

# The Echo Park Time Bank Member Handbook 2010

## **WELCOME TO THE ECHO PARK TIME BANK**

We are an interconnected community of people who help each other by sharing our abilities, talents and experiences. 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. When you provide a service for another member you earn one time dollar for each hour you spend providing the service. You can then exchange each time dollar you earn for an hour of service from someone else. Instead of separating our community into those who need and those who provide, we recognize that we all have needs and gifts to share.

## **CORE PRINCIPALS**

We are a member of the National network, *Time Banks USA*, which is based on four fundamental tenets:

Assets: Everyone has the capacity to be a contributor to the wellbeing of others in their community.

Work: Those who carry out the really essential activities (such as bringing up healthy children, helping to keep their communities safe and caring for those around them who are more vulnerable) need to be validated and rewarded in some way for the vital work that they do.

Reciprocity: We need each other. Giving and receiving are the basic building blocks of positive social relationships and healthy communities.

Social Capital: Belonging to a mutually supportive and secure social network brings more meaning to our lives and new opportunities to rebuild our trust in one another.

Respect: Respect demands accountability. The voices of all must be heard and heeded so as to promote social justices and compel accountability.

## **Mission statement**

The Echo Park Time Bank (EPTB) is a local exchange system designed to inspire trust and reciprocity. It is a collective working towards empowering the community by facilitating cooperative trade. We aim to serve as a bridge between people from different economic, social and ethnic backgrounds by providing the opportunity for interaction through the exchange of services. Time Banking is built on the idea that each of us has unique gifts, talents and resources to share, and that everyone's time is equal. The EPTB aims to encourage systemic social change, economic equality.

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## **WHEN YOU WANT TO RECEIVE A SERVICE**

1. Go to [www.echoparktimebank.com](http://www.echoparktimebank.com) and click on "MEMBERS SIGN IN HERE" Login user name and password, then browse services.
2. Contact the member as soon as possible and agree upon a time and place for the transaction to take place.
3. If a member does not return your call within a few days try calling again.
4. Be very clear about,
  - date, time and location of service to be provided.
  - the amount of time the member will spend providing the service as well as time spent traveling to and from where the service will be provided
  - Parts, supplies or ingredients needed. The receiving member is responsible for paying for parts, supplies or ingredients.
  - tools required for completing service. You and the other member must decide which of you will provide tools.
5. When you have completed the service report the number of time dollars earned or spent. Either party can record a transaction.
6. If you have an urgent request or need assistance call 213-973-2265, or post it on the member yahoo group.

## **WHEN ASKED TO PROVIDE A SERVICE**

1. Discuss the details (e.g. date, time and materials needed and their cost) and ask how much time the person thinks the service should take.
2. If you are unable to provide the service, thank the person for calling and suggest another member if you know of anyone.
3. Always arrive on time or contact the person as soon as possible if you're going to be late or need to change the time.
4. When you have completed the service report the number of time dollars earned or spent. Either party can record a transaction.

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## SERVICE REQUESTS & OFFERS

Give plenty of Information about your needs and what you can provide in your requests/offers.

*Examples:*

OFFER: Cooking. I will do organic, vegetarian, sugar-free cooking. I will prepare and deliver a meal for 1 to 8 people. I'd like to have 2 days notice.

OFFER: Carpentry. I have experience with carpentry and home remodeling/repair. I have tools and can work alone or assist with your projects.

REQUEST: Garden and yard work. I need someone to help me prepare my flowerbed for winter and rake leaves.

REQUEST: Diet and nutrition. I need to reduce my cholesterol. Will you work with me to suggest recipes and plan menus 2 or 3 times over the next month?

## DO's and DON'TS

### Do's

1. Make sure the other person understands what you are going to do before you start doing it.
2. Contact the other member in advance if you must cancel.
3. Agree on the amount of time the transaction will take before hand.
4. Try to be patient and open rather than critical.
5. Respect others religions, beliefs and political viewpoints.
6. If you are requesting a service be sure to pay for any parts ingredients or materials that are used. For instance if someone gives you a ride offer to pay for gas.
7. If using your personal car to transport a member have car insurance and wear seatbelts.
8. Dial 911 in the event of an emergency.
9. Be courteous in other member's homes.

### Don'ts

1. Do not smoke in a member's home without permission.
2. Do not use alcohol or illegal drugs while performing services.
3. Do not over commit yourself.
4. Do not misrepresent your abilities.
5. Do not make inappropriate advances on any of the members.
6. Do not participate in illegal activities.

## Policies and Procedures

### Liability

The Echo Park Time Bank does not guaranty the performance of any of it's members nor will the Echo Park Time Bank be held responsible for any injury to persons or damage to property experienced while involved with transactions.

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## **Limitations**

Appreciation of another's best efforts is part of what makes the Time Bank work. No service is guaranteed and there may be situations when the service provided does not meet the expectations of the receiver. In these cases please attempt to be flexible and understanding.

## **Confidentiality**

All members must protect the privacy and confidentiality of other members. Member info should not be shared outside of the time bank. In addition, member's emails cannot be added to mailing lists without their express permission.

## **Earning Time Dollars**

One hour of service always earns one time dollar, and one time dollar always buys one hour of service. For fractions of hours, round up to the nearest quarter hour. (For example, 52 minutes of service earns one time dollar. 1 hour and 10 minutes of service equals 1.25 time dollars). Time dollars are not redeemable for cash. Please be aware that it is as important to receive services, as it is to give them. Without equal participation the system doesn't work.

## **Reporting hours**

All services need to be recorded as soon as possible, preferably within a week of the date of service. If there is any confusion about the number of hours performed, both parties should reach an agreement before the hours are recorded.

## **Elder and Childcare**

Choosing the right baby sitter or adult care provider for a loved one is a very important decision. If you are an Echo Park Time Bank member who wants to receive those services from another member you need to know that Echo Park Time Bank does not do background checks on any of its members. The decision to provide and receive care is the responsibility of the member based on the relationship of trust, mutual support and respect. It is the individual responsibility of each member to meet and/or screen members offering child or elder care. Likewise if you are offering this service you may be asked to provide your own background check.

## **Transportation**

If you are a Echo Park Time Bank member who wants to get a ride from another member you need to know that the Echo Park Time Bank does not do background checks or check driving records on any of its members. Members are responsible for screening drivers if there are any concerns.

## **REMEMBER**

Remember to record your hours! Reporting your hours helps us keep track of how many exchanges are conducted and evaluate our progress.

**MEMBERS RIGHTS AND RESPONSIBILITIES**

**Every member of the Echo Park Time Bank has the right:**

- To be treated with dignity, care and respect.
- To earn one time dollar for every hour of service provided.
- To spend time dollars on services offered by other members.
- To save time dollars in a personal account for latter use.
- To donate time dollars to other members.
- To have privacy and confidentiality maintained.
- To be valued.
- To be treated fairly.

**Every member of the Echo Park Time Bank has the responsibility:**

- To respect the privacy and confidentiality of other members.
- To be prompt and keep scheduled commitments.
- To be accepting of guidance and instructions.
- To have fun and share your experiences!

Member potlucks are held on the second Sunday every month.

Violation of any of these principals and policies will result in a conversation with the time bank. Continued violation may result in canceled membership.

The content of this handbook may change over time as members make suggestions for improvement. Your ideas and comments are important in helping the Echo Park Time Bank become a creative, meaningful and rewarding program.

**Thank you for helping build a caring community!**

