

Hour Power of Franklin/Grand Isle

General Information & Member Packet

Making Time for Community

www.HourPowerFGI.org

**HourPowerFGI@gmail.com
524-9233 x107**

**Hour Power of Franklin/Grand Isle
Vermont Adult Learning
5 Lemnah Drive
St. Albans, VT 05478**

Hour Power of Franklin/Grand Isle General Information & Member Packet Contents

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Section 1. Types of Membership

Everyone is welcome to join Hour Power, no matter age or abilities.

Adult Membership:

- Adult members must fill out the Membership Agreement and Registration Form and set up their own online account.
- Adult members can include or exclude any profile information they chose in the Community Weaver system.
 - However, members are strongly encouraged to include at least the town they live in. This is so other Hour Power members know the approximate distance for exchanges requiring travel.
 - For information on how to enter & alter profile information, please reference the *TimeBanks Website User Manual*.

Youth Membership:

- **Youth under the age of 14:** Can only exchange through a shared account with their parent/guardian. Parent/guardian is asked to indicate youth's membership in their online membership profile and on the Member Agreement and Registration Form. Guardian Angel Mode* is not activated for these accounts unless requested by parent/guardian.
- **Youth ages 14-17:** Can have their own account. Youth ages 14-17 may provide their email address in their member profile, but *no other personal information*. Youth ages 14-17 must sign his/her own Member Agreement and Registration Form. The Youth Participation Form must also be completed. Guardian Angel Mode* is activated for these accounts.
- ***Guardian Angel Mode (GAM):** Allows the Hour Power Coordinator to view the conversations that a GAM member participates in. The Coordinator is also alerted to certain online actions that a GAM member may make e.g. place an ad, reply to a conversation, record hours, and so on. This helps the Coordinator manage and oversee members who are minors.

Organization/Business Membership:

- Organizations/businesses can join Hour Power. **This is a great way to gain assistance with tasks where volunteer help is needed.**
- Organizations/businesses can give back to the Hour Power network by volunteering in-kind donations, providing space for events, monetary donations, or providing services your organization/business can offer.
 - E.g. photocopies, computer assistance, printing, and so on.
- Hour Power asks organizations/businesses to understand that its members provide services to the best of their abilities.
- Organizations/businesses are required to provide all **relevant** information concerning organization/business credentials and employee skills upon request by Hour Power members.

Section 2. Ethics/Acceptable Behavior

- All members will need to agree to the “Hour Power Ethics Policy, ” as stated below:
 - “Hour Power of Franklin/Grand Isle is committed to the idea and promotion of reciprocity and respect. As a member of Hour Power, you are agreeing to act respectfully and peacefully towards other members with whom you are exchanging. However, conflict can arise in any organization. If there is a conflict between yourself or a minor you are responsible for, please see the Grievance Procedure in the Hour Power of Franklin/Grand Isle Packet.”
- Those who do not act accordingly will have their profile removed from the Hour Power network and will no longer be a member.

Section 3. Member Expectations

- Each Hour Power member is **expected to participate in at least 3 exchanges per year.**
- Each member is expected to respond in a timely manner to member communications about exchanges.
- Members are not to use the Hour Power network to achieve personal financial gain. This network is committed to time exchanges, not monetary.
- Members are expected to honor the “Hour Power Ethics Policy”
 - See Section 3. (above) to learn more about our Ethics Policy
- Members are expected to keep as close as possible to a 0 (zero) Community Credit balance
 - See Section 5. (below) to learn more about Community Credits

Section 4. Account Sign In

There are two ways to sign into your Hour Power Community Weaver account:

- You can Sign In to your Hour Power Account by visiting www.HourPowerFGI.org and clicking the red “Sign In” link on the right side of the screen.
- Or, go to <http://community.timebanks.org/login.php>

Section 5. Acquiring & Spending Community Credits

What are Community Credits?

- Hour Power members acquire one Community Credit for every hour they provide a service to another Hour Power member. Acquired Community Credits can be spent on services offered by other Hour Power members.

- Logging acquired and spent Community Credits is done by you, yourself, in your Time Bank account.
 - For assistance on how to log credits, please reference the *TimeBanks User Website Manual* or contact the Hour Power Coordinator.
 - **You can Sign In to your Hour Power Account by visiting www.HourPowerFGL.org and clicking the red “Sign In” link on the right side of the screen.**

What you can do with your Community Credits:

- **Spend** Community Credits on services provided to you by other Hour Power members.
- **Donate** if you have acquired Community Credits, but do not want to spend them on a service for yourself, you can donate Credits to other Time Bank members.
 - To donate Credits, contact the Hour Power Coordinator to transfer Credits.
- **Save** up your Community Credits to spend them on a service you desire that may take a greater amount of time and/or members to complete.
 - E.g. certain home repairs, making a quilt, and so on.
- Members are asked to maintain as close to a zero balance of acquired and spent Community Credits as possible.

Section 6. Examples of Services to Provide & Receive:
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Around the House: Cooking, cleaning, shovel snow, carpentry, painting, raking, gardening, grocery shopping, laundry, pet care, personal finance...

Education: Tutoring, foreign language lessons, legal advice, play dates, read to a child, nutrition, budgeting, proofread homework, computer assistance...

Skill Building: Teach a skill to a fellow member...

Transportation: Get a ride where you need to go, car and bicycle maintenance, skateboarding lessons...

Arts & Crafts: Graphic design, birthday cakes, knitting, dance lessons, quilting, photography, crochet, guitar lessons, entertainment for parties, voice coaching...

Wellness & Health: Massage, facials, hair care, manicure and pedicure, respite care, fitness, yoga...

...Whatever Your Skills May Be, Share Them!

Section 7. Computer Access

The Hour Power network is coordinated through exchanges made online using a software program called Community Weaver. Community Weaver is where you have or will create your online profile.

In an effort to make the Hour Power network accessible to all community members, there are two options for members who have difficulties accessing the internet:

- 1) The Hour Power Coordinator or you can find a fellow member to be your **Account Buddy**.
 - a. Your **Account Buddy** will have access to your account. When you want to make changes to your account or log exchanges, you contact your buddy to do it for you.
 - i. For information on how to become an Account Buddy, please reference **Section 8. Bonus Hours** of this manual (below).
- 2) Contact the Coordinator to make changes to your account or log exchanges.

Section 8. Bonus Hours

Hour Power members can acquire Bonus Hours in the following ways:

- 1) **Refer a new member**
 - a. If you refer a someone to Hour Power and they join, you get **one Community Credit per referral**
- 2) Attending an **Orientation** with the Coordinator
 - a. Orientation is not required to join Hour Power. However, if you chose to attend an Orientation to learn more about Time Banking, the online system, and ask questions, you will receive **one or two Community Credits**.
 - i. To arrange Orientation attendance, please contact the Hour Power Coordinator.
- 3) Putting a **picture** in your member profile.
 - a. If you put a picture in your member profile, you will receive **one Community Credit**.
 - i. Your profile picture can be of yourself or another picture that you like – however, of course, if the picture is deemed inappropriate, it will be removed.
- 4) Become an **Account Buddy**
 - a. Account Buddies will be paired up with a fellow Hour Power member(s) who have difficulty gaining access to the internet. As an Account Buddy, you will access the account of the individual you are paired with to enter information and log exchanges for them. Each Account Buddy will receive **two Community Credits per month** for their tremendous help! **There is an Account Buddy Confidentiality and Expectation Agreement Form that must be filled out.**

Section 9. Suggested Donations

To help sustain our network, Hour Power asks for a suggested annual donation of US dollars and/or time dedicated to fundraising. Members are encouraged to make an initial

donation when signing up for Hour Power, and then are encouraged to contribute their time or a monetary donation annually.

Section 10. Grievance Procedure

- Contact the Hour Power Coordinator to discuss what happened and construct next steps toward resolution.
 - Issues and grievances members may have will vary greatly. This is why Grievance Procedures will be assessed and handled on a case-by-case basis.