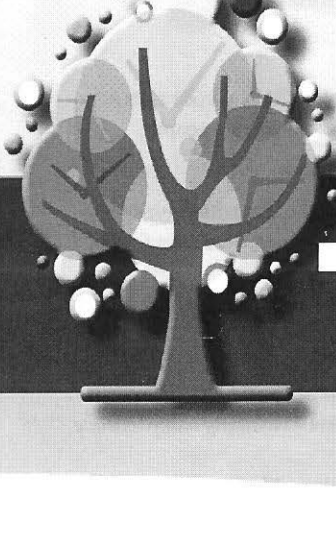




Growing Relationships and Community with Time.



TimeBank IDAHO

Welcome to TimeBank Idaho Our Mission:

To connect unmet needs with untapped resources by exchanging the time and talents of Idaho individuals, families, groups, and community partners.



WHAT IS TIMEBANK IDAHO? TimeBank Idaho is a time exchange system that strengthens community by building relationships. It gives you access to the time, energy, knowledge and skills of others.

Here's How TimeBank Idaho Works:

After a purchasing your membership level, you: create a Community Weaver profile, complete application, and attend an interview/orientation potluck. Now you are able to begin exchanging! This gives you the opportunity to offer and ask for services; the possibilities are endless!

As a TimeBank Idaho member, you may exchange services. For every hour spent helping someone, members earn 1 "time dollar". All services are equal in value and can be redeemed for a service of the member's choosing or may be donated to another TimeBank member or organization. Time dollars value everyone's contributions equally, allowing each person to play a vital role in our community.

****We are an affiliate member of TimeBanks USA****

The TimeBank Policy Manual may be amended or altered without notice.

TimeBank Idaho: Become a member today and experience the benefits of sharing your time and talents.

GIVE AN HOUR.

GET AN HOUR.

TIMEBANK STRUCTURE

The TimeBank structure is an integral part of TimeBank Idaho and we encourage you to learn more about how we are run and how you can get involved!

Coordinators:

This is the person responsible for interviewing potential members, facilitating transactions between members, and overseeing daily operations of the TimeBank.

Kitchen Cabinets:

Location-based steering teams responsible for making decisions, developing policies and conducting outreach to maintain and enhance TimeBanking within their communities.

Member:

An individual, youth, or household members who are eligible to provide and receive services, has paid their yearly membership fee, created their Community Weaver profile, submitted their application, and has attended an interview/orientation session.

Organizational Partner:

An organization or group who is eligible to provide and receive services, has paid their yearly organizational fee, created their Community Weaver profile, submitted their application, and has attended (a designee from the organizational partner) an interview/orientation session.



VULNERABLE PERSONS POLICY

To help ensure the safety of our members and their children, and in line with best practice, TimeBank Idaho has adopted this Vulnerable Person's Policy as well as the Childcare Policy found below. We are asking all members to make sure that they understand and adhere to this policy.

Definition of a Vulnerable Person:

The definition of a vulnerable person is to be any person who may be unable to take care of or protect him/herself against harm or exploitation. This may be due to age, illness, or disability.

Members of TimeBank Idaho adhere to the following principles:

- Members have the right to a safe environment where they are treated with respect, dignity and privacy.
- Members do not discriminate against other members of TimeBank Idaho. Everyone is welcome to participate in TimeBank Idaho, regardless of their race, gender, disability, age, sexual orientation or religious and cultural beliefs as long as they adhere to the principles outlined in our policies.
- Members do not use physical restraint.
- Members do not use any form of touching unless to prevent personal injury to the person or others.
- Members will not betray confidences without grave suspicions and if possible

with the consent of the person involved.

- Abuse, physical or verbal punishment or chastisement, inappropriate touching and exclusive or secretive relationship are not allowed and may be reported to the appropriate authorities suspicious behaviour is suspected.

- Members are encouraged to report any suspicion or incidence of abuse to the TimeBank Idaho coordinator. Any reported suspicion or incident will be taken seriously and will be fully recorded. The TimeBank coordinator will then contact the appropriate authorities to take the matter forward in line with their procedures.

- Members not adhering to the Vulnerable Persons Policy and the Childcare Policy will have their membership reviewed and may be required to leave TimeBank Idaho

Perpetrators of Abuse:

Vulnerable people may be abused by a wide range of people including relatives, professional staff, care workers, volunteers, neighbors and

friends or strangers. Come perpetrators may deliberately target vulnerable people.

Types of Abuse:

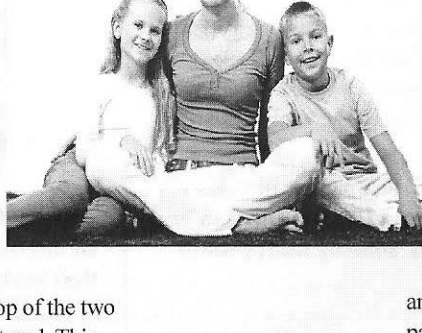
We recognize that there are many types of possible abuse situations; here are a few examples:

- Physical Abuse** - Either directly inflicted or knowingly not prevented.
- Psychological Abuse** - including verbal abuse, humiliation or bullying.
- Sexual Abuse** - including inappropriate touching.
- Discriminatory Abuse** - abuse linked to a person's sex, race, age, and cultural or religious status.
- Financial Abuse** - seeking inappropriate financial gain.
- Deliberate Neglect** - failing to provide appropriate care.

Members should also be aware that the recipient of care may request that you have a background check prior to trading. If you are wishing to have a background check completed please contact the coordinator for assistance you.

CHILDCARE POLICY

- Anyone who offers childcare must also adhere to the TimeBank Idaho Vulnerable Persons policy, as vulnerable can be considered as vulnerable people.
- Any TimeBank Idaho member offering childcare may have a background check conducted before working with children. This can be arranged with the help of the Coordinator. Any information provided will be handled with according to the Privacy Act.
- Any TimeBank Idaho member offering childcare is to provide an additional character reference on top of the two references given when they first registered. This additional reference should be from someone who has received childcare from the TimeBank member. Questions will be asked about their childcare skills. This is to be done by the coordinator prior to any care taking place.
- Only legal guardians (i.e. parent or another appointed by the court) can enter into childcare agreements for their



child(ren).

- It is recommended that the legal guardian and the member offering childcare meet before the exchange and make sure all parties are happy and that essential information about the child(ren) is passed on including emergency contact numbers for the parents while the childcare is taking place.

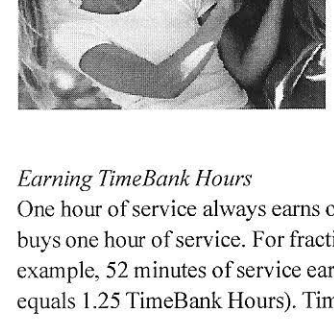
- The child(ren) may not be left in the sole care of anyone under the age of 14, and may not be left alone at any time during the trade.

- All members wishing to participate in a childcare exchange must read and sign the TimeBank Idaho Child Care Policy.

Guiding Principles

Liability

TimeBank Idaho refers members who state that they are able to perform services. TimeBank Idaho cannot guarantee the performance of anyone who is referred, nor will TimeBank Idaho or its staff or members be held responsible for any injury to persons or damage to property experienced while involved with the transaction.



Limitations

No service is guaranteed, and there may be situations when the service provided does not meet the expectations of the receiver. Therefore, appreciation of another member's best effort is part of what makes the TimeBank work.

Confidentiality/Privacy Act

All members must protect the privacy and confidentiality of other members. A member can be dismissed from the program for violating this rule. The only exception for sharing information is when a member feels that the health and/or safety of another member is in danger.

Earning TimeBank Hours

One hour of service always earns one TimeBank Hour, and one TimeBank Hour always buys one hour of service. For fractions of hours, round up to the nearest quarter hour. (For example, 52 minutes of service earns 1 TimeBank Hour. 1 hour and 10 minutes of service equals 1.25 TimeBank Hours). TimeBank Hours are not redeemable for cash.

When a member accrues a debt of 10 TimeBank Hours, she or he must begin earning TimeBank Hours before going further into debt. Contact the coordinator for assistance. See also TimeBank Idaho Trading Guidelines.

TIMEBANK IDAHO POTLUCK

Find out the value behind attending a Potluck in your area.

Potlucks are designed for current members and for those individuals, families, households, and organizations who are interested in learning more about TimeBanking and how TimeBank Idaho can help to strengthen their communities and day-to-day way of life with the simple concept of sharing ones time and talents.

Potlucks are a critical component to TimeBanking; they help to create and deepen TimeBank relationships and community bonds. Potlucks provide members with opportunities to interact and develop relationships with other members they may wish to exchange their time and talents with in the future. Look to our website calendar to find a potluck in your area.

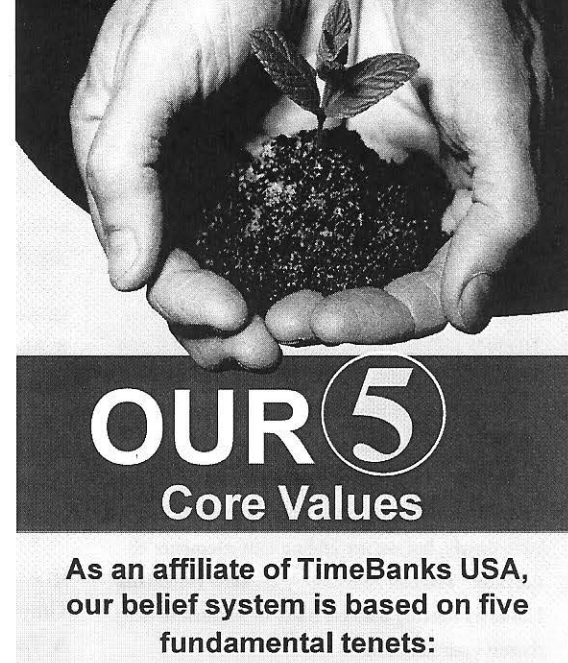
THANK YOU

To all of the TimeBank's who have helped and lended us your knowledge, expertise, and documents; we are eternally grateful!!



What takes place at our Potlucks:

- Learn more about TimeBanking
- Membership Sign-up Opportunities
 - For those who have yet to do so.
- Bank your first TimeDollars!
 - Bank your Potluck attendance hours and don't forget to include one hour for bringing a potluck item to share!
- Network with other TimeBank Idaho members and potential members.



OUR 5 Core Values

As an affiliate of TimeBanks USA, our belief system is based on five fundamental tenets:

Assets

The real wealth of any society is it's people. Every individual has something of value to contribute.

Work

Those who carry out the really essential activities of community need to be validated.

Reciprocity

Helping better as a two-way street.

Social Networks

We need each other to grow our relationships and community.

Respect

Every human being matters and deserves respect.

frequently asked questions

Q: How do I join or create a new neighborhood?

A: To create a new neighborhood you must have at least ten members wishing to join your newly established neighborhood. The neighborhood must also be based off of a local zip code (example: Eagle Neighborhood, Sagle Neighborhood, Hayden Neighborhood, etc.).

You may join an established neighborhood if you are looking to narrow your Community Weaver searches to exchanges closer to where you live, however *this does not mean* you are limited to exchanges within your neighborhood. If you live away from other member your exchanges may start slowly, but we are adding new members all the time. You can also help AND earn TimeBank Hours by hosting a house party or potluck to help recruit your neighbors!

Q: What are TimeBank Hours?

A: TimeBank Hours represent the amount of time one TimeBank member has spent helping other members. When you spend an hour helping another TimeBank member, one TimeBank Hour gets added to your account and subtracted from the account of the member who received your

service. You can record half- and quarter-hours too. TimeBank Hours can be exchanged at the one TimeBank Hour per hour rate for anything being offered by someone in the network, provided the person is willing and available.

Q: How many dollars is a TimeBank Hour worth? Does a TimeBank Hour have a monetary value?

A: No, a TimeBank Hour never has a monetary value. TimeBank Hours just track services (and sometimes goods) people provide for each other.

Q: Are TimeBank Hours taxable?

A: No, TimeBank Hours have been ruled tax exempt by the IRS because an hour is always valued at one hour. There is no legal responsibility on anyone's part to redeem a TimeBank Hour, and the purpose of TimeBank Hours is charitable. Read the IRS rulings.

Q: Are there units smaller than one hour, or one TimeBank Hour?

A: TimeBank Idaho uses units as small as 1/4 TimeBank Hour or 1/4 hour. And we always round up.

Q: What about liability?

A: TimeBank Idaho has purchased volunteer liability insurance through Post Insurance. Many TimeBanks have volunteer liability insurance to cover problem that may occur during a service

exchange. But in the decades that TimeBanking has been around no claims have ever been filed against it. TimeBanking is based on trust and reciprocity. Background checks are carried out by request and there is no anonymity in the system; all strong deterrents to misuse.

Q: What about safety?

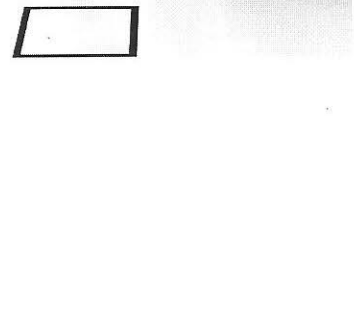
A: All TimeBank applicants are interviewed at their orientation potluck and each have a minimum of one reference contacted. Coordinators will complete a background check if it is requested by the recipient of care (a trade in which the vulnerable population is involved) prior to the trade. If you wish to have a background check completed please contact the coordinator to assist you. Individuals with criminal records are not excluded; But, depending on the offense and recommendations of supervisors, they may be limited to certain types of participation such as group events and supervised activities. To protect the safety of our members, we always take the side of caution. If there is any question about a member posing a threat to the safety of other members that person will not be given access to the online listings of names and addresses and will only work under supervision. Not everyone is guaranteed a TimeBank Idaho membership, but the TimeBank strives to accommodate as many people with as many different backgrounds as possible.

TimeBank Idaho:

Just a few of our

Do's and Don't of

TimeBanking



✓	Do's Checklist
	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.
	Be patient and open, rather than critical.
	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 landlord before doing home repairs.
	If using your personal car to transport a member, have liability insurance and wear seat belts.
	Dial 911 in the event of an emergency.

✓	Don'ts Checklist
	Do not provide any "hands-on" care such as giving medicine, baths, or lifting.
	Do not ask for or accept money or tips.
	Do not provide medical, business, or legal advice unless you are certified to do so.
	Do not smoke in a member's home without permission.
	Do not use alcohol or illegal drugs while performing services.

TIMEBANK IDAHO MEMBERSHIP ANNUAL FEES

Why are we paying fees to exchange our time and talents?

We maintain a membership fee for many reasons, but most importantly after a lot of research and a great deal of interaction with other TimeBank's across the international community we have found that it is strongly suggested that a new TimeBank incorporate membership fees into their TimeBank. We also found that TimeBank's who have implemented a membership fee are stronger because of their ability to be sustainable for the future. TimeBank Idaho membership fees go toward the cost of administration, TimeBanks USA affiliate fees, office rent, marketing and social events, and growing TimeBank Idaho (our goal is to be statewide!).

When becoming a member you help us sustain our ability to strengthen and grow to include communities throughout our great state. TimeBanking may help people to save money, create new friendships and develop new habits as consumers. When becoming a member of TimeBank Idaho we are empowering each other by sharing the wealth of resources within our communities.

TimeBank Idaho's Trading Guidelines

What You Can Offer:

You can trade skills you've gained from hobbies, volunteering, life experience and previous and current work experience.

Trading with Someone New:

When trading with another TimeBank Idaho member it is up to you to take personal responsibility for your safety. We suggest that if you are about to trade with someone you've never met before, you may wish to have a meeting with the person prior to the trade to decide if you feel comfortable trading with them. You can take someone with you to the first meeting as a support person. Your TimeBank Idaho coordinator may be able to be your support person if needed. Another option, and one we strongly encourage, is to meet members prior to trading at our regularly scheduled TimeBank Idaho Potlucks.

We aim to ensure high standards of quality and safety; as a minimum, this includes:

- Reference checks completed on all members (a minimum of one).
- Orientation interviews/potlucks required for all new members
- Background checks undertaken on members working with children and vulnerable adults if requested
- Volunteer liability insurance

Before you Trade:

Please understand that the function of TimeBank Idaho is to facilitate the exchange of services within the community. It is the members responsibility to use the same caution they would in other circumstances to get to know a person, make a reference checks, and use your instincts before engaging in an exchange with another TimeBank Idaho member - especially when the exchange include childcare/babysitting, elder care, and driving. Since any agreements shall be made by and between parties involved in this transaction, TimeBanks USA and TimeBank Idaho will not be held responsible and will not assume any

liability for claims, damages, or any other consequences which may arise from this arrangement.

Prior to completing an exchange with another member, make sure to give them all of the information required to complete the job in the way you would like the work completed. It is your responsibility to provide any materials they need to complete the job (i.e. lawnmower, gas (etc.) if they are mowing your yard; cleaning products, cloths, and vacuum cleaner (etc.) if someone is cleaning for you. However, both parties may be happy to negotiate how any costs associated with a trade may be met.)

Logging Hours:

At the end of a trade, it is a good idea before you leave to discuss how many hours are being logged, and who will log the hours into the Community Weaver system. If neither of you will have access to the internet to log the hours, you will need to decide who will call your coordinator to tell them how many hours were traded and when.

What if I get into debt?:

Unlike a conventional bank account, there is no penalty for being in debt. All that is asked is that you give your time to someone else in the scheme when the opportunity arises. We recognize that there will always be participants who have a greater earning capacity than others. The option is given for them to donate some of their time dollars to fellow members. The member in debt may always earn time through giving time to TimeBank Idaho as well. When a member is accrues a debt of 10 TimeBank Hours, she or he must begin earning TimeBank Hours before going further into debt and should contact the coordinator for assistance.

Service Report Forms for Offline Members

TimeBank Idaho Exchange Report Form for recording TimeBank exchanges. These are mainly for your records and to be sure there are no misunderstandings about the amount of time being reported. To report exchanges use the TimeBanks Online Directory or, if that is not possible for you, call or email the coordinator at (208) 860-2140 or timebankidaho@gmail.com

