

## SCAVENGER HUNT DESCRIPTION

Linda Hogan, Social Architect/Trainer 2008

**AMBASSADORS:** This is a team of motivated Members who carry the Time Bank mission and message out into the community. AMBASSADORS orient new members, do public speaking to businesses and non-profit organizations, work booths at fairs and festivals and recruit Americorp\*VISTA Workers.

It works best when AMBASSADOR interests are matched to causes/organizations.

Example: Maggie is an avid gardener. She is the perfect person to do a presentation to the Community Gardening Club. When the task is aligned with personal interest, the outcomes are wonderful!

**LIASIONS:** So, you finally got that wonderful Time Bank business/non-profit partner - Company A - on board as a member. Congratulations! However, you as coordinator have only minimal time to nurture this relationship. How about using a MEMBER LIAISON? A LIASION is an active Member very who is enthusiastic about the potential benefits offered by Company A and will commit to serving a set number of hours to broker exchanges requested by the business. The LIASION earns tds for this coordination, the business is satisfied and the membership has access to services or goods- a triple winner!

**HEALTH CARE:** Portland Time Bank has been working with several area Health Care centers testing small pilot programs that benefit groups Such as low-income patients, hospital volunteers and medical staff who work in Free Health Clinics. Exchanging Time Dollars for healthcare is a revolutionary concept whose time has truly come. Currently, we are creating healthcare models to help hospitals retain and engage volunteers, and to offer the opportunity for patients to pay insurance co-pay fees with TD's. We'll keep you posted on our progress with these pilots!

**Non-profit Volunteers:** The average age of most committed volunteers is 65 years old. Many Non-profits are under pressure to engage and retain a diminishing pool of willing volunteers - and baby boomers are under financial pressure to get something in return for their time. This creates exciting opportunities for Time Banks to connect with local non-profits to help them attract and retain their volunteers by offering TD's . The relationships with non-profits benefits Time Banks in many ways, and also creates potential collaborations to attract grant funding.

**OUTREACH:** Time Bank Outreach is essential to building beneficial connections and relationships between the Time Bank and its surrounding community. The extent of a Time Bank's Outreach determines the perceived value that a community has regarding its Time Bank, as well as the number of valuable and thriving partnerships a Time Bank is able to sustain. Growth does not happen in a vacuum; Time Bank Outreach creates the vital connections that grow our Time Bank.

**YELLOW PAGES:** When a business signs on as a Time Bank partner, they pay a cash donation for advertising in our MEMBER HANDBOOK YELLOW PAGES. This directory goes to all our members and partners. Our memberships is very active in the Buy Local Campaign, and they are loyal to member businesses.

**ACCESS TO THE ARTS:** This is a LIST of our partners who offer a designated number of tickets for shows, events, and arts related classes in their season calendars. These tickets and classes are paid by Members with Time Dollars (one td per hour). This is a great way for members to access the life-enhancing programs and offerings in a thriving local arts community – and for arts programs to gain exposure, sometimes to people who had never budgeted for art before joining the Time Bank.

**FOOD FAIRY:** You are the TB Coordinator with big plans for community engagement - most of which involve FOOD...the organizing, contacting, cajoling of members, menu creation, health and safety considerations and often the making of the FOOD. Do you want to add all that to your "To Do" List? No way! That's why finding and retaining a Member Food Fairy can simplify your life immeasurably. Plus, the benefits of being the Food Fairy mean he/she earns TD's! It's a great job for people who like food, are considering a job as a caterer or work in the food industry.

**PORTLAND STAGE COMPANY:** This is Erika. She is representing one of our valuable non-profit partners. PSC offers 10 tickets per show at a cost of 2 TD's per ticket. PSC also contracts with PTB for member services, and pays an annual partner donation to our organization. PTB contracts with our Time Bank for 20 hours/mth of member services to provide: transportation of actors to and from the airport or the grocery store; help with the opening night party; sewing assistance for clothing or props; and, food pick-up and delivery. Services are coordinated by Erika, who works at PSC, and Gail Wyman - our marvelous Time Bank Liaison.

**BANKING TIME POEM:** This Poem was written by a Member James as a gift when we moved to this new office. At our Open House James introduced himself, told why he was inspired to write the poem and then read it to the crowd. He later framed and gifted it to us.  
Earns: James charges two tds to write a poem. He also lays vct floors and does small carpentry jobs.  
Spends: James has spent tds for transportation, food shopping and errands.

**VIDEO LIBRARY:** This library was created by Member Dave, who loves movies. He charges one td for rentals. The Coordinator keeps a record of the inventory, records the rentals in a ledger and tracks the credits and debits.  
Earns: Dave earns tds by renting his videos. In the past he delivered videos to member's homes, for which he earned additional time.  
Spends: Dave receives transportation for medical appointments and housekeeping.

**TONG REN CLASS:** This is a Member lead weekly class offered for TDs. The Member/Instructor receives TDs for instruction; the Members who participate pay TDs for the class.

**MAINE COMMUNITY FOUNDATION GUIDE:** MCF is a wonderful resource for grants, training, connections to individual donors and networking opportunities with other non-profit organizations. The annual membership fee is very low and grant opportunities occur quarterly to fund new initiatives. PTB has received many grants and strong support from MCF. Is there a Community Foundation in your state? If so, make a friend!

**MEMBER COMPUTER STATION:** Some PTB Members do not have home computers. For them, access to an office computer is appreciated, so we make sure to accommodate that need. Where did the computer come from? It was donated from a local business. Banks and businesses are great resources for computers, furniture and office supplies. If they become members, they can earn TDS for those items; if not members (yet) they can

donate the items as tax deductions. Another good source for these items is your United Way Agency. Never pay cash when you don't have to!

**MEMBER HANDBOOK:** This is the most important resource for the membership. PTB's Handbook serves as a directory, policy manual and business guide. It is reproduced every six months, with updated information and new members. It's important to remember that many members do not have computers, so hard copies of the handbook will always be necessary to meet member needs.

**GIFT CERTIFICATES:** This is a good Member benefit. Members can spend their TDs by gifting a friend with a one hour gift certificate for a service chosen by the friend. As a policy, we only allow ONE gift certificate per friend, however. These serve as an enticement to encourage that recipient to join PTB; and it's a great way to spend TDs.

**ORIENTATION SCHEDULES:** PTB provides schedules on handy fliers that new applicants can pick up by visiting our office. We also send emails, answer the phone and accept Walk-Ins. The times include day and evening hours, to insure options to meet people's needs.

Orientations are important to insure consistent information is shared. They give new Members the opportunity to meet other new members and encourage people to start making exchanges quickly. And, they can be fun social outings with food or a guest speaker/topic. Your choice...

**REPORTING FORMS:** Lots of Members visit the PTB office. Many choose to stop by to view the Art Gallery, learn about upcoming events, or just have a cup of coffee and visit. It is convenient for some to fill out a reporting form (hours earned) when they visit. Others call or email, and soon, they will be able to report online with our new software.

All those options work. For many, stopping by to fill out the form is an excuse to be social. And we're all about being social....

**APPLICATIONS:** Here's how it all begins. Do you want to join our Time Bank? Fill out this application. Provide two references. Come to an orientation. Receive your handbook while you meet other new members, and begin! Please note: These forms are updated annually to reflect legal amendments. They are an important tool for all Time Banks.

**THE TIME CAFÉ:** AKA our Kitchen. This space used to be a typical office. With help from our members, materials from Habitat for Humanity and plumbing discounted from a connection to the realtor, the space became the Time Café. The coffee pot is always on. Food is an essential ingredient to all our social occasions. Members earn TDs for food contributions or deliveries. Menus change to reflect the occasion. And staff gets to eat the leftovers!

**THE TIME GALLERY:** This is a micro-enterprise success. PTB is part of the Portland City's First Friday Art walk. Member artists pay a \$30.00 entrance fee which covers all promotion for the art walk. Their show is hosted by PTB the first Friday of the month. Members earn TDs by contributing food and music, and by posterizing fliers to advertise the event. Many members attend the event. PTB receives 20% commission on all sales. And the art stays in the gallery for one month, enriching our work space. Very cool!

**THE SUNRISE GUIDE:** Another great fundraising idea for your community. This award winning guide was created by Member Heather. The guide sells for \$20.00, offering \$4500 in coupons for local businesses, all of them local and most of them green. Our members help with production and distribution, which earns them TDs, in exchange for a set amount that PTB sells for cash to help our budget. If only PTB had produced this! Why not your organization?

**CORE VALUES:** This list is the founding principles of Time Dollars. Originally there were four core values created by Founder Edgar Cahn. Over time the language has been amended and a fifth value has been included. All Time Banks embrace these as the foundation for operation.

**AMERICORP\*VISTA:** This is a federally funding community service program modeled after the Peace Corp Movement that arose from the War on Poverty in the late 1960's. PTB is the contracting agent for all Time Banks in the Northeast Cluster of states. We do not recommend placing VISTA Workers in new Time Banks as the primary coordinator, but rather adding a VISTA Worker once the organization is established with a paid coordinator. VISTA Workers are dedicated to building community and a wonderful gift.

**BUSINESS OFFICE:** Every office needs management. Who does your bookkeeping? Orders your supplies? Fixes the phone, computer and fax machine? The Systems Coordinator keeps the office working, so the Good Work is possible.

**PROGRAM COORDINATOR:** This is the Connector. The Coordinator oversees all the services, connects personally to all the members, is responsible for follow-up, mediation, arranging focus groups, and represents Time Banking to the public. This person is the most important voice for the program. Key skill? Loving to connect people.

**BOARD OF DIRECTORS:** This is the governing body for all non-profits. The Board of Directors sets policy, manages the budget and assures compliance with state, federal and local laws. They are responsible for hiring and supervising the Director (or Coordinator, whoever is the lead manager). A good board is represented with diverse skills needed to sustain and grow a vibrant Time Bank.

**KEY BANK:** Time Banks work with a complimentary currency. There is another reality, however, with that other currency. To insure your Time Bank has the best advocate, shop for a bank that will support your needs. A good bank provides grants, sponsorship(s) for events, inkind (supplies, products, services) support and most importantly, credibility with the business community. And remember, they have community reinvestment money to invest locally, so advocate for your share!

**CONFERENCE ROOM:** This space is used for many purposes. It works for board and staff meetings, for bulk mailings, for interviews or private meetings, for member rentals (for TDs, of course) and for that all purpose storage center. It's good to have a multi-purpose space available. When Members feel welcome, they visit and new ideas are born.

**MEMBER LIBRARY:** This is a resource created by Members, for Members. The selection of books include topics about the environment, social policy, complimentary currencies and other related interests. Members can rent or donate books for TDs. If we had more space, we'd grow this library. One outcome from the books has been a reading circle that was active in 2007. Book clubs are another possibility. We're open to more ideas.....