

TimeBank of Warren County Member

Participant Description

Position Title: TimeBank of Warren County (TBWC) Member
Effective Date: _____
Status: Volunteer

Summary: The spirit of TimeBank of Warren County (TBWC) is to create a vibrant community working together. TBWC is a network of people who earn what they need by doing what they can through a process called “TimeBanking.” Members both volunteer time and earn time by exchanging services (not money) with others in the community. Through these exchanges of time and talent, members also make friends, get to know neighbors, and help address key needs within the community. Everyone has something to share, and members are valued for their talents, skills and time. The program is dependent on the collective contributions, creativity, and commitment of members.

Requirements:

1. Willingness to share skills, talents and abilities with other TBWC members.
 2. Willingness to BOTH give and receive services. (TBWC measures its success on reciprocity.)
 3. Willingness to keep TBWC member directories/information confidential.
 4. Willingness to embrace the five core values of Time Banking.
 5. Willingness to comply with the TBWC Member Handbook.
 6. Willingness to value the contributions of ALL community members. TBWC does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability.
 7. Completion of the TBWC enrollment form and related paperwork, which includes two references.
 8. Ability to interact as a team member with an interest in promoting TBWC in the community.
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Responsibilities and Program Expectations:

1. Participates in service exchanges with other TBWC members while working to build and strengthen neighbor-to-neighbor relationships.
 - Reads, is familiar with and complies with information within this document and the member handbook.
 - Contacts other TBWC members to arrange service exchanges.
 - Provides services that require a license only if he/she holds valid current license.
 - Replies (yes or no) to requests for services within 48 hours of the request if possible. (Remember, people do travel!)
 - Understands and agrees to the details and conditions of the exchange BEFORE the exchange takes place.
 - Performs service exchanges within the agreed upon-on time.
 - Reports service/hours for service exchanges within 60 days of performing the service. Since TBWC measures program success by transactions and hours, it is important for members to report time quickly.

2. Demonstrates courtesy, respect, and ethical behavior.
 - Behaves respectfully and courteously.
 - Respects other TBWC members' homes, property, valuables and expressed desires.
 - Maintains privacy by keeping personal information about other members confidential.
 - Refuses money (other than reimbursement for gas, materials or items purchased as part of an exchange), gifts or tips from other TBWC members.
 - Does not use relationships developed through TBWC for the promotion of for-profit enterprises or for the promotion of personal agendas.
 - Refrains from smoking while providing/receiving services.
 - Dresses neatly and according to the nature of the exchange.
 - Wears TBWC name badge when performing exchanges or participating in TBWC activities.

 3. Contributes to the overall well being of TBWC Time Bank.
 - Attends and participates in position training and/or member meetings when appropriate.
 - Updates provider information when necessary.
 - Assists, guides and mentors other TBWC members.
 - Communicates constructively and respectfully any problems directly with service provider/recipient should any problems occurs. Follows grievance procedures if unable to resolve concerns.
 - Asks for Coordinator assistance when appropriate.
 - Notifies Coordinators if concerns exist about the health, safety, and/or security of other TBWC members.
 - Reports to Coordinators any activity that does not comply with the TBWC Member Handbook.
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Training: Applicants are required to attend new member orientation. Position-specific training will be offered when appropriate.

Supervision: TBWC members are accountable to each other and to TBWC Coordinators.

TimeBank of Warren County

Participant Agreement Form

TimeBank of Warren County (TBWC) is designed to increase the involvement of its members in the community through reciprocal acts that improve the quality of life in our community.

I understand that my participation in the program is voluntary and that I am able to discontinue my TBWC membership at any time for any reason.

I understand that my contact information and selected information from my enrollment form will be published in the TBWC member/services directories (paper and on our web site) and shared with other TBWC members.

I understand TBWC is not an agent of either party (Provider/Offerer or Receiver/Requestor). TBWC Coordinators provide the opportunity for the parties involved to come together and work out a mutually acceptable transaction.

Since any agreement shall be made by and between the parties involved in the transaction, TBWC cannot guarantee the representations or performance of any participant. The TBWC Coordinators, whether individually or in a group, will not be held responsible and will not assume any liability for claims, damages, or any other consequences that may arise from this arrangement. Nor are any credits guaranteed beyond the members' good faith.

I agree to hold TimeBank of Warren County as well as any coordinators, employees and/or agents harmless from any and all claims or liabilities arising out of this program and/or any transactions hereunder.

I understand that if I use my personal automobile in the course of my service for TBWC, I must have a current valid driver's license and I must keep automobile insurance in force of an amount equal to the minimum limit required by state law.

I understand and agree that I must hold all member health care and personal information in confidence and that intentional or involuntary violation of that confidentiality may result in disciplinary action that could include dismissal from the program.

I understand that TBWC does not assess anyone's skills and I agree that if requesting a service requiring a licensed professional I must only accept service from a licensed professional. Further, I agree that if I am providing a service that requires a professional license, I have a valid current license.

I understand that there is an element of risk involved in participating in TBWC and accept that all activities are on a voluntary basis and entirely at my own discretion.

I have completed TBWC orientation. I have read and understand the information in the TBWC member position description and the information as stated in the TBWC Handbook; I agree to abide by its contents as well as other forms (documents) I am required to complete before starting service. I understand that the TBWC Handbook is subject to periodic revisions. I understand that failure to abide by the TBWC member position description, the contents of the TBWC Handbook and other required forms would be cause for my dismissal from participation in TimeBank of Warren County.

I have read this document and understand its contents.

TimeBank of Warren County Volunteer Member

Date

Signature of Parent if member is under 18 years of age

Date