

## **VALLEY TIME TRADE**

### **Membership Information for Community Organizations**

Valley Time Trade is based in Northampton, MA and is working in communities up and down the Pioneer Valley. Valley Time Trade links social service organizations, public and private institutions, food producers, neighborhoods, arts groups and individuals to make it easier to work together.

Timebanking or time trading is an organized exchange system. An Individual member earns an hour by giving an hour of his or her time to another individual or organizational member doing something they need or want. That person can then spend that hour getting a service from some other Valley Time Trade member. Time trading is a way to value the work we do for and with each other in our community and the work we do in building that community. Similarly, an organizational member can earn hours by activities that support the mission of Valley Time Trade to build community, connecting people and unmet needs with untapped human resources. Exchanges increase community interaction; foster mutual respect, and promote equality and the recognition that all services are necessary to society and equally valuable.

#### **How might organizations be involved?**

If an organization becomes a member of Valley Time Trade it can get help from individuals in the community who are members. An organization's already existing volunteers do not automatically become members of Valley Time Trade, and the organization's members should be encouraged to become individual members of Valley Time Trade as well. When they volunteer for their own, or some other organization, they not only get the benefits of learning about and helping an organization they love, they also are able to earn hours in the process, and to spend their hours getting something they need that is offered by other Valley Time Trade members.

The organization can put out a request to Valley Time Trade using the Time and Talents software and find additional volunteers to add to the ones they already have. This can grow the organization's base by engaging new people in the organization's mission and work. An organization may also be able to find volunteers to fulfill very specific work like graphic design, computer assistance, or help with mailings.

### **How might an organization earn hours?**

- An organization can earn hours by offering space – use of an empty desk space or a meeting room space, to a Valley Time Trade member (either individual or organization), or hosting a Valley Time Trade orientation. A Valley Time Trade member then might spend 2 of their hours to use that space for 2 hours.
- If an organization offers a workshop, which people pay to attend, the organization can offer one or two spaces at the workshop to Valley Time Trade members – a 3-hour workshop would cost a Valley Time Trade member 3 hours and would earn the organization 3 hours for each Valley Time Trade member attending.
- Time at an event or a celebration – if an event runs 3 hours a Valley Time Trade member can spend 3 of their hours to come to the event.
- A Valley Time Trade member might choose to donate hours to an organization.
- A Valley Time Trade member might want to do a benefit for an organization – he or she might do a 2 hour workshop or class, people who attend pay 2 hours, the leader or teacher earns hours for preparation and performance and can then donate the hours to the organization .
- Organizations can have any of their employees or board members do a service for a community member or another organization and earn hours for the organization.

### **Can the organization spend more hours than it earns?**

YES! Many organizations will be spending more hours on volunteers than hours they “earn.” This is fine. The most important thing is that the organization makes an effort to offer some options for Valley Time Trade members so that we can uphold the principle of reciprocity. We know that organizations offer a great deal to communities just by their existence and we don’t have a way yet to express that in hours.

### **How does an organization become a member of Valley Time Trade?**

An organization wishing to become an organizational member of Valley Time Trade should express that interest to the Core Committee by calling 413-585-0373 or e-mailing [info@valleytimetrade.org](mailto:info@valleytimetrade.org). The organization would then invite a representative

from Valley Time Trade in to get a general introduction to what Valley Time Trade has to offer the organization, what needs the organization has that Valley Time Trade could help to fulfill, and what the organization would offer to the community through an affiliation with Valley Time Trade. The organization would then choose an organizational representative who would submit a contact e-mail address to Valley Time Trade. The contact e-mail address chosen by the organizational representative will be the one used for all of the organization's communication with Valley Time Trade. Thereafter, someone in the organization would complete the Valley Time Trade Organizational Membership Application, return it to Valley Time Trade via post or e-mail, and attend an orientation. The Valley Time Trade representative would then give an overview of the Time and Talents software and explain its use. It should be repeated that individuals within the organization are encouraged to have their own memberships which will allow them to communicate with Valley Time Trade individually and earn hours.

By the close of the orientation session the organization will have an active member account. The organization is encouraged to make a yearly financial contribution (suggested sliding scale, see below) to help pay for Valley Time Trade's general operating costs. The organization posts its requests and offers on the Time and Talents website at <https://hourworld.org/bank/?hw=1075>, also accessible by simply logging in at [www.valleytimetrade.org](http://www.valleytimetrade.org).

### **How might organizations benefit from being members of Valley Time Trade?**

They can:

- Save money (US\$);
- Strengthen connections with the community (both individuals and other Valley Time Trade organizational member groups);
- Access a diverse database containing hundreds of potential helpers and volunteers;
- Meet their own goals more readily; and
- Reduce the work load for volunteer coordinators and other staff.

### **Suggested Organizational donations based on budget size:**

Organizational membership contributions support:

- Operational expenses;
- The development and distribution of Valley Time Trade outreach materials;
- Food for orientations and member events; and
- Expenses connected with growing the time trade network.

### **Organizational donations**

Although contributions are an important part of Valley Time Trade's budget, no organization will be denied membership because of inability to donate. Our suggested organizational donation is \$0 - \$500. Where an organization falls on the scale is to be determined by the leadership of the organization.

### **Joining VALLEY TIME TRADE is easy.**

To learn more, visit [www.valleytimetrade.org](http://www.valleytimetrade.org). Every new organizational member needs an in-person orientation for their contact person and to sign the membership agreement. You can find dates for upcoming orientations on the Valley Time Trade website calendar at <http://valleytimetrade.wordpress.com/calendar/>. Please contact Valley Time Trade by leaving a message at 413-585-0373 or email [info@valleytimetrade.org](mailto:info@valleytimetrade.org), if you have any questions.