TIMEBANKING: THE WEALTH OF POSSIBILITIES

GUIDEBOOK SERIES FOR NEIGHBORHOOD TIMEBANKS

Guidebook 1

Exploring the Big Ideas of TimeBanking

"Transforming Time, Reweaving Community"

TimeBanks™

www.timebanks.org

Version 2.0

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Welcome to the TimeBanking Guidebook Series

Our new TimeBanking Guidebook series, designed and written by Merlyn Kettering, draws on learning that has taken place throughout the TimeBanking movement since Edgar Cahn first created TimeBanking, here in the United States in 1980.

Someone has said of TimeBanking that "it is limited only by our imagination." The truth of that can be seen in the great variety of TimeBanks that exist here in the US and around the world. TimeBanks range in size from 20 members to 2,000. Whether you plan to create a TimeBank for a small group of friends and neighbors or one that will operate citywide with the intention of changing whole systems, this wealth of possibilities makes it doubly important to build a strong, shared understanding and vision very early on.

Using the first Guidebook in the new series, you will be laying that strong foundation.

One of the core values of TimeBanking is that everyone has something to give. That is certainly true of the TimeBanking movement. Since the first TimeBanks were formed in 1987, many thousands of individuals have joined to support and use TimeBanking as a tool to build a kinder, more equal and more generous world. At the heart of the Guidebook I, therefore, is the work of all those who have been inspired to jump in, to give it their all, and to share what they learn. That includes the TBUSA Board, the hard-working staff of TBUSA past and present, the contributors and funders of TimeBanking, and, most of all, those who like you have been inspired to place their energy, skills and caring into the creation of a new TimeBank or the running of an existing one. To all, an enormous THANK YOU. It is truly the case that these materials would not be possible without your generous spirit and your wholehearted engagement, learning and sharing over the years.

In addition, we are most grateful to the Rudolf Steiner Foundation, which has provided the funding to make the series possible. Their choice to invest in TimeBanking reflects their commitment to a more just, fairer, and richer world.

Again, welcome. Have a GREAT journey with TimeBanking. We are sure you will fall in love with it like so many others have done – and we look forward to meeting you as the proud founder of a TimeBank!

Christine Gray, CEO
TimeBanks USA
June 2009

Guidebook 1
Exploring the Big Ideas of TimeBanking

"Transforming Time, Reweaving Community"

The Transforming Ideas of TimeBanking

The Transforming Practices of TimeBanking

The Transforming Possibilities of TimeBanking

Welcome to TimeBanking!

The Wealth of Possibilities: The Guidebook Series for Neighborhood TimeBanks for people like you who want to create a TimeBank in their community. The series will help you get started on a journey of learning about TimeBanking, visualize and plan for a TimeBank and get it up-and-running. Each step of the journey will have value and positive results for you, your colleagues and your neighborhood.

TimeBanking is for everyone. All can participate and all will benefit. There are no 'throw-away people' and no one is 'left behind'. By helping each other, people reweave their communities with shared support, strength and trust. By sustaining each other and their neighborhoods, they nurture social commitment for social well-being and change.

TimeBanking is growing. TimeBanking is the inspiration of Dr. Edgar S. Cahn, who originated the idea of TimeBanking in 1980. It was initially called "service credits." Slowly at first, but now more rapidly, it has become an international movement with local TimeBanks in 38 states and more than 40 countries.

TimeBanks come in all types, sizes and shapes, from 20 members to more than 1000 members. Despite differences, all TimeBanks share the drive to create circles of giving-and-receiving that become growing spirals of positive relationships which strengthen, deepen and expand over time.

Explore the Big Ideas of TimeBanking. Guidebook 1 helps you learn about and explore what makes TimeBanking so unique – and why it is that people around the world are turning to TimeBanking now. The learning and understanding you gain sets the foundation for visioning a TimeBank (Guidebook 2), creating a pilot TimeBank (Guidebook 3), going into full operation (Guidebook 4), and advancing social change (Guidebook 5).

The basic idea of TimeBanking appears simple: For every hour you do something for someone else in the TimeBank with skills you have, you earn one Time Dollar. With the Time Dollars you earn, you are eligible to receive something someone else in the TimeBank can do for you. People do what they can for each other – the range of resource skills in the TimeBank depends on the members and their creativity.

Although TimeBanking looks simple, it is profound and the possibilities are limitless. Through the study of the Guidebook Series, you will see the extent to which TimeBanks vary, limited only by the broad range of ways that people can think of to help each other and to care for their community as a whole.

Welcome to TimeBanking. We are pleased you chose to explore TimeBanking with Guidebook 1. We hope you will find this an inspiring experience. We encourage you and your group will move through the whole series to create a TimeBank that is successful and makes you and your neighborhood proud.

TimeBanks USA is the hub of a network of independent Time Banks in the US and host of the International TimeBanks Conference which helps TimeBanks identify and share "what works" for TimeBanking. Working with TimeBanks here in the US and overseas, we have learned different ways of understanding and using Time Dollars and TimeBanking, especially in relation to social change.

This series draws upon the learning, sharing and contributions of TimeBanks around the US and the world. We are excited that you will be joining in. **Welcome to the wealth of TimeBanking!**

Merlyn Kettering
TBUSA Associate

June 2, 2009

Guidebook 1: Exploring the Big Ideas of TimeBanking

"Transforming Time, Reweaving Community"

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Overview of the Series

TimeBanking, as a movement, motivates and mobilizes groups of people to make better use of their time and skills to help each other. Each Neighborhood TimeBank forms networks of giving and receiving, with people helping each other meet their day-to-day needs and challenges in their own community. They use their own skills and time to provide essential, helping services to each other. TimeBanking also helps groups organize group events and projects for fellowship and to advocate for broader community interests and common welfare.

The Guidebook Series for Neighborhood TimeBanks is for interested persons and groups to learn about how to envision start-up and operate a TimeBank. Each Guidebook charts a distinct stage on the journey to a successful TimeBank:

Guidebook 1: **Exploring the Big Ideas of TimeBanking**
Guidebook 2: **Strategic Visioning for a TimeBank in Your Community**
Guidebook 3: **Starting a Pilot Time Bank in Your Neighborhood**
Guidebook 4: **Managing Your Neighborhood TimeBank**
Guidebook 5**: Advanced Uses of TimeBanking**

Each Guidebook deals with key issues, considerations and changes, including:

- Knowledge: what you need to know and understand to move forward with a TimeBank
- Vision: ideas about what you desire and foresee for the future of your TimeBank
- Action: what you can do to move forward on the paths of change for your community
- Teaming: who might be involve and share commitment for your TimeBank

At the end of each stage, the group is asked to evaluate learning and value of the sessions and to decide if there is enough interest and commitment to move to the next level.

Leaders are encouraged to assess their experience with the Guidebooks and study process and advise TimeBanks USA about their assessment and whether or not they wish to proceed.

We hope this Guidebook will help you on your way to your own TimeBank and that you will join the world-wide TimeBanking network.

Guidebook 1: Exploring the Big Ideas of TimeBanking

Transforming Time, Reweaving Community

Guidelines for Leaders

Introduction to Guidebook 1

- **Guidebook 1** introduces you to the basic ideas of TimeBanking.
- It is designed for a leader to use with a small group (3-5 persons).

You will learn the essential concepts of TimeBanking and how TimeBanking can transform your time, sense of wealth and the community.

Guidebook 1 provides an orientation to TimeBanking so you will gain better understanding of:

- what TimeBanking is
- how TimeBanking benefits people and their neighborhoods
- how you might use TimeBanking in your lives
- issues to look at when considering TimeBanking

The specific goals of Guidebook 1 are:

- **Knowledge**: you will have a clear understanding of what TimeBanking is and how it has been used in some specific situations.
- **Vision**: you will have a good sense the core values and benefits of TimeBanking and ideas of what this may mean for your lives and neighborhood.
- **Action**: you will consider TimeBanking transactions and what these might look like for you and for your neighborhood.
- **Mobilizing**: you will have opportunity to affirm personal commitment(s) to further looking at TimeBanking and identify others to invite to join with you.

Three Sessions

Guidebook 1 is organized into three sessions.

Session 1: "The "Transforming Ideas"
A New Way of Thinking about Time, Wealth, Community

Session 2: "The Transforming Practices" of TimeBanking
Circles of Giving-and-Receiving for Your Neighborhood

Session 3: "The Transforming Possibilities" of TimeBanking
Creating a Village for Your Community.

You should feel free to adapt the materials to suit your needs, pacing and outcomes – but the first time you use them you will find it easier to follow them as they are.

Forming Your Group

Tips for Selecting and Inviting Members

Creating a TimeBank will be a team effort – and so your first step as the person who is starting this out will be to invite friends – or friends of friends – to join you.

- Think of people who are likely to share the values that attract you to want to know more about TimeBanking

- Think of people who are not overly-committed or who can combine their other commitments with the time, interest and energy for participating with you.

- Ask people who show interest to suggest others who may be asked to join, until you have the number of persons you want.

- Ask others to play some helpful roles so you are modeling team work from the beginning. This will help get the sessions started and members motivated, such as helping with invitations, follow-up calls, supporting activities, refreshments, etc.

Here are some tips about talking to persons about joining with the group:

- Tell them what you have heard about TimeBanking and why it interests you.
.
- Explain that TimeBanking is about creating circles of giving and receiving, which tap unused resources of people in the community to fill unmet needs of others.

- You may say that you think TimeBanking may be especially relevant in current social times and economic situations.

- Tell them that TimeBanking works. There are over 100 TimeBanks operating in the USA now and more are being formed every month.

- Let them know that you want to get together a small group to study and learn about TimeBanking using materials available from TimeBanks USA.

- Explain that this will involve commitment to participate in three sessions of reading and discussion to determine if any in the group want to form a TimeBank.

- At the end of each session, and at the end of the three sessions, each person will decide if they want to continue or not.

Your interest, enthusiasm and integrity will be key factors in forming your group.

🕐 Plan Your Meetings

Making Meetings Productive

Be Prepared

- As a leader, it is important for you to be well prepared to lead meetings. People appreciate meaningful meetings where they participate, learn and get things done.

- You must understand the significance of each session and how to use the meeting to learn about TimeBanking – what you intend to learn, what you intend to do. The Guidebook introduces the purposes, agenda and materials for each session.

- Getting the process right is as important as the content. The Guidebook suggests processes for each meeting – how to open the meeting, what to discuss, who to do and how to do it.

Enjoy Meeting

- Meetings are not just something to do. They must have purpose and be productive. Each session has specific purposes and outcomes, plus an Achievement Activity for the group to create results that help understand TimeBanking.

- Keep in mind that meetings are not something we do *in addition* to your normal lives. Meetings are, indeed, what we do in our lives, and are one of our important ways of relating and organizing. They are critical for personal, working and community relationships.

- TimeBanking requires frequent, effective meetings and gatherings. If you adopt TimeBanking, regular meetings and gatherings will becomes a normal part of your life. *TimeBanking meetings bring people together for purposes of doing things that you can do better together than anyone one of you could do alone.*

- The sessions are designed to build upon the experiences and realities of your life. Treat them as a normal group activity. After all, we are accustomed to having meetings at work, with families, with friends, in neighborhoods, for profession reasons, for faith purposes, and so on.

- At the same time, the three sessions are also special opportunities. Treat them as unique, special meetings. You are taking this time and meeting with each other to learn about TimeBanking and decide if you want to try it in your neighborhood.

Plan to Learn

- Using the Guidebook as a tool to help you, take the time you need to plan each session. Be creative. Adapt to your own situations. Do what you can to make the three sessions meaningful.

- These three sessions will give you and your group priceless opportunities to learn, to share and to decide if you want to try to use TimeBanking in your neighborhood.

- Even if you decide in the end not to proceed with a TimeBank, it is our hope that you will have gained insights that will help you in your day-to-day lives.

- We feel certain the sessions will be valuable. By looking at the basic ideas of TimeBanking, you and your group will gain insights to help better influence your lives, your communities, and your world.

Your Responsibilities as Leader

Roles to Keep in Mind

As leader, you should not feel that you must be an "expert" on TimeBanking. Rather, you are leading the learning process. You are responsible for leading effective meetings.

As leader, keep these six roles in mind:

i) Plan for the meetings and be prepared to use time well

ii) Convene the meetings and make sure the arrangements are satisfactory

iii) Manage the meetings, keeping meetings on time and the group on track

iv) Facilitate the discussions of TimeBanking and help the group share views and express understandings with each other

v) Complete the Achievement Activity for each session to create results for a better understanding of TimeBanking

vi) Bring closure by summarizing the meeting and looking for decisions or actions that will bridge to the next meeting and the way forward

Roles can be shared with other members as seems appropriate and effective for the group. For example, it may be a good idea to have someone else act as a 'time manager' to help you keep the meeting on time.

Meeting Plans

Time: Plan for about 2 to 2½ hours for each of the three sessions.

Meeting Plans: There is a Meeting Plan for each session.

Meeting Plans begin with the suggested agenda for each session and then present the design for the session. The design for each session is presented in four phases:-

Opening the Meeting

- use the opening to set goals, tone, topics and expectations
- share norms and adapt these as appropriate for the group as appropriate

Heart of the Session

- "focus" attention to the focal point(s) of the session
- pursue main topics through a sequence of exercises and discussions

Achievement Activity

- accomplish 'achievement goals' for the session

Summarizing and Looking Forward

- summarize and reflect on the significance of the session
- decide whether or not to go ahead to next session(s)
- give assignments for next session(s), as appropriate

Leading the Meetings

Use the Guidebook to Structure the Session

The Guidebook has instructions, suggestions and materials to help the leader plan and conduct each of the three meetings. They include questions, discussions points and suggestions for guiding discussion for the three phases of meetings.

Materials associated with the Guidebook include reading materials and *"Priceless Money"* by Edgar Cahn.

Structure the discussions to deal with the topics and questions in the sequence proposed in the Guidebook. You can do this by introducing the specific topics and related materials (e.g., Readings) presented in the Guidebook.

You can structure and guide discussions by focusing on suggested questions that will help the group move through each topic.

Be Familiar with the Materials

As the Leader, you will need to be ready to use various materials provided for the sessions:

In this Guidebook:

- **Meeting plans**: guidelines and materials provided specifically to help with planning and conducting each meeting;
- **Readings**: Readings are essays that are associated with each session and are used to focus discussions. (The kit also includes *Priceless Money* by Edgar Cahn which is used for Session 2.)
- **Video Links**: videos provide living information about TimeBanking and stimulate discussions and understanding;
- **Quotations**: relevant quotations included in the Meeting Plans may be useful to reference or for the group to consider in the course of their discussions;
- **Real-life TimeBanking Stories**: TimeBanking Stories are included to give a sense of TimeBanking in real life and can be used as reference points for discussion;
- **Notes of Session**: this is a suggested format for Leaders to reflect on and summarize the outcomes of each session and to use in planning the way the way forward;
- **Evaluation**: There is an Evaluation Form after Session 3 to evaluate the value of the meetings and the progress of the group.
- **Supplementary materials**: Please note references to additional materials that will be required for exercises, e.g., markers, papers, cards, etc.

Note that throughout the Guidebook, you will see wording suggestions for the leader in *italics*.

Icon Code

Opening the Meeting: Setting the right climate is a key to success

Heart of the Session: Bringing topics alive with group sharing and learning

Discussion Topics: Suggestions for group conversations

Achievement Activity: Practical tasks applicable for TimeBanking

Summarizing and Looking Forward: Translating ideas into learning and action

Assignments: Tasks or projects for members to do between sessions

DVD: Video resources for use in sessions

Readings provided for use in sessions

Session 1: The Transforming Ideas
"New Ways of Thinking about Time, Wealth and Community"

Purposes of Session 1

- To gain in an understanding of TimeBanking and how it works
- To gain insights into how TimeBanking transforms time, wealth and community

Proposed Agenda

Approximate Time for the Session: 2 to 3 hours

Opening the Session *(15-20 minutes)*
- Introductions
- Purpose
- Norms

Heart of the Session *(60-90 minutes)*
- Focusing *(15 minutes)*
- TimeBanking Video *(8 minutes)*
- Reading 1-A: The Transforming Ideas *(20-30 minutes)*
- Reading 1-B: Circles of Giving and Receiving *(20 minutes)*

Achievement Activity *(20-30 minutes)*
- Imaginary Circle of Giving and Receiving

Summarizing and Looking Forward *(20-30 minutes)*
- Summarizing
- Interpreting
- Next Steps
- Assignments

Materials Required: Members will need copies of Readings in the Guidebook: 1-A, 1-B, 1-C (plus supplies suggested for Achievement Activity #1)
Assignment Materials in preparation for Session 2: Copies of *Priceless Money* and Readings 2-A, 2-B

As Leader, you are encouraged to find ways to reference and talk about the "quotations" and the "TimeBanking stories" in ways that can spice-up and give flavor to your group discussions and interactions.

(Note: The proposed agenda assumes that you and your group already know each other and are comfortable to begin discussions. If not, it will be important to do introductions and maybe a getting-acquainted exercise during the opening.)

Meeting Plan – Session 1

Opening the Meeting

Welcome (10 – 20 minutes)

- Welcoming statement. You may wish to a very brief background statement about the meeting, for example, how you learned about TimeBanking, why you convened the meeting, why persons were chosen, what you hope, etc.
- Invite comments. Sample suggestions for questions:
  - *Why did you accept this invitation?*
  - *What do you expect or hope for from the meetings?*
- Purpose Statement (a suggestion)

  The reason for meeting is to explore TimeBanking and consider how this idea might apply to us. Today is the first of three sessions.
  We begin by focusing on "Big Ideas" of TimeBanking, namely, New Ways of Thinking about Time, Wealth and Community.
  Our purpose today is to gain understanding of TimeBanking and how it works.

  The second session will be about "Practices" of TimeBanking.
  The third session will be about "Possibilities" for TimeBanking.
  Throughout, we will be considering if we want to try TimeBanking here.

Norms (5-8 minutes)

Agree on several norms that will help make the sessions effective and successful. Some important norms you may want to share with the group are:

(1) keep purpose of meeting in mind

(2) stay on focus and avoid distractions

(3) speak concisely and to the point

(4) listen well

(5) be respectful

(6) be constructive

Heart of the Session

> "If you want to make good use of your time, you've got to know what's most important and then give it all you've got."
>
> *Lee Iacocca*

Focusing Question (15 minutes)

Suggested focusing topic:

Think of times or ways when have you personally have experienced a sense of community or neighborhood, either recently or early in your life. What happened? How did you feel? What did you think? What did these meant to you?

Allow a few moments to think, perhaps to make notes.

Ask each member to take 2-3 minutes to share their thoughts about their memories of an experience.

TimeBanking Video (10-15 minutes)

Go to www.Youtube.com/timebanksUSA to find the TimeBanks USA YouTube site, and click on the link to the Good Morning America video in Favorites. Or insert the included DVD and select the GMA video. Watch the video and share impressions

Suggested question for discussion:

- *What's something that stands out? What seems important to you?*

Reading 1-A: The Transforming Ideas (20 – 40 minutes)

Suggested Introductory Statement:
Our first reading deals with "Big Ideas" by exploring ways of thinking about "community', "togetherness", "wealth, and "well-being".
We will read this together, taking turns, and then discuss it.

Instructions: As a group, take turns to read Reading 1-A aloud, with each participant reading a paragraph in turn, through the whole Reading.

Suggested questions for discussion:

- *What's something that stands out for you about the Reading? Is there something new that seems especially important that you want to remember or keep in mind?*
- *Anything that puzzles you? Is not clear? You wonder about implications? Would like to clarify or talk about?*
- *How did you feel doing the reading aloud? How was this different from just reading it alone for yourself? (Note: reading aloud is more engaging, offers information in different modes, simulates sharing and sense of being a group.*

- *What matters most for you? Does this have any implications for us?*

> "What I do today is important, because I am exchanging a day of my life for it."
> *Author Unknown, from A New Day*

Reading 1-B: Circles of Giving and Receiving (20 – 40 minutes)

(First, give time for each person to read silently; then as a group, look at the illustration and take turns with each person reading aloud from one of the small cartoons of the giving – receiving circle to another until all have been read.)

Suggested question for discussion: *Does anyone have any comments or observations about the TimeBanking Circle in the illustration and how it works?* (Allow brief time for discussion as necessary.)

Achievement Activity #1

Group Exercise: An Imagined Circle of Giving and Receiving

Supplies Needed: 3x5 cards or post-its or small papers (8-10 for each member); pens or markers

We will now create our own imagined Circle of Giving and Receiving. We will be using our own names, or names of people we know, or can imagine to form a circle of giving and receiving.

Instructions:

- Give each member ten (10) 3x5 cards or post-its or small papers.
- Instruct each member to write *"Give"* on 5 cards and *"Receive"* on 5 cards.
- Instruct each member to create four (4) "card-persons". A "card-person" can be your own name of names of person you know or can imagine.
- Instruct each member write the name of each "card-person" both a *give card* and a *receive card,* thus making a *give card* and a *receive card* for each card-person.
- Instruct members to look at the list of services in Reading 1-B. Instruct each member to write at least, two-three things from that list or other simple, practical services on each *give card* that the "card-person" can *give* to help someone else.
- Then instruct members to write at least two-three things from the list or other simple, practical services on each *Receive card th*at the "card person" might *receive* as help from someone else.
- Leaders may have a number of extra blank cards ready to create new card-persons and additional *give* or *receive* services that may be thought of during the exercise to keep it going.

Begin the Circle

- You are now ready to begin creating an *imagined circle of giving and receiving.*
- The circle begins by having one member place a *receive* card of a card-person (Card-person A) on the table.
- Any member who has a card-person (Card person B) who can provide the service (for Card-person A) then places the *give card* of that card-person next to the first card.
- Then place a *receive card* of card-person B beside the *give card* and ask if there is a card-person who can provide the needed service (Card-person C).
- Continue matching needs (*receive cards)* with services *(give cards)* to create your imaginary circle of giving-and-receiving.
- If necessary, create new card-persons with *give cards* and *receive cards* to keep the circle growing.
- Continue this exercise until your group has a good sense of the circle of giving and receiving.
- Ask members to think of news ways for the circle to grow.

Suggested continuation of the Exercise

- Ask members to think of *group activities* (see list in Reading 1-B) that would be of interest to the card-persons. Write several *group activities* on blank cards and imagine which card-persons would participate.

Suggested questions for discussion:

- *What do you think of our imagined network or circles of giving and receiving? How did you feel as you created this imagined network of giving and receiving?*
- *What stands out about experiencing an imagined circle of giving and receiving?*
- *Does this exercise help us imagine or demonstrate possibilities that may arise for TimeBanking in our neighborhood?*
- *What ideas do you get from this? Does this have any implications for us?*

Imagine Your Helping Relationships

Give each person a 3x5 card.

- Ask each member to write the names of at least 4 persons on the card with whom they would like to create or strengthen helping relationships.
- Ask members to discuss what they thought and how they felt in doing the achievement activity.

> "Small successes (in our Time Bank project serving refugees) are BIG for the individuals involved:
>
> - a 78-year old Afghani woman has a new American friend who gets her out of the house;
> - an out-of-work Jamaican youth has a tutor from the local college;
> - a newly-arrived Somali family of 12 has a young college professor to take them to the supermarket!"
>
> *Judith Southworth,*
> *Catholic Charities Maine*

Summarizing and Looking Forward

Summarizing and Interpreting (15 – 20 minutes)

Remind your group members what you did together for this session.

Suggested Discussion Questions

- *What things from the discussions seem important to emphasize or underline? What things you want to remember? Why?*
- *Things that seem particularly relevant to you? To our community? Why? How?*
- *Has this meeting raised your appreciation and understanding of the importance of time, wealth and community and how these can be transformed?*
- *How do you feel about the meeting? What has been meaningful for you?*
- *What thoughts or ideas do you value and/or may wish to pursue further?*

(Note: Record a list of "points to remember" for reference at next meeting.)

Decision – Next Session

Shall we proceed with the second session?
If yes, when?
If no, any other forms of follow-up?

Assignments for 2nd Session

1) Reading 1-C: Real-Life TimeBanking Stories
2) Reading 2-A: Putting TimeBanks into Action
3) Reading 2-C: Real-Life TimeBanking Stories
4) Read "*Priceless Money*"
   (Copy provided; additional copies are available to download)
5) Introduce the idea of 'Random Acts of Kindness' and ask members to practice some 'random acts of kindness' before next session and be ready to discuss.

Reading 1- A: The Transforming Ideas:

New Ways of Thinking About Time, Wealth and Community

Everyone is Someone

Everyone is someone.
Every person is valuable – to someone, for something.
There are no throw-away people.

We honor each other by valuing what each has to contribute.
No one knows everything. Everyone knows something.
No one can do everything. Everyone can do something.

When we help each other, we are all stronger.
We are all assets: Everyone can do something of value for others.
We need each other: helping is a two-way street.
By helping, we acknowledge each other and value what we can do.

Some things we do are valuable beyond market price.
That work too needs to be honored and rewarded.
Especially we need to acknowledge what we can do …
to raise healthy children,
to build strong families
to revitalize neighborhoods,
to make democracy work,
to advance social well-being and justice,
to make the planet sustainable.

We need to help each other build a better world that we all live in …
… forming commitment,
… creating trust,
… restoring respect,
… working with each other,
… reweaving a caring community,
… with liberty and justice for all.

- Everyone is someone – *TimeBanking is about enhancing the value of every person and transforming the value of our time by helping each other.*

Being and Belonging

We all long to belong.
One of the deepest human longings is "belonging".
We want to be involved in meaningful relationships.
Belonging is key to our being – who we are and who we become.

- There is identity in belonging – *TimeBanking is about being who we want to be.*

Community

We all want to part of a genuine community.

A community is more than a group.
There are reasons for being together
… help given and received
… relations of friendship and trust
… shared values and interests
… assurance of identity and relationships
… acts of cooperation and commitment
… bonds of respect and reciprocity

- There is unity in community – *TimeBanking is about creating and transforming community*

Togetherness

People come together because they can do more collectively than they can alone.
Community is about togetherness – about doing more, with and for each other.
Community expresses its togetherness in gatherings.

Gatherings are important for members to … affirm themselves … affirm each other
… affirm community … enact belonging within community.
Gatherings build and sustain community with … celebrations … rituals … business …
Gatherings make community more than individual interests …
In gathering, communities look out for each other and for common well-being.

- There is strength in togetherness – *TimeBanking is about transforming relationships, reweaving community and fostering togetherness within our human society.*

Wealth and Well-Being

Community grows through significant relationships and meaningful gatherings.
In these, members find value belonging.

Giving and receiving within community generates wealth and well-being.
Well-being is the wholesomeness of relationships within a community.
Wealth is the richness of supporting interactions among people.

Acts of giving and receiving create a sense of wholeness, wealth and well-being
… for individuals … for different groups … for community as a whole.
Well-being best represents the real wealth and prosperity of persons and their communities.

Community wealth arises from an abundance of giving and receiving.
Wealth that builds, assures and sustains well-being is priceless.
Well-being is the highest purpose and ultimate measure of wealth.
This type of wealth opens new possibilities for everyone.

The strength of a community is found in its webs of relationships;
its wealth is found where giving and receiving take place.

- There is value in community – *TimeBanking taps and generates wealth within a community and builds the well-being of the people and the community as a whole.*

TimeBanking brings news of thinking about time, wealth and community.

Merlyn Kettering, March 2009

Reading 1-B: What is TimeBanking

What Is Time Banking?

It's a Network of People Helping People!

TimeBanking is a community of people joined together
committed to supporting each other by *Giving* and *Receiving.*

When you spend an hour to do something for an individual or group,
… you earn a Time Dollar.
Then you can use that Time Dollar
… to buy an hour of a neighbor's time or
engage in a group activity offered by a neighbor.

Take a look at the Time Banking Way cartoon to see some examples!
It's that simple – *Giving* and *Receiving.*

Yet it also profound.
As people get to know their neighbors and share with each other,
They become extended family who take care of each other.

TimeBanking builds trust and reweaves community.

Giving and Receiving

- □ *Minor Home Repair*
- □ *Tutoring*
- □ *Pet Care*
- □ *Transportation*
- □ *Editing*
- □ *Errands*
- □ *Cooking*
- □ *Computer Assistance*
- □ *Garden/Yard Work*
- □ *Housekeeping*
- □ *Car Repair & Maintenance*
- □ *Arts & Crafts*
- □ *Haircuts*
- □ *Childcare*
- □ □ *Language Translation*
- □ Computer Help
- □ *Massage*
- □ *Mending & Alterations*

It's a Community Affair!

With Time Banking, you will be working with a group of persons
who join together for their common good.

TimeBanking brings out the best in people because it …
… connects unmet needs with untapped resources.

In that simple way, Time Banking changes the world.

It may be through single transactions that build
relationships between at least two people.

It may be group activities and community events that build
relationships and trust, and thus reweave community.

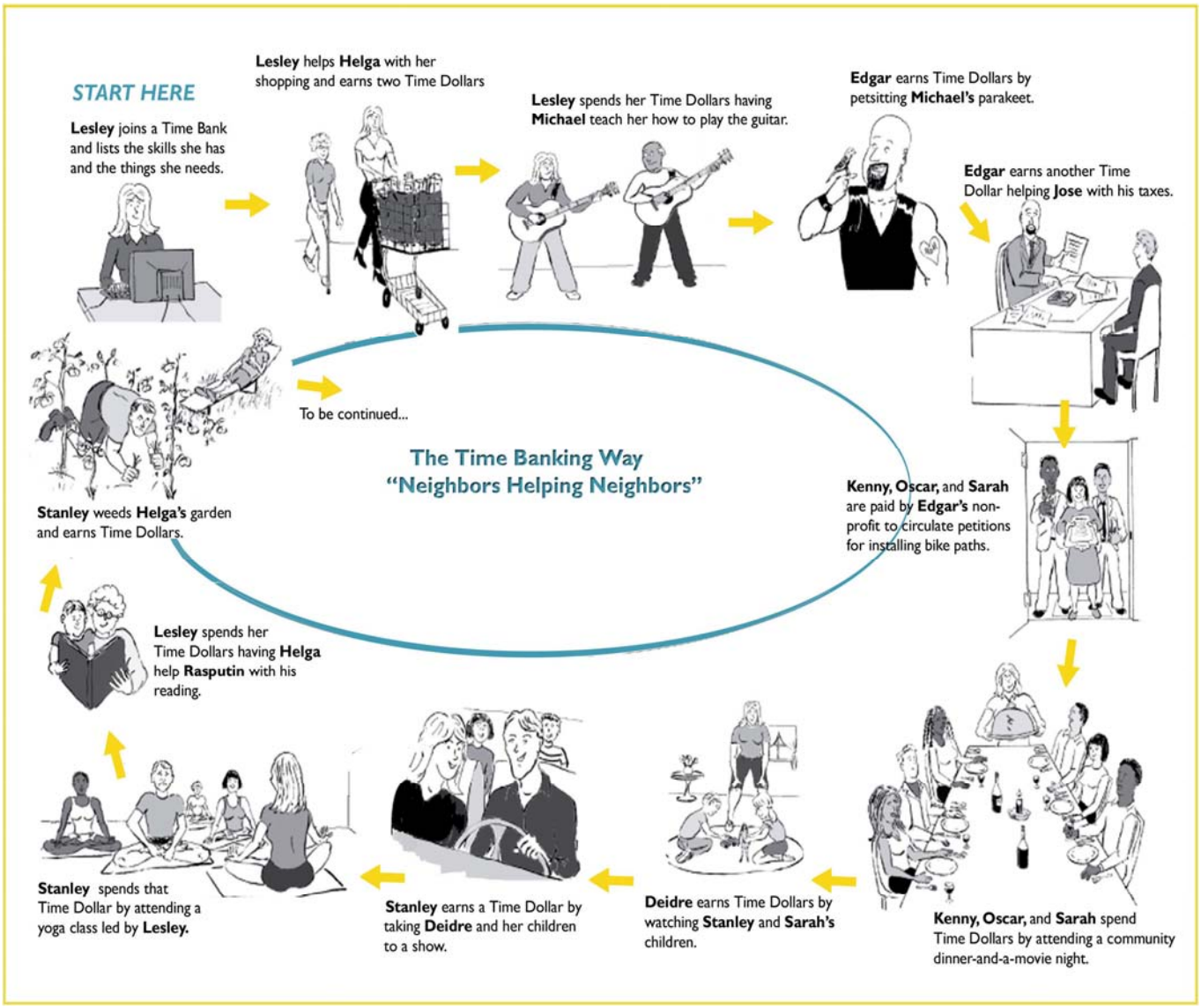
It may be group advocacy, protests and social actions
that help right wrongs and build rights.

Every transaction and activity expands circles of sharing
networks of friendship, caring and community.

TimeBanking is for people and for communities;
It changes the dynamics of human systems for the good
and can involve hundreds, even thousands, of people over time.

Group Activities

- □ *Meetings / Gatherings*
- □ *Movie Nights*
- □ *Potluck Dinners*
- □ *After School Activities*
- □ *Yoga / Exercise*
- □ *Game Nights*
- □ *Community Garden*
- □ *Neighborhood Watch*
- □ *Fashion Shows*
- □ *Community Choir*
- □ *Storytelling*
- □ *Knitting Lessons*
- □ *Community Cleanup*
- □ *Community Safety*
- □ *Community Art / Murals*
- □ *Community History/Stories*
- □ *Trips / Nature Walks*
- □ *Community Activism*
- □ *Community Protests*
- □ *Community Advocacy*


START HERE
Lesley joins a Time Bank and lists the skills she has and the things she needs.
Lesley helps Helga with her shopping and earns two Time Dollars
Lesley spends her Time Dollars having Michael teach her how to play the guitar.
Edgar earns Time Dollars by petsitting Michael's parakeet.
Edgar earns another Time Dollar helping Jose with his taxes.
Kenny, Oscar, and Sarah are paid by Edgar's non-profit to circulate petitions for installing bike paths.
Kenny, Oscar, and Sarah spend Time Dollars by attending a community dinner-and-a-movie night.
Deidre earns Time Dollars by watching Stanley and Sarah's children.
Stanley earns a Time Dollar by taking Deidre and her children to a show.
Stanley spends that Time Dollar by attending a yoga class led by Lesley.
Lesley spends her Time Dollars having Helga help Rasputin with his reading.
Stanley weeds Helga's garden and earns Time Dollars.
To be continued...
The Time Banking Way
"Neighbors Helping Neighbors"

Reading 1-C: Real-Life TimeBanking Stories

The stories in this Beta version of GuideBook I have been drawn from the TimeBanks USA website. They were contributed to the website by affiliate TimeBanks in the United States and overseas to help newcomers to TimeBanking understand the dynamics and spirit of TimeBanking. In some cases, names and details are adapted or changed to safeguard identities and protect confidentiality. A special thank you to the Community Exchange TimeBank in Lehigh Valley, Pennsylvania, which provided all the stories below, except for the final one.

Encouraged, Enabled, Engaged

Jackie, a wheelchair bound 63 year old with Crohn's Disease, showed up at a Community Exchange chronic illness class taught by Community Exchange member Robbie. While at the class she met Dot.

Jackie and Dot were inspired with what they heard and decided to keep in touch and also join Community Exchange together. Darlene and I decided that we would like to become a member of it because Dot has problems and so did I." Jackie almost immediately took on the roll of mom, mentor or teacher with everyone she met. She became ill at 28 and had many experiences to share and lots of challenges to overcome.

She wants to help everyone she meets to face their difficulties and know that there is help out there. Jackie became the bulk mailing coordinator and immediately got Dot involved in all the mailings. At each mailing she and Dot sit planning a new unique Community Exchange support group they hope to get going in the spring.

At their orientation, they asked if they could develop a support group for people with chronic illness to be structured in a way that people could come and have fun together and plan the meetings as often as they felt were necessary.

Community Exchange encourages creativity so we said to go for it. It will not need professional staffing just the input of all involved. They want the members to decide how to have FUN together and help each other in what ever way is needed.

Also, during a mailing Jackie met Toni. Toni always brought her mom with her because her mom's dementia prohibited her from leaving her alone. Toni joined CE to find outlets for herself and her mom. Jackie took them both under her wing. She encourages Toni to take care of herself as well as her mom and has helped her to deal a little better with the tremendous stress of caring for a mother with dementia.

Jackie recalls a phone conversation with Toni. "A few weeks after an incident where I saw Toni very stressed and upset with her mom we were talking on the phone ….she went to a class. I was so proud of her: it was a class on Alzheimer's. Toni called me up and she said, 'Jackie I just have to thank you so much' she said, 'I'm so glad I went to that class.' And I said, 'You know Toni, there's a class out there for everybody… you've got to look for it and you've got to go for it.' There's a lot of help I'd like to get for myself that I can't afford but here I find help that I can afford and it's been very beneficial for me.

"I need something! I've always worked all my life and now that I'm disabled I need something I can get involved in. I feel that if I'm doing something for others then its very gratifying for me and I'm just hoping that this program (Community Exchange Time Bank) just keeps going, 'cause I said to Toni that if people aren't working together its going to fall apart."

Jackie is a natural giver but in CE she has been able to find a way to do what is hard for her. Jackie told us, "Now if I can do it myself, I do it, the only one that I can really say that I rely on is Toni. I don't feel badly relying on Theresa because she just makes it so beautiful, like if I say the weather is really bad I can't get out, she will offer to come over and take me to my appointment and we'll stop for lunch. I don't like people to see that I can't do something… but with Toni it's beautiful."

With Toni there is reciprocity. Toni provides Jackie with the opportunity to share her years of knowledge teaching everything from solving problems, cooking, dog training and Toni provides hours of companionship, house keeping and a trusted friend to call on when needed. After a few short months Toni and Jackie have built a relationship that not only includes a friend to call on for services but they have become like a family including sharing Thanksgiving and Christmas

Wheeling into Action

Jon and his wife Doris came to an orientation to see what Community Exchange was all about. Doris came to find a way to get Jon companionship for when she was out working. Jon has a disease that has caused

him to be in a wheelchair. He spends his day at home alone. Doris was interested in finding ways that she could help others in order to earn hours so that Jon could receive companionship from others.

During the orientation we explained how wonderful it would be for her to become involved and earn hours for Jon but that Jon would also be able to earn his own hours. They were both a little surprised but went ahead with the enrollment for both of them and soon became very active.

Jon not only can finish any mailing job in record time, he also teaches piano, weeds by getting out of his wheel chair going from section to section in the garden on his hands and knees and provides entertainment for social events. He has also offered to help others rake leaves.

In addition to receiving companionship Jon has also given companionship and a sense of purpose for another member who suffers from mental illness. The two meet regularly and share time and help each other in many different ways. Jon has also shared time with a blind member who loves to sing and is an active participant in most social events. Jon became a member of the lunch bunch group and there he made friends with another couple who now share time with him and his wife playing cards.

All in all Jon and Doris have a network that has helped them make connections that have been very beneficial to them and many others.

It's About Heart and Spirit

I provided service for Holly. I did yard work for her. Community Exchange is great and I keep telling people about it.

Being outdoors with another person like Holly to talk with was really therapeutic for me and I would recommend to anyone who is feeling sad or depressed to get out and do something for someone else. It kindles the heart and warms the spirit.

My mother will be dying soon and I'll be attending her funeral. That's another obstacle I'll have to face, but I think I'll pull through with my Community Exchange family.

Beyond a Day in Court

Omar Johnson (named changed for privacy) was a 16 year-old male who had been arrested by the Washington, DC police and was diverted to the Time Dollar Youth Court from the Metropolitan Police Department for disorderly conduct and gambling at the Metro.

After his intake with the Youth Court staff, Omar and his guardian were given a hearing before a jury of teens. The jury sentenced Omar to provide 25 hours of community service, to serve 8 times on the Youth Court Jury (plus two sessions of jury training), and to participate in 8 sessions of Life Skills, a science-based model that uses curricula that focuses on preventive interventions.

Respondents are given 90 days to complete their sentences, yet after two and a half months, Omar had completed only 2 sessions of jury duty and Life Skills and 8 hours of community service. Omar's mother expressed her strong interest in keeping Omar in the program. Youth who complete the program do not get an arrest record. Also, despite his spotty attendance, she saw the positive effects it was having on him.

Impressed by the commitment of the Youth Court staff and the resources available to the respondents and their parents, Ms. Johnson became involved by helping out at the Saturday hearings as the front desk attendance monitor and assisting during the holiday luncheon.

After a sentence extension, Omar completed his remaining community service hours at the D.C. Central Kitchen assisting with meal preparation at the site. Although it was part of his required sentence, Omar enjoyed his time as a juror, and he would like to continue as a juror, but this time as a volunteer!

Omar was accepted and received full scholarships to attend Princeton University, Hampton University, Salisbury College and Rutgers University. He plans to attend the University of Maryland, College Park for the summer semester and then transfer to Princeton University where he hopes to earn a dual degree in Criminal Law and Electrical Engineering.

Notes on Session 1: **Notes and observations about topics and ideas**

Regarding transforming ideas of TimeBanking

Regarding circles or networks of giving and receiving

Regarding any other ideas and topics generated by the group.

Leader's Notes on Session 1 (continued): **Notes and observations about the meeting**

Effectiveness of the meeting

Levels of interest and involvement

Demonstration of understanding

Signs of commitment to move forward

Any additional points of significance

*** *** *** *** *** *** *** *** *** *** *** *** ***

Overall evaluation of this meeting: Excellent Satisfactory Needs Improvement Other

Comments:

Assess your group's interest at this time: None Low Moderate Potential Strong

a) Knowledge: understanding of TimeBanking:

b) Vision: ideas for using TimeBanking

c) Action: willingness to consider TimeBanking

d) Mobilizing: engaging in TimeBanking

Session 2:
The Transforming Practices of TimeBanking

Purposes of Session 2

- to further raise awareness and understanding of how TimeBanking works
- to understand core economy and its importance for communities and society
- to understand the five core principles of TimeBanking

Proposed Agenda

Approximate Time for the Session: 2 to 3 hours

Opening the Session *(10-15 minutes)*
- Welcome & Review
- Purpose
- Norms

Heart of the Session *(80 - 120 minutes)*
- Focusing *(15 minutes)*
- TimeBanking Video *(8 minutes)*
- The Core Economy, *Priceless Money (20-30 minutes)*
- Five Principles, *Priceless Money (20 minutes)*
- Putting TimeBanking into Practice *(20 minutes)*

Achievement Activity (*20-30 minutes)*
- Skills Fair Shares Checklist

Summarizing and Looking Forward *(20-30 minutes)*
- Summarizing
- Interpreting
- Next Steps
- Assignments

Materials Required: Members will need copies of Readings: 2-A, 2-C *(previous handouts)*
Copies of Reading 2-B (for Achievement Activity #2)
Assignment Materials for Session 3: Copies of Readings 3-A, 3-B, 3-C

As Leader, you are encouraged to find ways to reference and talk about the "quotations" and the "TimeBanking stories" in ways that can spice-up and give flavor to your group discussions and interactions.

This will be especially important for this Session. Familiarity with TimeBanking stories give a sense of reality and grounding to the discussions; sharing opinions and impressions about the quotations raises levels of personal engagement, understanding and commitment.

Meeting Plan – Session 2

> "Time well spent is worth much more than gold."
>
> *Michael Lee, CPA*

Opening the Meeting

Welcome (15 – 20 minutes)

- Welcoming statement. After welcoming members, you may wish to review some key points from Session 1. Examples might include: ideas from readings, experience of giving-and-receiving circle, helping relationships, etc.

  Invite comments, e.g., would *you like to add any other points to remember?*

- Quotation: Read the quotation above by Michael Lee and ask for member responses.

- Purpose Statement (a suggestion)

  We convened our meetings to explore TimeBanking and how this applies to us.
  We are reading "Priceless Money" to help us understand TimeBanking better.
  Last time we focused on "Transforming Ideas" of TimeBanking.
  Today we will focus on "The Transforming Practices of TimeBanking".
  Our third meeting will be about "Transforming Possibilities of TimeBanking".
  Then we will decide if we may want to try TimeBanking here.

  The purpose of our meeting today is to raise our understanding of TimeBanking works and what it can do to transform persons, relationships and communities.

Review of Norms

Review the norms and ask for comments, if any.

Let's have another look at our norms. Were these useful? Do we want to add any?
Is there anything you can suggest for us to be more effective in our meeting?

Heart of the Session (70 - 100 minutes)

> All that really belongs to us is time; even he who has nothing else has that.
> *Baltasar Gracian*

Focusing Question (15 minutes)

Ask the selected question, allow silent time for participants to think and make personal notes, and then facilitate sharing memories and thoughts.

Suggested Discussion Question:

What was your experience with "random acts of kindness" since our last meeting? Share an experience and what that means for you, for us.

Are there any' random acts of kindness' you wish anyone would do for you sometime? Share these, as members feel comfortable.
Then ask members if it difficult to ask for things they wish someone would do for them. Discuss the responses, as members feel comfortable.

Community and Core Economy (30 – 40 minutes)

First, we will talk about Community and Core Economy, which is discussed in the essays in **Priceless Money** *on pages 1-8, especially pages 1-2.* (Turn to pages 1.2)

Suggested Discussion Questions:

- *What stands out to you about the concept of the core economy?*
- *What is most important? What do you want to remember or keep in mind?*
- *How well is the core economy working for us? In our neighborhood?*
- *Does this have any implications for us and our community?*

> A man who dares to waste one hour of life has not discovered the value of life.
> *Charles Darwin*

The Five Principles of TimeBanking (30 - 40 minutes)

Next, we will talk about the Five Principles of TimeBanking, which is discussed in the essays in "Priceless Money" on pages 9 - 25, see the list on page 9. (Turn to page 9)

Suggested Discussion Questions:

- *What stands out to you about the Five Principles of TimeBanking as a whole?*
- *How can you see these working or as being important for us and our community?*
- *Which of the five principles is your favorite? What is especially important about that one?*
- *Can you talk about, or imagine, times or places where these principles work in our neighborhood or where they don't work and what impact that has.*

TimeBanking Transactions (30 – 40 minutes)

Reading 2-A: Putting TimeBanking into Practice

Give time for participants to review Reading 2-A.
Then lead a discussion, using the following suggested alternatives (one at a time).

- *How is TimeBanking different from:*
  - *Random Acts of Kindness*
  - *Pay It Forward*
  - *Bartering*
  - *Alternative currency*
  - *Services Pools*

Achievement Activity #2

TimeBanking Transactions (20 – 30 minutes)

Reading 2-B: Skills Fair Shares Checklist (15 – 20 minutes)
Distribute Reading 2-B: Ask each member to fill out the checklist for themselves. They should indicate things they wish and are willing to GIVE ***and*** *things they wish and are willing to RECEIVE.*

- Ask members to share her/his profile of skills *(giving)*, including categories they suggest to add to the checklist. Encourage others to suggest skills that persons have which they had not checked or which are not on the list.
- Each person shares her/his profile of needs *(receiving)* including categories they suggest to add to the checklist. Encourage others to suggest needs that persons may have which they had not checked or which are not on the list.

- Discuss how this group (and perhaps including partners / families) could practice some TimeBanking transactions, either with each other and families or by 'playing forward' with actions given to others.

- Ask members to think of 4-5 specific examples of *giving* and 4-5 examples of receiving that you might be able to do over the period of a month in your neighborhood. Share these, as members feel comfortable.

- Ask members to think of 4-5 specific examples of *giving* and 4-5 examples of receiving that you might be able to do over the period of a month in your neighborhood. Share these as members feel comfortable.
- What observations about TimeBanking transactions? Any questions? Anything you wonder about implications or would like to clarify or talk about?

- Ask members for permission to make copies of their personal lists for giving and receiving for future reference if the idea of TimeBanking moves forward.

Building Helping Relationships

Ask members to look at the names they wrote on the "Helping Relationships" card at the 1st Session. Ask them to consider what they might do to build "reciprocity" into helping relationships with the persons in the list, or anyone they may wish to add to that list.

Suggest that they use time before the next meeting to try to build helping relationships that have characteristics of reciprocity with some person(s) on their list.

A request for someone to cook dinner was answered by a 10 year old. Under supervision from his parents, he cooked a tip-top spaghetti dinner, and did it so well that the recipients asked if he (and his parents) would be willing to have him do this once a month. He is now quite the chef. He oversees the purchase of ingredients and keeps them in a special place in the kitchen, where they are carefully guarded. Note from his parents: Their son is thrilled and proud of this regular "job" and has a whole new appreciation of the value and possibilities of work.

Kim Hodge
Michigan

Summarizing and Looking Forward (20 – 30 minutes)

Summarizing and Interpreting (15 – 20 minutes)

Suggested Discussion Questions

- *Has this meeting raised your appreciation and understanding of the importance of TimeBanking and how it can help transform communities?*
- *What things from our discussions seem important to emphasize or underline? What things you want to remember? Why?*
- *Things that seem particularly relevant to you? To our community? Why? How?*

Decision – Next Session

Suggested Discussion Questions

- *How do your feel about this session? What has been most meaningful for you?*
- *What thoughts or ideas do you value and/or may wish to pursue further?*
- *Decision: Shall we proceed with a third session? If yes, when?*
  (If no, any other forms of follow-up to suggest?)

Assignments for 3rd Session

1) Review "Priceless Money"; look for new insights to bring to next meeting.

2) Try to practice some TimeBanking-type transactions to earn imaginary Time Dollars:

   - Think of at least one or two TimeBank transactions that each of you would like to try to offer to others in your small group or with persons on your Helping Relations list before the next meeting.
   - Think of at least two or three TimeBank transactions that each of you would like to receive from someone among yourselves or someone on your Helping Relations list before the next meeting.

3) Talk to someone about TimeBanking to get a sense of what others may think.

4) Take time to reflect on potential opportunities for TimeBanking here in our community.

Reading 2-A: Putting TimeBanking into Practice

TimeBanking is Giving and Receiving

Giving and receiving are the heart and soul of TimeBanking.
TimeBanking creates the space for *giving* and *receiving* services to take place among members and in the extended community.

TimeBanking activities can include a wide variety of activities, limited only by the abilities, time, creativity and imagination of the TimeBank members.

The box shows an illustrative list of activities which are available in many TimeBanks. The list expands greatly when TimeBanks partner with other organizations and create linkages within a community.

○ Tutoring	○ Adult literacy	○ Computer literacy	○ Reading	○ Heavy lifting
○ Accompaniment	○ Pet Care	○ Home Repair	○ Clerical support	○ Information sharing
○ Advocacy	○ Errands	○ Translation services	○ Meal preparation	○ Light housekeeping
○ Yard work	○ Music lessons	○ Craft lessons	○ Group Activities	○ Gardening
○ House watching	○ Child care	○ Medical monitoring	○ Legal assistance	○ Resource sharing
○ Consumer support	○ Entertainment	○ Computer assistance	○ Personal grooming	○ Sewing/Mending
○ Massage	○ Financial advice	○ Child care	○ Car care	○ Cooking
○ Befriending	○ Haircuts	○ Translation	○ Shopping	○ Jewelry making

When people register to join a TimeBank, they will be asked to identify skills they have to give services to others and to think of possible needs they may have to receive help from others. Their initial list is only a beginning. As members become familiar with TimeBanking and learn more about each other, they often discover or learn news to relate and help one another. In this way, the TimeBank itself grows and matures.

Time Dollars

The driving force of a TimeBank is Time Dollars.

By *giving* and *receiving services,* TimeBank members earn and spend Time Dollars.

Every who gives can earn; every one who earns can spend.

TimeBank members *earn* Time Dollars by helping others.
They *spend* Time Dollars they have earned by being helped or receiving services from others.

The value of a Time Dollar is simple:

One (1) hour of service = one (1) Time Dollar;
Two (2) hours of service = two (2) Time Dollars;
Three (3) hours of service = three (3) Time Dollars;
… and so on.

Members identify skills and services where they are competent to <u>*give*</u> to another (*earning* Time Dollars) and skills and services where they have needs to <u>*receive*</u> from another (*spending* Time Dollars).

A TimeBank performs the basic functions required to serve its members:

- *Registering and setting up TimeBank accounts,* i.e., helping members join and registering in a TimeBank and opening a personal TimeBank account for them;
- *Coordinating to help members connect available skills and services with unmet needs,* i.e., having a bulletin-board service so members are aware of each other and can link with each other when they need each other for:

  (+) *Earning Time Dollars,* i.e., members giving a service of time and skills to others, which is considered a *deposit* of Time Dollars in a TimeBank account;

  (-) *Spending Time Dollars,* i.e., members receiving services of time and skills from others, which is considered a *withdrawal* from a TimeBank account;
- *Recording transactions,* i.e., maintaining records of TimeBank transactions and Time Dollar balances in member accounts, which is a responsibility of the TimeBank.
- *Group gatherings and activities,* i.e., arranging, coordinating and encouraging meetings, gatherings and various forms of TimeBank, group and neighborhood activities for members and community, including for example, projects, protests and advocacy.

TimeBank transactions of giving and receiving are fulfilling for all parties ...
... and build positive relationships that reweave community.

Simply TimeBanking . . .

The basic idea of TimeBanking is simple: One (1) hour service = one (1) Time Dollar

In seeking to understand, some may compare TimeBanking to other familiar ideas:

Pay-it-forward. TimeBanking is not simply 'play-it-forward'. Although there are similarities, TimeBanking is not just one-way and is not just personal. It is reciprocal and involves a group of people. TimeBanking builds sustaining, caring relationships and actively nurtures community.

Random acts of kindness. TimeBanking is not simply 'random acts of kindness'. Although there may be similarities, TimeBanking is not random. It is intentional on the side of all parties and it forms ongoing, trusting relationships.

Bartering. TimeBanking is not simply 'bartering'. Although there are similarities, TimeBanking is not trade by direct exchange and value is neither negotiated nor based on comparative monetary values.

Alternative currency. TimeBanking is not simply 'alternative currency'. Although alternative currency may be complementary to TimeBanking, TimeBanking itself is not based on monetary values or exchanges and has no obligations for contractual fulfillment.

Volunteerism. TimeBanking is not simply 'volunteerism'. Although there may be similarities, TimeBanking is not a one-way giving relationship frequently characteristic of volunteerism, rather, it

involves both giving and receiving by all participating in TimeBanking, thus creating relationships of reciprocity and respect.

Services pool. TimeBanking is not simply a typical 'services pool' (think of car pool or baby-sitting pool). Although there may be similarities, TimeBanking is more than sharing of services because of its community and social implications and objectives.

Yes, the basic idea of TimeBanking is simple.

But TimeBanking is also profound. In our modern society, money and consumerism shape the way we think, act and see ourselves. TimeBanking encourages people to come together to help each other in a way that is like "old-fashioned good neighboring." It challenges many of our existing norms and values. Often, it also leads people to seek ways to promote their rights and well-being.

TimeBanking:

- Builds and fortifies the core economy;
- Builds respect and reciprocity.
- Values and builds trust and community.
- Promotes societal well-being as wealth.
- Brings attention to social power and human rights.

TimeBanking is a flexible tool for building community. You can use it in many different ways. As one person has said, "TimeBanking is limited only by your imagination." But this openness to possibilities can make it hard for newcomers to decide just how to make it work in their own context. The best way forward is to take one small step at a time, experience how it feels and see what you have learned at each step. That is what this Guidebook is aiming to help you with.

Reading 2-B: Real-Life TimeBanking Stories

The stories in this Beta version of GuideBook I have been drawn from the TimeBanks USA website. They were contributed to the website by affiliate TimeBanks in the United States and overseas to help newcomers to TimeBanking understand the dynamics and spirit of TimeBanking. In some cases, names and details are adapted or changed to safeguard identities and protect confidentiality.

DC Youth Court

The Youth Court in Washington DC is a unique experiment to turn justice over to teenagers, not as a liberal fantasy, but as a hard-nosed method of getting peers to reinforce good behavior in a way that the courts seem unable to do.

Over half the young black males in Washington DC between the ages of 18 and 24 are currently under court jurisdiction, in prison, on parole, or on probation. The juvenile justice system is the feeder, the supply line. The journey starts with a juvenile's first brush with the law and the response he gets. Typically, the prosecutor's office simply 'No papers' the case. They have to deal with hardened criminals, repeat offenders. By the third arrest, a formal juvenile proceeding functions more as a rite of passage.

In April 1996, the District of Columbus courts authorized a Time Dollar Youth Court as a way to divert non-violent first offenders from entering the juvenile justice system. First offenders come before a jury of their peers who have the authority to sentence them to community service, restitution, counseling, an apology, and jury duty. Community service includes being an after-school tutor, helping at DC kitchen to feed the homeless, assignments to resident councils in public housing, and placements with churches helping seniors.

The Youth Court is successful at reducing recidivism because it provides a forum whereby young people can reinforce messages to each other to be sensible—the opposite of the normal situation.

Jury pools have been set up at six public housing complexes, a public school, and a special charter school for youngsters living in shelters and halfway houses. Because jury duty is now a mandatory element of each sentence, there are additional juries composed 100% of delinquents serving a portion of their sentence. All jurors earn Time Dollars for jury duty, mentoring, and training; dollars they can redeem for recycled computer. The volume has increased so that now, with between seven and ten hearings a week, the Time Dollar Youth Court is handling more than one-third of the first-time juvenile offenders in the District.

ACES in Action

A Service Coordinator for the Dawn Project called the Time Bank and asked if I would speak to one of her moms. The Dawn Project works with families who have kids with a mental health diagnosis and who are at risk of residential treatment. Her child is now stable and the case is moving toward closure. This mom wanted to use Time Dollars to build an addition onto her already existing home.

I am used to strange requests but this seemed "off the wall" and I wasn't eager to talk with her. She hadn't even joined yet, and having just put a room addition on to my own home, I knew she wasn't talking just a few Time Dollars but huge amounts of time from lots of different people. I called her the next Monday morning and began to give her my "song and dance" about the Time Bank and then she gave me hers!

She had already built an addition onto a house, and knew someone to do the electrical and the plumbing. Problem was she had carpel tunnel and wasn't able to lift those huge pieces of drywall up so she could use her nail gun to attach them to the ceiling! She was willing to work.

When I asked what she could do, I was met with home repairs, sewing and patching useable clothing with cartoon characters so they don't look patched, and birthday parties. She loved to give birthday parties for children. I told her about our Mentoring Children of Promise program which works with incarcerated parents. The parents could earn the time credits in prison but we needed someone who was able to pull a party together for a kid so their parents could gift them with a birthday party.

Could she do that? Could she ever! She sent a picture of a cake she'd recently made and an email saying that her mom had been incarcerated and her dad murdered when she was 8 and doing this for these children would be a gift and honor for her.

I talked with the ACES members and they will help her with her house. Kids will have parties. The lady will get her home addition. She also is currently working with a woman carpenter, an ACES member, who needed some mentoring on building a business. She is earning her hours. One phone call, and I didn't want to make it...will I ever learn?

It's a New Way of Relating

In April, after Diane Luszey became a member of Southern New Hampshire Time Exchange, she donated a half-hour to Kerry Boggis, a member who was seeking help balancing her checkbook.

For her efforts, Luszey, a consumer benefits manager at the Area Agency of Greater Nashua, earned credit for a service of her choosing – and not necessarily one performed by Boggis.

The program, unlike counterparts set up in storefronts, is run from the Area Agency on Canal Street. It was designed to broaden the social networks of agency consumers whose personal contacts are often limited to family members, social workers and caregivers.

The Boggises and Luszey were among the first members of the local exchange. Leslie Boggis went to the movies with a woman who doesn't drive, earning a credit she plans to use for another service on the list. Likewise Luszey qualified for a service of her choosing after helping her match.

Exchanges are not direct. Instead, the project promotes a circle of giving and receiving. Members ask for what they need – babysitting or pet sitting, music lessons, meal preparation, baking, sewing, car detailing, an oil change and more – and return the favor with one from a similar list of services approved by the agency's insurance company.

The woman Leslie Boggis accompanied to the movies, for example, volunteered to make a social phone call to another member recently released from the hospital. Luszey said she was thinking about using her earned credits to ask for a home-baked item she could freeze to have on hand for unexpected guests.

The program is open to anyone 18 and older who provides references, passes a criminal records check, and if offering transportation, passes a driver's check. Members must also agree to respect each other's confidentiality.

"It's a different way of thinking," Leslie Boggis said during an interview last week at the Area Agency. Agency colleague Pat Zambri agreed. "Years ago, people used to know their neighbors. If someone had a new baby, you brought a casserole," said Zambri, a developer with Boggis of the exchange. "We don't know our neighbors as well as we used to. This is getting to know your neighbors."

To foster the program, organizers said they plan to hold occasional evening socials where members can meet each other and discuss exchanges.

"We're hoping members' enthusiasm will help with sustaining this," said Zambri, adding that the exchange is supported with grants from the New Hampshire Charitable Foundation and the Endowment for Health.

Jaime Andrews, the AmeriCorps VISTA volunteer who joined the agency last week as exchange coordinator, predicted that once the word gets out, the program would grow.

At the same time, Southern New Hampshire Time Exchange puts a new spin on an old idea.

"People may be reluctant to ask their neighbor for help if they feel they have nothing to give back," Zambri said. "This is not just charity; it's giving back."

Tutor Commuter

Imagine if you could put all that wasted time commuting on public transport to good use – by learning something.

That's the idea behind the latest Time Bank in London, part of the New Economic Foundation's London Time Bank network, which now proudly covers buses and trains in South London.

Tutor Commuter carefully matches individuals to people who take the same bus, train, or tube and who can teach them something they want to learn. The project has been launched at the Evian Brockwell Lido,

after a successful campaign run on South London buses. Distribution of over 2,000 fliers attracted 100 new tutors via the Tutor Commuter website.

Because Tutor Commuter is a Time Bank, there is no fee involved. The idea is that tutors earn time credits, which they can use to learn something new and which are redeemable at the nearly 30 Time Banks across London. Eventually, they will also be accepted by other training providers in London. You don't have to teach an academic subject—you can teach anything from "what it's like to be pregnant" to "how do I make chocolate cake?" to "how do I speak French?"

People can be matched up in various ways. Shortly, there will be a message board on the Tutor Commuter website where people can advertise things they want to learn or teach. Tutor Commuter will create bi-weekly updates by email or text message listing the latest requests for particular subjects that people want to learn or teach. Also, organizers talk to each person and try and match them up individually.

The project plans to offer online training in teaching and learning to give tutors basic techniques to use with their partners. Once they have completed a number of sessions teaching and learning, tutors will be offered more advanced certificated training. Tutor Commuter works with the same safety standards as other groups that match up strangers (like dating agencies). Personal details are never exchanged without the full agreement of all parties, and individuals are encouraged to meet in public spaces, letting friends and family know about their arrangements."

"Tutor Commuter aims to include as many people as possible, and welcomes individuals from all backgrounds and levels of expertise," said organizer and creator Amy Pollard. The hope is that by promoting and integrating this scheme into their operations, bus, train and tube companies will help travelers feel safer and more welcome when using their services, potentially attracting new users and improving their performance.

Sarah Burns,

Time Banks UK

Reading 2-C: Skills – FairShares Skills Checklist

(to be inserted – see separate file)

Time Bank Needs and Skills Checklist

	provide	receive		provide	receive		provide	receive		provide	receive
Escorting people to appointments			Simple decorating			Providing local knowledge			Companion -ship		
Shopping			Simple home repairs			Local contacts			Phone friend		
Doing errands			Gardening			Story telling			Listening		
			Horticulture						Visiting housebound people		
Help with form filling			Car repairs			Book-keeping			Babysitting Child Care		
Typing/word processing			Motorbike repairs			Computer skills			Meeting child from school		
Letter writing			Cycle repairs			Printing/ Design work			After school care		
Budgeting			Car washing			Surfing the net			Youth work		
Sewing/ Embroidery/ Dressmaking			Organizing social events			Coaching in sports			Basic housework		
Knitting			Helping with social events			Fitness			Cooking		
Woodwork			Running a bar			Fishing			Washing/ Ironing		
Metalwork			Catering			Wildlife/ Nature			Budgeting		
Playing a musical instrument			Teach reading			Painting/ Drawing			Pet care		
D.J.			Adult literacy			Pottery			Dog walking training		
Entertaining			Translation			Craftwork			Plant watering		
Film and video			Teach languages			Interesting hobby			House sitting		
Giving people a lift			Muscle: Building work			Emergencies			Delivering brochures		
Driving a car			Muscle: Lifting moving objects			On call at unsocial hours			Join Teams Painting Yard Work Cleaning Park Cleanup		
Driving a van						**Have a go at anything!!!**			Bulk Mailings		

PROJECT WORK

TEAM WORK

Adapted with permission from the FairShares Time Bank in England.

Notes on Session 2: **Notes and observations about topics of discussion**,

Regarding core economy

Regarding the five principles of TimeBanking,

Regarding TimeBanking transactions

Regarding any other ideas and topics

Notes of Session 2 (continued): **Notes and observations about the meeting**

Effectiveness of the meeting

Levels of interest and involvement,

Demonstration of understanding,

Signs of commitment to move forward

Any points of significance.

*** *** *** *** *** *** *** *** *** *** *** *** ***

Overall evaluation of this meeting: Excellent Satisfactory Needs Improvement Other
Comments:

Assess your group's interest at this time: None Low Moderate Potential Strong

e) Knowledge: understanding of TimeBanking:

f) Vision: ideas for using TimeBanking

g) Action: willingness to consider TimeBanking

h) Mobilizing: engaging in TimeBanking

Session 3:
The Transforming Possibilities of TimeBanking

Purposes of Session 3

- to explore the relevance of TimeBanking for your neighborhood
- to consider how TimeBanking may strengthen and transform your neighborhood
- to decide if you want to proceed with planning for a TimeBank.

Proposed Agenda

Approximate Time for the Session: 2 to 3 hours

Opening the Session *(10-15 minutes)*
- Welcome & Review
- Purpose
- Norms

Heart of the Session *(60 - 800 minutes)*
- Focusing *(15 minutes)*
- TimeBanking Video *(8-10 minutes)*
- Building a Village *(20-30 minutes)*
- Types of TimeBanks *(20-30 minutes)*
- Core Values of TimeBanking *(15 - 20 minutes)*

Achievement Activity *(20-30 minutes)*
- TimeBank Talk

Summarizing and Looking Forward *(20-40 minutes)*
- Summarizing
- Interpreting
- Next Steps
- Assignments

Materials Required: Members will need copies of Readings: 3-A, 3-B, 3-C *(previous handouts)*
Copies of Reading 3-D and 3-E during the session

As Leader, you are encouraged to find ways to reference and talk about the "quotations" and the "TimeBanking stories" in ways that can spice-up and give flavor to your group discussions and interactions. This will be especially important for this Session because you will be talking about different types of TimeBanks and you will be considering whether to think of planning a TimeBank for your neighborhood.

Before the session, go to www.Youtube.com/timebanksUSA to find the TimeBanks USA YouTube site, and choose a video on TimeBanking to share with the group.

Meeting Plan – Session 3

> An inch of time is worth
> an inch of gold.
>
> *Chinese proverb*

Opening the Meeting

Welcome (10 – 15 minutes)

- Welcoming statement. After welcoming members, you may wish to review some key points from Session 1 and 2. Examples might include: core economy, five principles, circles of giving-and-receiving, helping relationships, etc.

  Invite comments, e.g., *would you like to add any other points to remember?*

- Quotation: *Read the Chinese proverb above and ask for member responses.*

- Purpose Statement (a suggestion)

  We are meeting to explore TimeBanking and consider how this idea applies to us. Our first topic was "Big Ideas" of TimeBanking; our second "TimeBanking Practices". This meeting is about "Possibilities" and considering if we may want to try it here.

  The purpose of our session today is to explore how TimeBanking may be relevant to us and our community and to decide if we want to look into possibilities further.

Review of Norms

Review the norms and ask for comments, if any.

Let's have another look at our norms. Are these useful? Do we want to add any? Is there anything you can suggest for us to be more effective in our meeting?

Heart of the Session

> The time is always right to do what is right.
>
> *Martin Luther King, Jr.*

Focusing (15 minutes)

Ask the focusing question, allow brief silent time for participants to think and make personal notes. Then facilitate the sharing the experiences and thoughts about them.

Suggested Discussion Question:
Share experiences with your experiences with Helping Relations or pay it forward. What happened? What reactions did your transactions elicit? Giving? Receiving? What are your observations? Anything unexpected? Anything Significant? Anything learned?

TimeBanking Video – TimeBanks in Practice

Watch the video and share impressions

Facilitate discussion. Suggested discussion question:
What is important for you, and for us, from what we have seen in this video?
What do we want to keep in mind if we go forward?

Building a Village – Reading 3-A (20 – 30 minutes)

Have members read Reading Suggested Discussion Questions:

- *What is significant or stands out for you?*
- *What is most important? What do you want to remember or keep in mind?*
- *What matters is relevant, or has implications for us?*

Types of TimeBanks – Reading 3-B (20 – 30 minutes)

(Allow time to review or review before beginning discussion)

Suggested Discussion Questions:

- *What's stands out to you as important in this reading?*
- *What is important for us to remember or keep in mind? Why?*

> Time is neutral and does not change things.
> With courage and initiative, leaders change things.
>
> *Jesse Jackson*

The Core Values of TimeBanking – Reading 3-C (20 – 30 minutes)

Take turns reading each of the values aloud. Allow members to comment during the reading of each one and/or at the end, as they wish.

Suggested discussion question:
How do you understand the core value(s) now? What significance do the values have, singly or as a group, to you and the future you wish to see here in our community.

Achievement Activity

How to Talk about TimeBanking

Each member needs blank paper.

Ask each member to write a statement they would use to introduce the idea of TimeBanking to someone who does not know about it. This is sometimes called an "elevator speech" which is defined as the time you would have to talk to someone while riding in an elevator together.

Invite members to share their statements.

Discuss the responses. Do you have a shared sense of TimeBanking?

Building Helping Relationships

Ask members to review their "Helping Relationships" list.
Ask them to consider if they would like to build these helping relationships.
Ask them if they would like to expand circles of giving and receiving to include others in the neighborhood and if TimeBanking sounds like an idea to consider.

Review of Achievements

Review the products of Achievement Activities for the sessions – (a) circle of giving-and-receiving, (b) building helping relationships, (c)Skills Fair Shares Checklist, (d) introduction statement for TimeBanking elevator speech.

Discuss how these achievements may be important for you? In what ways? Can you do anything with these? Will you tell others about them in any way?

Summarizing and Looking Forward (20 – 30 minutes)

> Your greatest resource is your time.
> There is never enough time to do everything,
> but there is always enough time to do
> the most important thing.
>
> *Brian Tracy*

What we have learned

Suggested Statement:

We have been meeting to get a basic understanding of TimeBanking and to consider if it might be useful to us in our lives and community.

The specific goals we hoped to achieve were:

- *Knowledge goals: to have an understanding of what TimeBanking is and how it has been used in other situations*
- *Vision goals: to have an initial vision of the benefits of TimeBanking and core values in lives and our community.*
- *Action goals: to consider how we might practice TimeBanking in our own lives.*
- *Mobilizing goals: to affirm personal interest and commitment(s) for TimeBanking and consider persons who will be invited to participate if we go ahead.*

Now, let us take time to reflect on what we have achieved. Have the meetings raised your appreciation and understanding of TimeBanking and its possibilities? We will share and discuss our thoughts about what we have learned and achieved.

What next?

Suggested statement:

Let us reflect and discuss how the sessions have sharpened our thinking about possibilities for TimeBanking and if it is relevant to us and our community.

Shall we pursue the idea of TimeBanking for our neighborhood?

Discuss the responses carefully and get good understanding of who would be committed to go ahead, if any, and their willingness to give time and effort for next stage of planning.

***If yes**, we can:*

- *purchase Guidebook 2: Strategic Visioning for a TimeBank in Your Community.*
- *begin planning the way forward – refer to Reading 3-D: Next Steps for Planning a TimeBank.*
- *consider who else to involve in forming a core group of at least 8-10 persons to help move forward with the idea of TimeBanking.*

If no, *is there any other form of follow-up, if any, might be useful?*

Celebration (15 – 20 minutes)

Congratulations! You have given your time to explore TimeBanking. We trust this has been a useful investment for you. Your time is valuable!

Take time to reflect on how you feel about your investment, what you have learned and what can be gained from it.

Celebrate things about TimeBanking and your understanding that:

- seem particularly relevant to you and worth remembering;
- are particularly relevant to your community.
- have implications and opportunities for TimeBanking?

Conclusion: Anything you want to say or to share with the group …

- Take time to express thankfulness and appreciation with each other.

Assignments, if proceeding to next steps (15 – 20 minutes)

If you wish to proceed to planning, use Reading 3-D, Next Steps for Planning a TimeBank, to determine assignments for your team and others who will be asked to join you.

You may find it useful to hold a 'bridging meeting' to discuss this assignment and prepare for moving ahead with Guidebook 2: Strategic Visioning for a TimeBank in Your Community. Order Guidebook 2 from TimeBanks USA – see contacts on back cover.

Evaluation and Feedback (15 – 20 minutes)

TimeBanks values your feedback on this self-training guidebook. We encourage you to complete and send us the Leader Evaluation Form for feedback to us (See Reading 3-F: Evaluation Form for Guidebook #1 of Self-Guided Training Series).

When you order Guidebook 2, we will ask you to submit your completed evaluation form as part of the ordering process.

Reading 3-A: IT TAKES A VILLAGE!

It takes a village! Recall the proverb, *"It takes a village to raise a child."*
We ignore this ancient truth only at our peril and the peril of our children and their future.

What does it take for children to grow into youth ready for life and succeed in school?
… For youth to be healthy and practice healthy behaviors?
… For youth to engage in meaningful activities as they become young adults?
… to mature into living in healthy, stable and supportive families?
… in short, to make successful transition into adulthood?

Yes, it takes a village!

It takes a village – because raising and nurturing youth is a community affair.

But, the challenges do not end with children and youth!
What does it take for elders to have meaningful life and be useful in their senior years?
... for elders to be healthy and practice healthy behaviors?
… For elders to engage in meaningful activities as they age?
… to experience their senior years in healthy, stable, supportive relationships?
… to have access to and be part of a caring community?
… in short, to be accepted, integrated and age well in place as possible?

Yes, this too takes a village!

It takes a village – caring and involving seniors as valued persons is a community affair.

It is not only the ends of the age spectrum that needs a village.
People of all ages need to be actively involved in community.
This is important for well-being, for physical, social and emotional health.
What does it take to
… to raise families and balance the demands of work and adulthood?
… to be role models for youth and caretakers for elderly?
… to find time for self-fulfillment, enrichment and growth?
… to find time for love, friendship and proactive leisure?
... in short, to have a joy while fulfilling life's roles and requirements?

Yes, this too takes a village!

It takes a village – adults having meaningful roles and relationships is a community affair.

Yes, we agree … it takes a village.
Yet, the further challenge is, '*What does it take to build a village?*

The challenge of building a village calls for us to revitalize the sense of village where we live.

TimeBanking builds relationships of support, caring and trust, the heart of a village.
In this way, TimeBanking helps build a village.

TimeBanking helps build community-based and community-owned systems, approaches and activities that ensure success for committed youth, adults and elders – regardless of age and mindful of the importance of relationships for everyone.

TimeBanking will build and sustain the village in your community!

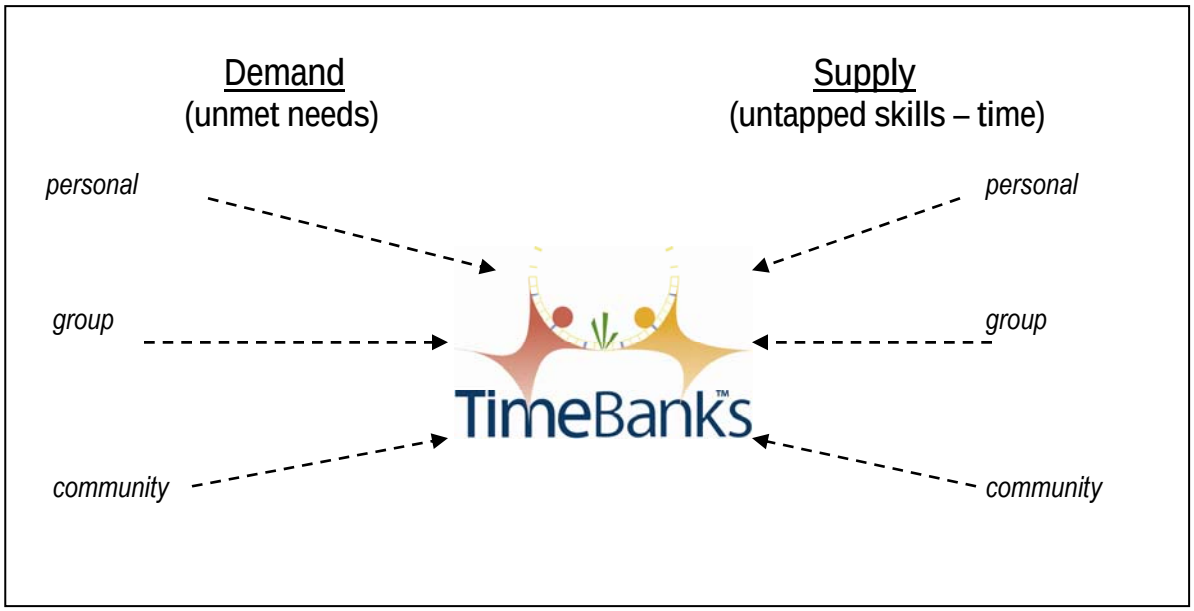
Reading 3-B: Each TimeBank is Unique

Timebanking organizes ways to value the work we do for others in our community and the work we do in building that community.

Instead of going without things because we cannot afford to pay for with money, TimeBank members use *time and services* represented in the form of Time Dollars.

TimeBanking matches available skills-time-services to unmet needs.

Often, the members of the TimeBank discover that skills and talents they believed no-one else would value are instead valued by others. For many, there is a process of "learning how to ask." We have been conditioned to believe that independence is good, and also that giving is good – but that asking for help represents weakness, or puts us "one down." TimeBank members learn differently as they create their circles of giving and receiving. They learn by doing, and as they do, the "ties that bind" in community grow over time. This can take place at different levels: personal, group, organizational and community. Specific exchanges make each TimeBank unique.



Every unmet need (at personal, group and community levels) and every untapped skill (at personal, group and community levels) can become a starting point for TimeBanking activities.

Matching of unmet needs (demands) with untapped skills (skills) becomes the framework of opportunities that can be used to create a Time Bank.

- Persons may be interested because they have (or they see) unmet needs.

  Persons may be interested because they have (or they see) untapped skills and time.

- Groups may be interested because they have (or they see) unmet needs.

  Groups may be interested because they have (or they see) untapped skills and time.

- Communities may be interested because they have (or they see) unmet needs.

Communities may be interested because they have or see untapped skills and time.

Looking for starting points is one of the important challenges in starting a TimeBank. It can also be fun! The goal is to find, discover, and create opportunities for TimeBank members to give and receive. Keep looking for opportunities. Keep a log of ideas and share them with others for mutual inspiration. Whenever you hear an individual or a group or an association say they need something, write it down! Then look at all the things they might possibly give others. You may have to dig.

You will find yourself getting into conversations and discussions about possibilities. You will also find that some people have a natural knack for seeing unmet needs and unused capacities all around them. Those people are often good at seeing "win-win" possibilities.

Do *not* be surprised if this is not easy for you at first. For many, this ability to see opportunities for creating circles of giving and receiving comes only with practice. Often, TimeBanks will start quite slowly as members feel their way into this new way of doing things– but over time, the pace picks up as the members "get it" and they start to find more and more possibilities all around them.

Here are some possibilities to look out for:

- *Under-used community facilities.* Charging Time Dollars for admission is transforming underused buildings. For every hour people invest in their local community, they receive access to an hour of social, education or cultural activity. Membership rises and the number of service hours contributed to mutual aid and community support.

- *Getting further with volunteering.* TimeBanking, alongside conventional volunteering attracts people who would not previously thought of volunteering. TimeBanking introduces reciprocity to volunteering and gets away from one-way acts of charity which may tend to create dependency.

- *Helping with community business.* Meals paid for in Time Dollars, for just one day a week, ensure a healthy supply of persons to prepare, serve and clean up in the TimeBank community café. This makes it more financially viable and turns a well-meaning enterprise into a sustainable 'extended family' business.

- *Youth affairs.* TimeBanking challenges youth to take on more responsibility and run their community initiatives and events. Youth workers are encouraged to move from being 'entertainers' and being entertained to being facilitators and providers of services such as driving lessons, tutoring, trips, equipment, etc.

- *Family sharing.* TimeBanking encourages formation of family sharing circles, much like baby-sitting circles, that share a wide range of skills and draw on the parenting experience of older people in the neighborhood. Sharing the responsibility of raising healthy children – it takes a village to raise a child.

- *Senior benefits.* TimeBanking encourages members to stay active and outward-looking, thus helping seniors keep healthy, overcome depression and counter isolation. Baby boomers are a resource with vested interests, caring duties of their own and time to give. Often seen as a kind of insurance policy, seniors put in hours now giving support to others and will use time credits to receive social care they need in return or in the future.

- *Community events.* The TimeBank provides an organizing base, workers and participants for community events. In this way, celebrations as well as catastrophes are opportunities that bring communities together for their common good.

TimeBanks evolve because the circles of giving and receiving tend to replicate and expand to be more and more inclusive and more and more proactive in meeting personal and community needs.

Wherever you are on your journey,
wherever your community is on its journey,
we encourage you to explore TimeBanking.

Because of its vitality, versatility and value, we believe that
TimeBanking is opportune now!

As budgets shrink and expenses grow,
there are increasing opportunities and demands to use
the many wonderful skills and assets of residents and communities
to help each other match unmet (or under-met) needs with unused (or under-used) resources.

Everyone has talents and skills that someone else will value and use.
By sharing them, we help each other, and we can create community and social well-being,
one hour at a time

Time banking can help people with services they may have to otherwise forego,
to expand relationships and create new friendships, and
to develop new habits as consumers and community members.

TimeBank members help and empower each other,
share and expand the wealth of resources in their community, and
by revitalize community by creating networks of reciprocity, respect and trust.

Merlyn Kettering, March 2009

Reading 3-C: Real-Life TimeBanking Stories

The stories in this Beta version of GuideBook I have been drawn from the TimeBanks USA website. They were contributed to the website by affiliate TimeBanks in the United States and overseas to help newcomers to TimeBanking understand the dynamics and spirit of TimeBanking. In some cases, names and details are adapted or changed to safeguard identities and protect confidentiality.

Families doing MORE for themselves

The Grace Hill Settlement in St Louis is one of the pioneers of Co-Production using Time Dollars. Their Member-Organized Resource Exchange (MORE) now underpins community involvement in 11 neighborhood centers and four health centers. Their involvement in the Head Start program dates back to 2001 when they won the contract to deliver the program to half the city of St Louis, mainly because of their proven ability to involve hard-to-reach groups through MORE.

Head Start is a child development and family-strengthening program for families with 3-5 year olds, and goes back to 1964. It is enormously effective as a preparation for kindergarten. But now that poor parents are expected to work, it has become increasingly difficult to get exhausted parents involved. That's where MORE and Time Dollars come in, because it motivates them to stay involved in the community, and pass on what they have learned through the program.

Head Start through MORE is in its early stages, but 820 families with young pre-school age children are now involved. They have been trained in all the MORE programs, and many were already involved though other Grace Hill activities. Head Start involves parents in training in childcare and other skills, but linking it to MORE adds a further Co-Production element: they are earning Time Dollars for their efforts helping neighbors, and spending them in the nine Time Dollar stores across the city – or at health centers run by Grace Hill.

The next stage of development is in a new center that allows Grace Hill to involve new Americans – refugees and other new immigrants groups – both in Head Start and MORE.

Grace Hill also runs a Neighborhood College whereby locals can exchange Time Dollars for courses in anything from job skills to dealing with diabetes. A total of 60 different courses are run by and for neighbors, and 2,300 were completed in 2002.

Training single mothers in childcare, and allowing them to get the necessary qualifications – and paying them in Time Dollars which they can use for their own childcare while they attend the courses – is also the central plank of innovative programs in two sites in Britain, one in Leicester and one in the rural Cotswolds.

Building the Neighborhood

Anne Slepian had been thinking about ways to get to know the neighbors in her town of Arlington, Massachusetts, but like most busy women, the opportunities always seemed to slip away. Then one day, it occurred to her that the best way might be to share each other's hobbies, skills and talents through a neighborhood bartering system.

Slepian went door-to-door, sharing her brainstorm. "I took cues from what I saw," she says of her initial visits. "If there was a guitar in the background I asked them if they'd be willing to give lessons. Some people had tools they were willing to lend. Or they said, 'I have little kids and I would love to exchange babysitting with somebody.'"

Within days, Slepian had a four page list of names, phone numbers and items, but she soon realized nobody was willing to use it. "People weren't going to ask favors from people they didn't know personally."

Undeterred, she organized the first of what would be many neighborhood potluck dinners. Everyone who came wore a name tag indicating one thing they wanted to swap. "Once people got to know each other," Slepian said, "they were more inclined to call each other and say, 'Hey, I need help moving a couch.'"

Today, nearly 20 years later, Slepian's Neighborhood Exchange is still thriving. However, she says its true beauty is the close-knit, friendly community the Exchange helped to create. "It means a lot to people," she says. "It woos people out of the woodwork who want to interact in a neighborly way."

PeopleLink linking People

PeopleLink in Denver, Colorado is a collaborative between Catholic Charities, Lutheran Family Services of Colorado and Jewish Family Services of Colorado. it serves people of all ages, but is especially dedicated to supporting the independence of older adults and individuals with disabilities throughout the mutual exchange of services.

PeopleLink began recruiting participants in January 1999, and during its first year facilitated the exchange of nearly 700 hours of services to support the independence of older adults and people with disabilities. The services most requested were transportation for doctors' visits and errands, home management tasks, light yard work, window washing and minor household repair. Here are the typical stories of three of PeopleLink's members, Cale, Jeffi, and Nancy.

Cale, a physically disabled woman with limited use of her hands who uses an electric wheelchair, reached a point of desperation trying to create order out of the chaos resulting from a recent move. She urgently needed to have help unpacking, for among her personal papers was critical income information that she needed to complete paper work making it possible for her to live in her own home.

Jeffi, a retired social worker and PeopleLink participant, came to her rescue, sorting out boxes and wiping down shelves on which to place their contents. After Jeffi helped her locate the important papers, she helped Cale complete the required forms.
Cale plans to reciprocate by teaching people computer skills, writing articles, and editing the PeopleLink newsletter. Jeffi gave her a level of reassurance and comfort that might not have been possible with a friend. "Some things are so personal, you can only tell a stranger," Cale said.

In exchange for the 46 hours of time Nancy contributed to PeopleLink by providing office work, Nancy received help with laundry, food preparation, and other domestic chores during her recuperation from knee surgery. Nancy noted, "The goodwill and satisfaction generated as a result of people providing and receiving services is already impact our community in positive ways."

Cross-Age Peer Tutoring

Back in 1995, when Mayor Richard Daley decided to reform public education, Chicago ranked 51st in the nation. Time Banks USA persuaded the school system to experiment with cross-age peer tutoring using Time Dollars in the South Side of the city. The first year, five elementary schools in Englewood took part; the next year, ten, because the first year was so successful.

The pupils involved, who were many of the most difficult in the schools, could earn a recycled computer for taking part. Attendance actually went up on days when after-school tutoring took place.

Peer tutoring made learning safe, but it also dramatically reduced bullying and after-school fighting. Some of the tutors also began to get good grades for the first time, because it takes higher-order skills to teach lower-order skills. Parents were also expected to chip in eight Time Dollars by helping out in school or going to police-community liaison meetings, and support for that rose enormously.

The success of the Cross-Age Peer Tutoring Program in Chicago has been repeated in Albany and in the East End of London, where research also shows improved attendance and improved grades for both tutors and tutees.

Reading 3-D: The Core Principles of TimeBanking

These are the core values of TimeBanking:

Assets

We are all assets. Every human being has something to contribute.

Redefining Work

Some work is beyond price. Work is redefined to value whatever it takes to raise healthy children, build strong families, revitalize neighborhoods, make democracy work, advance social justice and make the planet sustainable. That kind of work, all kinds of work, must be honored, recorded and rewarded.

Reciprocity

Helping works better as a two-way street. The question: 'How can I help you?' must be changed to ask: 'How can we help each other build the world we both will live in?'

Social Networks

We need each other. People helping each other reweave communities of support, strength and trust. Community is build upon roots, trust, networks built on mutual respect and commitment.

Respect

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

Reading 3-E: Next Steps for Planning a TimeBank

If Yes, Next Step: Preparing for Planning Sessions

If your group has decided to proceed to the next step, Planning for TimeBank, it is now time to begin preparations for planning.

Register and order Guidebook 2, Strategic Visioning for a TimeBank in Your Community.

Steps to prepare for using Guidebook 2

1) Practicing TimeBank Exchanges:

   Decide if you want to experiment with TimeBank transactions and how you will do this.

2) Review of materials:

   You may wish to have a plan to revisit and review the materials of Guidebook 1 as you prepare for the next phase.

3) Memoralizing the process:

   Files and records: Your group's movement through the Self-Guided Training has been a significant dedication of time and effort. You will benefit by having a summary record of what your group has done. Prepare a file to keep records of your meetings and your plans as you move forward.

   Photos: Take photos. You may wish to have a photo of yourselves as the initiating team for your TimeBank. Take photos for memoralizing the meetings and yourselves.

4) Expanding your group:

   - For the next phase, Guidebook 2, Strategic Visioning for a TimeBank in Your Community, you will need a team of at least 6-10 (or more) persons, with the aim of creating a core team of individuals who will bring of energy, commitment and support for setting up and running a TimeBank.
   - Begin thinking of criteria for persons to be invited to join your group. Think of persons you or others in the group know who may actually be interested in being part of your group. Think of persons who will contribute to planning for a TimeBank and making it a success.
   - You will need to consider how to bring new people on board with the basic concepts of TimeBanking you have learned. Here are two options:
     a) Conduct one or more seminar-style sessions with potential members to share ideas and results of the first phase (Guidebook 1);
     b) Ask members from the first group to form small groups of 3-4 potential members and lead them through the three sessions of Guidebook 1; or

Leader Notes of Session 3: Notes and observations about topics and discussion

Regarding personal experiences with TimeBanking transactions

Regarding building a village

Regarding types of TimeBanks,

Regarding any other ideas and topics.

Notes of Session 3 (continued): **Notes and observations about the meeting**

Effectiveness of the meeting

Levels of interest and involvement,

Demonstration of understanding,

Signs of commitment to move forward

Any additional points of significance.

*** *** *** *** *** *** *** *** *** *** *** *** ***

Overall evaluation of this meeting: Excellent Satisfactory Needs Improvement Other
Comments:

Assess your group's interest at this time: None Low Moderate Potential Strong

i) Knowledge: understanding of TimeBanking:

j) Vision: ideas for using TimeBanking

k) Action: willingness to consider TimeBanking

l) Mobilizing: engaging in TimeBanking

Leader Evaluation of TimeBanking Learning Experience Guidebook 1

Guidebook 1: Transforming Time, Reweaving Community

Please respond to the following questions and also provide any other information that reflects your experience with this training guidebook and any suggestions or feedback you have for us.

1. Display an arrow marking starting to concluding meeting, your group's growth in interest: (e.g., ----------→)

	None	Low	Moderate	Potential	Strong
a) Knowledge: understanding of TimeBanking:					
b) Vision: ideas about TimeBanking					
c) Action: willingness to consider TimeBanking					
d) Mobilizing: engaging in TimeBanking					

2. To what extent has Guidebook 1 helped you:

	Excellent	*Good*	*Moderate*	*Weak*	*Not at all*
a) Knowledge goals:					
(i) understand TimeBanking and how it works	_____	_____	_____	_____	_____
(ii) learn about different uses in for different neighborhood situations	_____	_____	_____	_____	_____
b) Vision goals:					
(i) begin to develop a vision of the benefits of TimeBanking for your lives	_____	_____	_____	_____	_____
(ii) consider changes and challenges that may be faced in practicing TimeBanking.	_____	_____	_____	_____	_____
c) Action goals:					
(i) conceive and personally practice TimeBank exchanges	_____	_____	_____	_____	_____
(ii) consider what might be involved in deciding to establish a TimeBank.	_____	_____	_____	_____	_____
d) Mobilizing goals:					
(i) affirm personal commitment(s) of interested person(s)	_____	_____	_____	_____	_____
(ii) identify persons who will be invited to participate with you in Level 2.	_____	_____	_____	_____	_____
3. To what extent has Guidebook 1 helped you explore how TimeBanking transforms time, wealth and community for the benefit of personal and neighborhood well-being.	_____	_____	_____	_____	_____
4. To what extent is your group motivated to try TimeBanking?	_____	_____	_____	_____	_____
5. Has your group decided to move to phase 2, Guidebook 2: Strategic Visioning for a TimeBank in Your Community?	Yes	Possibly	Probably Not		No

6. Please share any other evaluation, observations, comments or suggestions about your experience and the Guidebook.

7. Please share any ideas about how Guidebook 1 or the process could have been more useful for you.

Thank you for your evaluation and feedback.

TimeBanks USA
Information and Contacts Sheet

Online Discussion Forum:
It's free to register! Find answers to many of your questions, or post a new question to be answered by someone in the TimeBanks USA Network. To register, go to http://forums.timebanks.org.

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