



**we
are
all** *timebankers*

TIME BANK BUILDING GUIDELINE

A REDEIRA
o espazo de todas as persoas

Shokkin Group
International





ABOUT THE PROJECT

The project **"We are all Timebankers"** was developed between 8th to 16 of May 2019 in the city of Pontevedra, in Galicia (Spain). This youth exchange involved youngsters from five countries (Spain, Greece, Slovenia, Portugal and Spain) and aimed to use non-formal education and dialogue within intercultural exchange to provide the participants with practical tools to encourage the active youth participation. In doing so, we also pursued to help the participants to improve their social skills and employment skills in order to increase their access to working market. The youth exchange expanded the scope and applicability of this meeting through the creation of pedagogical material prepared by the participants. With this in mind, the young people, as well as all entities which were part of this project, are responsible for the dissemination of the contents to promote their application in the field of non-formal education.

As an outcome of the project, here we want to present you "step by step" guideline on the development of a prototype "Time Bank". This guideline will introduce you into the concept of timebanking, its definition and all the necessary steps in order to bring to life and run your own model.



PHASE 1

THE CONCEPT OF A TIME BANK

WHAT IS A TIME BANK?

A time bank is a reciprocity-based work trading system in which hours are the currency (**one hour = one credit**). With time banking, a person with one skill set can bank and trade hours of work for equal hours of work in another skill set instead of paying or being paid for services. **Each hour has the same value.**

The hours banked are always traded equally regardless of the services rendered. This equality is intended to foster ties in communities and, by making all contributions valued equally, encourage equality in the communities themselves.

Time banking was invented in 1980 by Edgar Cahn, an American professor of Law, to address unfulfilled societal needs in the wake of cuts to social programs during the Reagan administration. Cahn said he created the system as a way to reward “decency, caring and a passion for justice.”

WHAT IS THE PURPOSE?

The purpose of timebanking is an **optimization and organization** of exchanging services, resources and knowledge in our communities. It also helps to build social networks and integration of people coming from the different background and communities, as well as empowering this people to promote active participation and citizenship.

TIMEBANKING 5 CORE VALUES:

Asset: Every one of us has something of value to share with someone else.

Redefining Work: Home, family, community count as real work

Reciprocity Helping: Giving is stronger as a two-way street, empowers everyone involved – the receiver as well as the giver.

Social Networks Helping each other, we reweave communities of support, strength & trust.

Respect: Respect underlies freedom of speech, freedom of religion, and everything we value.

PHASE 1

THE CONCEPT OF A TIME BANK

4 KINDS OF TIMEBANK EXCHANGE:

1:1 – One person gives another person a ride to the doctor.

1:Many – A yoga teacher earns credits teaching a yoga class to four other members.

Many:1 – Four members earn credits doing a garden clean-up for a senior.

Many-Many — A whole lot of people earn credits organizing and participating in a community event.

TIMEBANK EXCHANGE AND CREDITS:

A Timebank members in many timebanks keep track of their exchanges using timebanking software. They use the software to enter data about themselves, what they can offer, and what they would like to receive, to record their exchanges, track their hours, and learn about timebank members and events.

Timebank coordinators use the software to:

1. keep track of the activity in their timebank,
2. sign up new members,
3. inform members of events and special projects,
4. help members when difficulties arise,
5. make reports,
6. send out requests for member donations and subscriptions,

TIMEBANK LEADERSHIP

TimeBanks need leadership. They cannot be sustained without it. They need leadership operating on different levels.

The **day-to-day leadership** helps with membership exchanges which is carried by timebank coordinators. Then there is the leadership that establishes the policies, practices and key decisions that shape a timebank. The leadership may involve:

1. an **informal leadership team** that is open to any members ready to step forward;
2. an **advisory board** that is established by the founders and holds regular, posted meetings or a board with by-laws whose members are elected or appointed according to the rules laid out in the by-laws.

PHASE 2

CREATING A TIME BANK

Starting a TimeBank is an exciting process, but requires a lot of thought, planning, commitment, and solid hard work. TimeBanks share the same core principles and practices, and at the same time are each one is unique because they reflect the communities that create them.

Creating and maintaining a TimeBank is an on-going process. Needs a lot of teamwork. Your members will create your TimeBank's personality. To help you and your community create a new TimeBank we have made a list of the typical steps that will give you a good overview on start-upping and running your own TimeBank.

These steps are a starting point. You will want to shape them to your own unique style, and as you go about making decisions and putting the elements of your TimeBank in place, you will find its own unique character emerging.

PHASE 2

PROTOTYPING A TIME BANK

STEP 1: BEGINNING THE JOURNEY

From the moment you decide to start a time bank you should think about:

1. **The team** who will help and support you on this way and will become the first core of this start-up;
2. Brainstorm, share the ideas and get feedback from each other regarding the **structure and topic of a time bank**, whether you want to be oriented in specific direction or be multi-directed.
3. Determine who will take on **needed roles**.
4. Create an **action plan** for first steps, including outreach for TB members.
5. Plan out possible **costs and income** sources (however small).
6. Write up **policies and procedures** (can be informal).
8. Plan your use of **traditional or online social media**.
9. Think about **possible members** of your time bank when it will be running and ways of interactions between the members.

STEP 2: BUILDING THE STRUCTURE

Now when you are in a real time process, give your prototype more detailed structure:

1. Create a **horizontal structure** with different systems or as more frequently known as departments who will be in charge of the timebank. Do not forget to include 3 essential departments:
 - **Communication department**, which will be responsible for the dissemination and visibility of activities that your time bank will provide;
 - **Cohesion or active participation department**, which will help the integration and recruitment of the new members;
 - **Time accountant department**, being in charge of the accounting of the time exchange between the members.
2. Create an **organization of periodic meetings** to take common decisions regarding the structure and activities (Monthly assembly or weekly meetings of the departments).
3. Create **profiles** among the members including what would you like to offer and what would you like to receive. We recommend to use technology like [Timeoverflow](#).

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PROTOTYPING A TIME BANK

STEP 3: MAKE YOURSELF VISIBLE

Now when you have already made first steps of the implementation and your Time Bank is in a beta mode of running, it is time to think about reaching the community around and also local stakeholders, who will be interested in the concept and will help you to reach wider audience and attention. In order to do so, you will have to:

1. Create a **flyer or brochure** for member and present your mission and concept of your time bank.
2. Start **the outreach** (go to local meetings, knock on doors, talk to friends, neighbors — all of that.).
3. Make a **website** and start using of a TimeBank **software**, explaining its structure to your members.
4. Set up your **traditional or online social media** and send out invitations to your first gathering.
5. Make sure that the **finances and admins** are sorted out and will be taken care of.
6. start a **newsletter** and during the first period make weekly updates, later switch to monthly.

STEP 4: IT'S ALL ABOUT THE PEOPLE

One of the most important cores of a time bank are the people involved inside the structure and the community around. Your main goal is to provide sufficient interactions between individuals based on mutual exchange of services, resources and knowledge. In order to fulfill interests and rights of everyone there is necessity to have a legislative element making all the members equal. In order to do so, you will have to:

1. Create a **common agreement** on basic principles and values of a particular time bank and developing "rights and responsibilities" list which will be legislated based on election process.
2. Introducing "**exchange chart**" software where will be presented all the members of a timebank with the possibility of tracking of their peer-to-peer exchange. Another online chart will count the time dedicated to the smooth operation of a timebank itself, depending on the need of fulfillment of tasks.
3. Hold an **orientation meeting** for new members, where you will present above mentioned mechanisms and also set up "offers and requests" model based on online publications, weekly meetings and reports or a "news alerts".

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PROTOTYPING A TIME BANK

4. Use orientation meeting for the **initial exchanging process** and plan regular events for members (potlucks, group exchanges) in order to create opportunities for targeted group activities.
5. Hold non-formal events in order to strengthen the community spirit among the members and increase their motivation for the active participation in a life of a timebank.

STEP 5: THE EMOTIONAL DIMENSION

All in all, we people are emotional creatures and very often emotions play significant role in our decision-making and in social interactions as well. In order to maximize efficiency of a community exchange we suggest you to take attention to the emotional dimension of your members through: so we have a need to be a part of something meaningful,

1. Empowerment of each other by showing of a **gratitude**. It can be done by the anonymous "thank you...." cards which can be easily printed and spread across you office or through online mail software.
2. Promoting **equality and empathy** across your community through dedicated sessions and reflecting on the core principle of any time bank (**all hours are equal**).
3. "**Taking other's perspective**" sessions where members with different background and experience will present their skills and knowledge and inspire the rest to gain new **experience**. This step will be inspirational for the other members and also it will increase their empathy.
4. Cultivating "**sharing is caring**" principle among your community in order to motivate the members initiating first exchanges by their own proposals for breaking the primary barriers of interaction.

STEP 6: CREATING ALLIANCES

People in general tend to be part of a something meaningful due to the fact that all of us are social beings and the principles of the societies also pressures us to join this or that group. A timebank is not an exception as well and good connections inside of it can significantly increase its productivity and value. That is why we advice you to create different kind of thematic alliances within members with the different assets of skills.

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PROTOTYPING A TIME BANK

This alliances will be useful for the management of your timebank and also while creating of different social projects,which always require cooperation of the individuals with various experience,knowledge and backgrounds. Taking into consideration all the mentioned above,we strongly believe that alliances have power to:

1. Create and spread a **collective knowledge** in order to proceed fast and effective work.
2. Find common paths of achievement of an **individual or a group goals**.
3. Evaluate the progress through the **constructive criticism**.
4. Overcome **differences** for the common benefits.
5. Give your members time and space to express common **opinions and perspectives**.
6. Create **networks** based on these alliances.

EPILOGUE

And so here you are now!But of course it is just a beginning of your journey and look for others who will join you. Build a team to spread the work load and to envision the future together. Keep true to the core values as assets, redefining work, reciprocity, community, and respect. Have in mind that your "TimeBank" will become a source of hope, comfort and community in this challenging day and age.You can increase the chances of success by thinking forward each step of the way, being aware ahead of time of what it will take, and keeping your goal in mind.

From our side we want to wish you a good luck and an accomplishment of the mission - creation and running of a TimeBank !



Erasmus+



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