Evaluation

- Establish data collection systems and committees responsible for analytics, reporting, and continuous improvement.
 - Provide “Think Tank” reports each quarter.
-

III. COMMUNICATIONS PLAN (Modernized for 2025–2026)

A comprehensive, separate communications plan is already drafted — this section summarizes how it integrates into the political plan.

Goals

- Build unity
- Strengthen name ID
- Promote Republican candidates
- Provide accountability messaging on Democrats
- Grow HRP’s presence statewide
- Educate the public on platform principles

Execution Pillars

1. **Message Discipline & Branding**
2. **Rapid Response Infrastructure**
3. **Professional Press Relations**
4. **County-Level Messaging Multipliers**
5. **Short-Form Video & Storytelling**
6. **Surrogate Deployment**
7. **Monthly Newsletter & Weekly Email Rhythms**

A full version can be attached as Appendix A.

IV. FIELD PLAN – 2025–2026 GOTV STRATEGY

a. Data & Targeting

- Use voter registration and turnout models to identify persuasion and low-propensity Republican voters.
- Develop county-specific precinct targeting plans.
- Conduct annual voter file reviews at district levels.

b. Voter Engagement

- Recruit and train a robust volunteer corps.
- Launch relational organizing initiatives via text, phone, and church networks.
- Hold community town halls and visibility events.

c. Voter Education

- Distribute updated voter guides.
- Host candidate forums and debates.
- Provide clear instructions on early voting and absentee options.

d. Digital Outreach

- Use video, ads, reels, and targeted digital content to educate and motivate voters.
- Centralized SMS and email mobilization program.

e. Election Day Operations

- Train poll watchers, observers, and support volunteers.
- Provide transportation where needed.
- Operate county-level war rooms for troubleshooting.

f. Post-Election

- Conduct debriefs, data analysis, and volunteer appreciation events.

V. STRATEGIC INITIATIVES & COALITIONS

Coalition Growth Areas:

- Veterans
- Women’s groups
- Faith-based organizations
- Second Amendment advocates
- Filipino, Samoan, Japanese, Micronesian, and Korean communities
- Native Hawaiian leadership and kūpuna networks
- Parents’ rights and education reform groups
- Small business & entrepreneurial networks

VI. ELECTION INTEGRITY PLAN (Modernized)

Core Principles

- Election integrity begins at the precinct level.
- Voter file monitoring is essential.
- Engagement combats apathy and manipulation.

Key Actions

- Monthly voter file review by all districts.
- Build a statewide 3,000–4,000-volunteer election integrity team.
- Partner with counties to review voter roll accuracy.
- Increase public awareness about voting rights and processes.
- Conduct HRP Presidential Caucus operations as training grounds.

Budgeting

- Estimated \$18,000 per cycle for voter file access

- Estimated \$126,000 for statewide precinct caucus operations (subject to updates).

VII. POLITICAL CALENDAR

- Maintain a comprehensive HRP Google Calendar updated with election deadlines, legislative schedules, fundraising reporting deadlines, and key HRP events.
- Provide quarterly “What’s Coming Up” briefings to counties and districts.

CLOSING STATEMENT

The 2025–2026 Political Plan is grounded in unity, professionalism, and a renewed commitment to turning values into action through a data-driven strategy. Hawai‘i deserves a viable alternative, and HRP is prepared to lead with humility, aloha, strength, and discipline.

Hawai'i Republican Party Finance & Operations Plan

2025-2026 *(Our Administrative, Compliance, and Financial Stewardship Framework)*

I. Purpose of the Finance & Operations Plan

This Finance & Operations Plan outlines the internal administrative, accounting, and compliance framework for the Hawai'i Republican Party (HRP). Its purpose is to ensure that financial resources are managed responsibly, that regulatory obligations are met, and that internal processes support sustainability, transparency, and accountability.

This plan focuses exclusively on organizational governance and does not address political strategy or electoral activities.

II. Financial Governance Structure

1. Treasurer Responsibilities

The Treasurer oversees the organization's financial management, including:

- Maintaining accurate financial records
- Reconciling bank accounts
- Managing deposits and disbursements
- Preparing and submitting required regulatory filings
- Presenting financial reports at State Committee meetings

2. Finance Committee - TBD

A Finance Committee has not been formalized, but the HRP aims to do so to:

- Assist in budget creation and review
- Identify financial process improvements
- Support audit preparation
- Strengthen internal oversight
- Look for fundraising opportunities

3. Internal Controls

To ensure accountability:

- All disbursements require dual authorization
- Monthly bank reconciliation is mandatory
- Financial systems have role-based access
- Documentation is retained for every transaction
- Expenditures must align with approved budgets

III. Budgeting Framework

1. Annual Budget Development

An annual budget outlines:

- Operational expenses
- Administrative overhead
- Reserve targets
- Program-related expenditures

2. Quarterly Budget Review

Quarterly reviews ensure:

- Actual performance aligns with projections
- Cash-flow needs are met
- Adjustments are documented when necessary

3. Reserve Planning

The organization aims to maintain a reserve capable of supporting several months of core operations to ensure stability across transitions or unexpected circumstances.

IV. Financial Compliance

1. Regulatory Filings

The organization complies with all applicable requirements of:

- The Hawai'i Campaign Spending Commission
- The Federal Election Commission

Compliance includes timely filing, accurate documentation, and periodic internal review.

2. Donor Documentation

Contribution records must include:

- Date received
- Donor name and address and employer (as required)
- Amount
- Method of payment
- Any additional data required by state or federal regulations

3. External Review or Audit – Letter of Engagment is in the works

An annual external review or professional audit is recommended to verify:

- Accuracy of financial records
- Effectiveness of internal controls
- Compliance with regulations

V. Financial Operations Procedures

1. Deposits

- Deposits are completed promptly and logged.
- Digital systems or reconciled spreadsheets ensure accuracy.

2. Disbursements

- All disbursements are authorized, documented, and recorded in financial ledgers.
- Expenses must correspond to the approved budget or receive separate approval.

3. Procurement Standards

- Written agreements for recurring vendors with approval from EXCOM
 - Price comparisons for major purchases
 - Documentation maintained for audit records
-

VI. Organizational Sustainability and Member Support

1. Member Stewardship

Transparency is maintained through:

- Regular financial updates
- Simplified summary reports
- Clear documentation of financial decisions

2. General Fund Development (Administrative Only)

Recurring contributions and event-based revenue may be used to support operational stability. All fundraising activity remains fully transparent and compliant with reporting rules.

3. Partnerships and Community Support

HRP may collaborate with civic or educational organizations for administrative or community programming as there is a developing ecosystem of these organizations. Funding agreements are documented and approved through internal processes.

VII. Review of Historical Contribution Records

To support transparency and long-term planning, the party reviews publicly available contribution data for each previous election cycle. This will also mitigate misinformation of missing funds that continue to plague members, opposition, and even donors.

This includes:

1. Accessing public filings from the FEC (federal) and the Hawai'i Campaign Spending Commission (state).
2. Compiling itemized contribution records into a standardized spreadsheet.
3. Identifying contributions at or above reporting thresholds.
4. Preparing summary reports documenting total receipts, expenditures, and filing notes.

5. Integrating findings into internal planning and compliance documentation.

This review supports accurate recordkeeping and long-term organizational governance.

VIII. Historical Financial Trend Framework (2016–2024)

This proposed framework standardizes the documentation of publicly reported financial activity over multiple cycles. It is not used for political strategy but for compliance, transparency, and administrative continuity.

1. Federal Committee Trend Table (FEC ID: C00085506) (need help to fill in our data but this is the proposed structure of our reports and analysis)

Election Cycle	Total Reported Contributions	Number of Itemized Large Contributions	Total Itemized Amount	Total Reported Expenditures	Administrative Notes	Observations
2023–2024 []		[]	[]	[]	[]	[]
2021–2022 []		[]	[]	[]	[]	[]
2019–2020 []		[]	[]	[]	[]	[]
2017–2018 []		[]	[]	[]	[]	[]
2015–2016 []		[]	[]	[]	[]	[]

2. State-Level Financial Trend Table

Year	Total Contributions	Total Expenditures	Itemized Donors	Filing Notes	Administrative Observations
2024	[]	[]	[]	[]	[]
2023	[]	[]	[]	[]	[]
2022	[]	[]	[]	[]	[]
2021	[]	[]	[]	[]	[]
2020	[]	[]	[]	[]	[]
2019	[]	[]	[]	[]	[]
2018	[]	[]	[]	[]	[]
2017	[]	[]	[]	[]	[]
2016	[]	[]	[]	[]	[]

3. Year-Over-Year Change Tracking

Comparison	% Change in Contributions	% Change in Itemized Donors	% Change in Expenditures	Notes
2023–24 vs 2021–22	[]	[]	[]	[]
2021–22 vs 2019–20	[]	[]	[]	[]
2019–20 vs 2017–18	[]	[]	[]	[]
2017–18 vs 2015–16	[]	[]	[]	[]

IX. Financial and Compliance Vulnerabilities

Recognizing potential vulnerabilities will help the HRP strengthen its systems and look for opportunities. Common risks we have experienced over the years include:

- Complex regulatory reporting requirements
- Manual data entry errors
- Incomplete documentation for contributions or expenses
- Limited segregation of duties
- Leadership or volunteer turnover
- Outdated financial (and compliance) systems
- Inconsistent record retention
- Cybersecurity weaknesses

These vulnerabilities are organizational, not political, and reflect common challenges in nonprofit and committee management (as experienced by key leaders who are involved in these types of organizations)

X. Mitigation Measures

To strengthen compliance readiness, reduce organizational risk, and improve operational stability, the organization implements the following mitigation measures:

1. Reporting and Filing Measures

- Standardized compliance calendar
- Dual review before filings
- Consolidated data management practices

2. Contribution Tracking Measures

- Standardized intake forms
- Systems to track cumulative donor totals
- Clear procedures for documenting in-kind contributions (a priority!)

3. Expense Management Measures

- Written authorization workflow
- Receipt and reimbursement requirements
- Vendor agreements for recurring services

4. Internal Controls Measures

- Segregation of duties where possible
- Role-based access controls for financial systems
- Centralized digital document archive, controlled by the treasurer

5. Training and Knowledge Continuity

- Annual compliance training
- Formal onboarding and offboarding procedures
- Written step-by-step instructions for key financial tasks

6. Technology and Systems Measures

- Adoption of modern accounting tools
- Integration of donation and accounting platforms, currently weffy
- Cybersecurity enhancements (password protocols, backups, 2FA)

XI. Transparency and Reporting

1. Monthly Reporting

Includes cash flow, income, expenses, and outstanding obligation

2. Annual Summary

A comprehensive year-end financial report documents:

- Revenues
- Expenditures
- Reserve levels
- Compliance activity
- Administrative investments

XII. Long-Term Financial Health

Long-term sustainability is supported through:

- Multi-year budgeting
- Modernized financial systems
- Reserve maintenance
- Training programs for financial officers
- Robust internal control practices

Conclusion

This Finance & Operations Plan of the HRP provides a comprehensive administrative framework to support transparency, compliance, and responsible financial governance. It strengthens the organization's ability to operate consistently, maintain institutional memory, and support long-term continuity.

Hawaii Republican Party Data Plan

2025-2026

I. Purpose and Vision

This election cycle, the Hawaii Republican Party is committed to building a modern, data-driven organization that empowers candidates, strengthens county and district operations, enhances voter engagement, and supports long-term Party growth. Our Data plan establishes the policies, tools, responsibilities, and procedures necessary to ensure that all Party data—voter, donor, volunteer, engagement, and operational—are collected, stored, and used responsibly, securely, and strategically.

This is a top priority for our party. A strong data program will increase the our statewide competitiveness, enhance voter targeting, support fundraising efforts, and provide consistent and reliable infrastructure for candidates at every level.

II. Strategic Objectives

1. **Build a unified, secure data ecosystem** shared across counties, campaigns, and Party leadership.
2. **Improve the quality, accuracy, and accessibility of voter, donor, and volunteer data.**
3. **Standardize training and workflows** so every county becomes data-proficient.
4. **Strengthen compliance, data security, and risk reduction.**
5. **Support coordinated campaigns and resource alignment** so that candidate campaigns benefit from Party infrastructure.

III. Data Governance Structure

1. Executive Oversight

- The **State Chair** holds ultimate responsibility for the Party's data program.
- The **Vice Chair of Coordinated Campaigns** oversees implementation and ensures data supports voter registration, voter identification, absentee ballot programs, the 72-Hour Task Force, and GOTV operations.

2. Data Management Team

- **Data Director** (currently the Executive Director): Maintains voter files, oversees user access, manages tags, and supervises reporting.
- **Deputy Data Manager / County Data Leads** (to be named): Local points of contact responsible for county-level data accuracy and training.
- **Finance Director** (to be named) **and Treasurer**: Oversees donor data integrity and compliance.

3. Users

- County Chairs
- District Chairs
- Coordinated Campaign staff
- Volunteers assigned to data tasks
- Contractors or vendors approved by HRP leadership or RNC

All users must sign the Confidentiality Agreement and complete required training prior to receiving access.

IV. User Roles, Access, and Permissions

Role Levels

1. **Administrators** – Modify system settings, manage user access, oversee tagging.
2. **County Chairs** – Regional oversight; can manage volunteers and run reports.
3. **District/Precinct Chairs** – District and Precinct level oversight; can manage volunteers and run reports.
4. **Campaign Users** – Data entry, canvassing software usage, tag assignment.
5. **Volunteers** – Limited to phone banking, canvassing, or event check-ins.
6. **Finance Users** – Access donor and contribution datasets only.

Assignment Process

- Access is granted according to the principle of **least privilege**. (Note: The principle of least privilege is a cybersecurity concept that grants users, applications, and systems only the minimum access and permissions necessary to perform their specific tasks, and no more.
- The State Chair or VC Coordinated Campaigns approves all elevated access.
- All user activity is logged; inappropriate use results in immediate suspension.

Access Review

- Conducted **quarterly** by the Data Director, VC Coordinated Campaigns or State Chair.
 - Users who are inactive for 90 days or no longer serving in their role are removed.
-

V. Donor List & Spreadsheet Management

Storage Protocols

- All donor lists are maintained within HRP's secure CRM or encrypted cloud storage. This is still in work. The goal is to have a substantive and specialized database system that manages all interactions, data, and history for individuals supporting the HRP, acting as a central hub for contact info, donation records, volunteer activity, and communication preferences to personalize outreach, automate fundraising, ensure compliance, and build stronger donor loyalty for campaigns and organizations.
- Copies or local downloads are **prohibited** unless specifically authorized by the State Chair, the Treasurer, or the Finance Director.

Data Quality Requirements

- Standard formatting for names, addresses, and employer/occupation information.
- Duplicate records must be merged immediately.
- Finance staff maintain the "master donor file," with strict version control.

Security Measures

- Donor spreadsheets must be encrypted.
- External sharing requires approval from the State Chair, Treasurer, or Finance Director.

- All donor data is classified as **Confidential**.
-

VI. Tag Management and Standardization

Purpose

Tags provide critical voter classification for targeting, volunteer engagement, fundraising segmentation, and turnout tracking.

Streamlining Objective

Following RNC guidance, HRP will:

- **Reduce tag clutter** by removing outdated, redundant, or rarely used tags. This will be accomplished by December 15, 2025.
- **Standardize** tags to ensure uniform statewide usage.
- **Document** definitions for each approved tag.

Tag Governance

- No new tags may be created without Data Director approval.
 - Quarterly “Tag Report” review identifies tags to merge, retire, or update.
 - Counties must follow statewide naming conventions.
-

VII. Required Training for County Chairs and Leaders Circle Expansion

Mandatory Training for County Chairs

To build a professionalized organization, the following training is **required** for all County Chairs and is the foundation of the **Leaders Circle** qualification:

1. **Voter Data System Training**
 - Accessing and running reports
 - Using voter targeting filters
 - Tagging and quality control
 - Assigning walk and call lists

2. Volunteer & Event Data Management

- Sign-in sheets, digital check-ins, follow-up workflows

3. Donor and Spreadsheet Security Basics

- Understanding donor privacy
- Proper handling of confidential information
- Secure version management and export procedures

4. Compliance Orientation

- Contribution limits
- Reporting requirements
- Ban on data misuse

Training Delivery Options

- Statewide Zoom-based onboarding sessions, the first is scheduled Dec 2025.
- County-by-county in-person workshops
- Online training modules and video library
- Hands-on leader certification exercises

Goal: All County Chairs trained and certified before Dec 31, 2025.

VIII. Data Collection Procedures

Approved Data Sources

- Voter files provided through the RNC or approved state vendor (note: HRP is responsible to retrieve voter files by county and have them sent to RNC. VC Coordinated Campaigns is responsible for this process).
- HRP volunteer sign-ins and digital event tools
- Donor platforms such as WinRed/Anedot/Zeffy.
- Publicly available voter registration data
- Polling, surveys, and digital analytics where allowed by law

Prohibited Data Sources

- Purchased or acquired datasets not approved by HRP
 - Personal data obtained without consent
 - Any data involving minors unless permitted by law
-

IX. Data Storage, Security, and Backups

Security Requirements

- Multi-factor authentication mandatory, as available
- Encrypted storage for all Party systems
- Access control lists updated quarterly by data director or VC Comms.
- Prohibition on sharing login credentials

Backup and Continuity

- Automated nightly backups
 - Disaster recovery system in place for database outages
 - Documentation of restoration procedures
-

X. Data Sharing and Coordination

Internal Sharing

- County Chairs receive access appropriate to their region.
- Candidates may receive segmented voter data upon signing a Candidate Data Use Agreement.

External Sharing

- Vendors must sign HRP Confidentiality Agreements and data protection agreements.
 - Donor data is never shared with campaigns except via legally compliant coordination protocols.
-

XI. Compliance and Legal Requirements

HRP will comply with:

- **Federal Election Commission (FEC) regulations**
 - **Hawaii Campaign Spending Commission laws**
 - Restrictions on voter file use
 - Mandatory reporting for contributions and expenditures
 - Best practices for breach notification and incident response
-

XII. Risk Management and Incident Response

Common Risks

- Unauthorized data exports
- Phishing or credential compromise
- Improper tagging
- Mishandled donor files
- Rogue or untrained volunteers accessing confidential data

Incident Response Framework

1. Report immediately to Chair, VC Coordinated Campaigns, and Data Director
 2. Secure affected systems
 3. Assess scope and impact
 4. Notify required parties
 5. Implement corrective actions
 6. Document incident and revise protocols
-

XIII. Data Retention and Disposal

- Donor and compliance records retained according to federal and state rules

- Voter data retained as allowed by the vendor agreement
 - Secure destruction of digital records via wiping
 - Shredding of physical documents
-

XIV. Implementation Timeline (by March 31, 2026)

NLT Dec 31, 2025

- Establish Data Governance team
- Conduct tag audit
- Launch County Chair training program
- Train all County Chairs through RNC

NLT Jan 31, 2026

- Complete user access audit
- Update master donor file
- Deploy standardized spreadsheets and documentation
- Complete donor CRM

NLT Feb 28, 2026

- Implement streamlined tag system
- Begin district chair and volunteer data training cycle immediately following PEMs/DEMs
- Begin campaign staff training cycle for declared candidates

NLT Mar 31, 2026

- Publish updated Tag Report and workflow documents
 - Evaluate year-end data improvements and set goals for next cycle
-

XV. Success Metrics

- Reduction in duplicate voter or donor records
- Number of County Chairs certified in data management

- Increased accuracy of voter targeting lists
- Growth in volunteer engagement through data-driven outreach
- Improved donor retention and tracking
- Compliance audit pass rate
- Successful execution of coordinated campaign programs (VR, VID, AB, GOTV)