



Vashon Island Time Exchange Membership HANDBOOK

Welcome to the Vashon Island Time Exchange

Our mission is to build and strengthen relationships and community resiliency on Vashon Island by connecting people's unmet needs and untapped resources.

We use a system called "time banking"

When you provide a service for another member, you earn "time credits." Time is the unit of measurement, **so one hour always equals one time credit**. Earned time credits can be spent throughout the Time Bank community, connected through a web-based software program called Community Weaver 3; our secure, community Time Exchange is at www.vashon.timebanks.org.

We are a caring and interconnected community

We help each other by sharing our skills, talents, and time. By both giving and receiving, we learn to appreciate the value of each and every member and also come to believe in the value of our own contributions. Instead of separating our community into those who need and those who provide, we recognize that **we all have needs and gifts to share**.

Who we are

Vashon Island Time Exchange is a project of the Backbone Campaign's local resilience work, VashonResilience.org, Backbone Campaign is a 501c3 not for profit, started in 2004 on Vashon Island.

Membership Options

Individual Members

Members use the Vashon Island Time Exchange software to facilitate exchanges.

While time exchanges must be logged online, **it is not necessary for a person to have a computer or regular internet access** to become a VITE member. If requested, we will match you up with someone to help facilitate exchanges.

Organizational Partners

VITE welcomes partnerships with community-based local organizations. Orgs should elect a representative to coordinate exchanges and ensure that participants log all time exchanged.

Easy Steps to Become a Member

1. Read this Handbook.

- *If anything isn't clear, either make a note of it for your Orientation session, or if it's urgent, email time@vashonresilience.org.*
- *If you don't have a computer or an internet connection, call 206.408.8058; leave a message requesting a paper copy of the Handbook and a joining application.*

2. **Fill out this quick form, indicating your interest and give 1-2 references:**
<https://backbonecampaign.wufoo.com/forms/zi35dbr0fefyyz/>
3. **Set up your Profile** at the Time Exchange: <https://vashon.timebanks.org/>

If you are an offline member, someone will work with you to set this up.

4. **Attend an Orientation** (via Zoom or on the phone), where we'll go over how to Request Services and Make Offers, policies, and questions you have. Orientations last 30-60 minutes.
5. **Start using the Vashon Island Time Exchange!**

How the Time Exchange Works

Timebanking is a time-based currency. Give one hour of service to another, and receive one time credit. You can use the credits in turn to receive services — or you can donate them to others.

An hour of service is always one time credit, regardless of the nature of the service performed.

One Hour = One Credit: The one=one rule is rooted deep in the idea that regardless of whether we value what we *do* in different ways, we share a fundamental equality as human beings.

Timebanking seeks to connect us through the relationships we create through giving and receiving. It operates as a complement to the money-dominated world we inhabit. No money is exchanged for the giving of time in the Time Bank; members only receive credit in the Time Bank for hours given.

The Five Core Values of TimeBanking

In his book “No More Throw-Away People”, Edgar Cahn listed four values that stand at the heart of successful timebanking and have stood the test of time. Later, he added a fifth.

- **Asset** Every one of us has something of value to share with someone else.
- **Redefining Work** There are some forms of work that money will not easily pay for, like building strong families, revitalizing neighborhoods, making democracy work, advancing social justice. Time credits were designed to reward, recognize and honor that work.
- **Reciprocity** The question: “How can I help you?” needs to change so we ask: “Will you help someone too?” Paying it forward ensures that, together, we help each other build the world we all will live in.
- **Community/Social Networks** Helping each other, we reweave communities of support, strength & trust. Community is built by sinking roots, building trust, creating networks.
- **Respect** The heart and soul of democracy lies in respect for others. We strive to respect where people are in the moment, not where we hope they will be at some future point.

WHAT TO OFFER

A simple task for you may be another person's laborious chore. Consider offering services that you enjoy, that come easily to you. What are your skills and gifts?

If there are costs for materials or ingredients, these are paid by the recipient.

WHAT TO REQUEST

Consider requesting services that you need help with, cannot do, or want to learn. What are you curious about?

Be as specific as possible about what you need. Include the location, the amount of time required, if there is a deadline, whether or not you can help, and if you have the materials and tools needed. As the recipient of the exchange, you will provide any materials needed **for your Request.**

Keeping Track of Credits and Exchanges

The Vashon Island Time Exchange website (vashon.timebanks.org) is the place to keep track of transactions. *If you are an offline member, someone will work with you to record your exchanges on the website.*

Reporting Hours: It is the responsibility of the **provider of the service** to log in the service given to another member. All services need to be reported as soon as possible, preferably within a week of the date of service. We prefer that you report online, but you may also ask the receiver to post the hours, or you can phone them in to the Coordinator to log on your behalf.

Members need to confirm the amount of hours exchanged with one another, prior to reporting.

For fractions of hours, **round up** to the nearest quarter hour. (For example, 52 minutes of service earns 1 time credit. 1 hour and 10 minutes of service equals 1.25 time credits).

You may arrange exchanges with members you already know without posting a specific request or offer. However, be sure to log in the hours so accurate records can be kept and people will get the credits they earn.

Negative balances are fine: Members do not need to maintain a positive balance of hours.

Multi-way exchanges: A Coordinator may record an exchange involving multiple parties. In the Community Weaver software, the providers and receivers of the service exchange the actual number of hours of their participation. For example, if a member does an hour of preparation and then teaches a one-hour class to four other members, the four students will each give one hour and the teacher will receive two hours. The other two hours are a gift to the community and the time bank's general fund. On the other hand, if the teacher does five hours of preparation for the one hour class, the teacher will receive six hours and the four students will each give one hour. The other two hours are a gift from the general fund.

Money and exchanges: Only **hours** may be exchanged in the Vashon Island Time Exchange. Any transaction performed for any amount of money is done outside of the time bank. Time credits are not redeemable for cash.

Donation of hours: A member may give earned credit hours to another member or to the time bank's general fund. The time bank's general fund allows us to reimburse members who complete work on behalf of the time bank in time credits and allows the Advisory Committee to transfer time credits to members who are in need.

Exchange of goods: Members may offer or request goods to be exchanged for hours. The receiver (not the giver) of the goods will determine the number of hours for the exchange.

DO'S & DON'TS

Please DO:

Make sure the other person understands what you are going to do *before* you start doing it.

Contact the other member in advance if you must cancel, whenever possible.

Be patient and open, rather than critical and hurried.

Respect others' religions, beliefs, and political viewpoints.

If you are requesting a service, be sure to pay for any parts, supplies, ingredients, or materials that are used.

If renting, check with the landlord before doing home repairs.

If using your personal car to transport a member, have liability insurance and wear seat belts.

Be sure to verify a member's skills, background, and training.

Be sure to disclose your own skill level.

For in-person exchanges, maintain physical distancing and wear a mask.

Please DON'T:

Ask for or accept money or tips.

Smoke or use drugs in a member's home.

Use the Time Exchange to sell for-profit services.

Engage in any illegal, sexual, inappropriate, or illicit activity.

Impersonate any person.

Vashon Island Time Exchange Membership Agreements

Code of Ethics

As a Vashon Island Time Exchange (VITE) member, I agree:

1. To a VITE Coordinator checking references listed on my application;
2. To seek out, via the Time Exchange database, offers from members that appeal to me;
3. To respond to communications from other members within 72 hours when possible, even if I need to decline a request;
4. To maintain at least one service offer in the Time Exchange database; I understand that I am not obligated to provide that service when requested and I can say “no” at any time with a simple “Sorry, that won’t work out for me.”;
5. To clarify all details of a time transaction before meeting with the other member involved in the time exchange;
6. To respect my fellow time exchange member’s privacy and confidentiality;
7. To recognize that my service is voluntary;
8. To respect my fellow time exchange member’s home, property, and valuables;
9. To not smoke in or bring pets to my fellow time exchange member’s home, unless invited to do so;
10. To not provide any “hands-on” personal care such as giving medicine, baths, lifting, or cutting nails;
11. To take all necessary precautions of preventing transmission of illness including COVID19;
12. To log all of my service hours given in the Time Exchange database (vashon.timebanks.org) or to arrange to have another member or VITE staff to log my time exchanges for me;
13. To proceed with good intent toward being of service to others in my community and treat others in the Time Exchange with respect and kindness; and
- 14. Harassment or discrimination of any kind will not be tolerated. Sexual harassment is defined as behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances during a Time Exchange.**

SAFETY DURING COVID-19

Below are some best practices for keeping everyone safe and to prevent the spread of Covid-19.

- When possible and practical, try contactless or virtual exchanges using Zoom or another online platform.
- Stay home if you are ill or have a fever, if someone in your household is ill, or if you have been in contact with anyone who suspects they might have CoVid-19 or who has tested positive.
- When in person, maintain physical distance of 6-10 feet.
- Wear a mask whenever you are indoors or within 6 feet of another person outside.
- Wash hands frequently.

Liability Agreement

Prior to the activation of exchange privileges, all members must sign and date this Liability Waiver. Applicants under the age of 18 must have a guardian's signature.

- I have read and understand the Vashon Island Time Exchange Code of Ethics. I agree to abide by the Code of Ethics content, as well as follow other guidelines outlined by the Vashon Island Time Exchange (VITE) in the Membership Handbook. I understand that if I fail to abide by any provision of the Code of Ethics or the Handbook guidelines, VITE may suspend or terminate, in its sole discretion, my membership.
- I understand that when a time exchange involves services such as transportation, childcare, eldercare, plumbing, etc, it is the responsibility of the requesting member to ascertain the giving member's competency to his/her/their own level of comfort. **I understand that VITE makes no warranty that the services will match or meet my needs.**
- I understand that VITE members offer neighborly services to each other. Members provide services to the best of their ability and do not guarantee their work. I understand that VITE does not screen, review, assess, evaluate, recommend, warranty, or guarantee any of the services or goods offered or exchanged by VITE members through the Time Exchange. I understand that I have the sole right and responsibility to determine whether and when to accept services and/or goods offered by a VITE member.
- I understand that expenses for any materials needed or used in a time exchange are the responsibility of the requesting member of the time exchange, and that members must agree upon expenses before the service is given.
- I understand that VITE is not responsible for any injury to persons or damage to property caused by a member's participation in a time exchange or involvement with the program. I hereby agree to defend and hold the VITE, including each of its agents, harmless from any and all claims or liabilities arising from my participation in a time exchange and as a member. **I hereby waive and release all claims against VITE and each of its agents that may arise from my participation as a member of VITE and I assume the risk of injury, harm, or damage in connection with my providing or receiving services or goods through VITE.**
- I agree that if I use my personal vehicle while voluntarily giving service in a time exchange, I will comply with all applicable Washington State laws, including but not limited to, maintaining adequate and legally required automobile liability insurance covering bodily injury and property damage.
- I understand that no contractual relationship exists now, or will be formed, between me and VITE by virtue of my membership or participation in VITE.

Member's Signature

Printed Name

Date

Parent/Guardian's Signature*

Printed Name

Date

**** I hereby give my permission for my minor child, named above, to participate in the Vashon Island Time Exchange by making exchanges with other Vashon Island Time Exchange Members.***

**PLEASE RETURN THIS COMPLETED APPLICATION TO TIME@VASHONRESILIENCE.ORG
or MAIL TO BACKBONE CAMPAIGN, PO BOX 278, VASHON WA 98070**