



# Hour Exchange Portland

85 Grant Street, Portland, Maine 04101  
(207)-874-9868 FAX: (207) 773-4701  
www.hourexchangeportland.org

## MEMBER INFORMATION FORM

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail : \_\_\_\_\_ Other ways to reach you: \_\_\_\_\_

Personal Website: \_\_\_\_\_

What is your primary means of transportation? \_\_\_\_\_

Do you need assistance getting around? No \_\_\_ Yes \_\_\_

Do you smoke? Yes\_\_\_ No \_\_\_ Tolerate smoking? Yes\_\_\_ No \_\_\_

I live with (*check all that apply*):

- Alone  Non relatives or friends  Parents  Children
- Spouse or Partner  One or more seniors  Cats /Dogs  Other pets

List all languages you speak: \_\_\_\_\_

The following information is optional and used for research only. Please fill out.

Are you Male or Female? \_\_\_\_\_ Number of Children (natural, foster, step) \_\_\_\_\_ Age \_\_\_\_\_ Marital Status \_\_\_\_\_  
 Single? Yes\_\_\_ No\_\_\_ Is your income: More than \$10,210/year \_\_\_\_\_ Less Than \$10,210/year \_\_\_\_\_  
 Two in Family? Yes\_\_\_ No\_\_\_ Is your income: More than \$13,690/year \_\_\_\_\_ Less Than \$13,690/year \_\_\_\_\_  
 Are you a single parent? Yes\_\_\_ No\_\_\_ Are you a Baby Boomer? Yes\_\_\_ No\_\_\_ (born 1946-1964)  
 Family of 4? Yes\_\_\_ No\_\_\_ Is your income: More than \$20,650/year \_\_\_\_\_ Less Than \$20,650/year \_\_\_\_\_  
 No. of people working in your household \_\_\_\_\_  
 What is your ethnicity?: \_\_\_\_\_  
 What is the highest level of education you completed? \_\_\_\_\_  
 Are you a person with a disability? Yes\_\_\_ No\_\_\_  
 Employed?: Full-time \_\_\_ Part-time\_\_\_

## Hobbies & Interests

Please tell us a bit about yourself, your family, or what you like doing in your free time.

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### Employment and Volunteer History

Are you currently employed? Yes \_\_\_ No \_\_\_

With whom are you employed? \_\_\_\_\_

Are you currently volunteering? Yes \_\_\_ No \_\_\_

With whom do you volunteer? \_\_\_\_\_

Other organizations you are affiliated with: \_\_\_\_\_

### Personal, Professional or Volunteer References

1. Name \_\_\_\_\_ May we call? Yes \_\_\_ No \_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

2. Name \_\_\_\_\_ May we call? Yes \_\_\_ No \_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Services to Offer

Please list the services you will offer to our members in the next year. If your service is limited by season (ex. You are away every summer) please specify that restriction. **Please note that to remain active as a member you must participate in at least six exchanges (giving *and* receiving) per year.**

#### EXAMPLE:

**OFFER:** *Piano Lessons*

**Description:** *I offer piano lessons for children, ages 5-15 in my home on Munjoy Hill, and specialize in music theory and classical music. Beginners welcome. I have room for three more students on Wednesdays and Fridays during the school year.*

**Availability:** *Weekday afternoon and early evening, flexible to meet your needs.*

**OFFER:**

**Description:**

**Availability:**

**OFFER:**

**Description:**

**Availability:**

**Services to Offer (continued)**

Offer:

Description:

Availability:

**Services to Receive**

Please list the services you would most like to receive from our members.

RECEIVE:

Description:

Availability:

RECEIVE:

Description:

Availability:

RECEIVE:

Description:

Availability:

If you would like to list more services, please feel free to attach another sheet of paper.

Please tell us why you are joining Hour Exchange Portland:

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How did you hear about us?

\_\_\_ Friend    \_\_\_ Radio    \_\_\_ Television    \_\_\_ Newspaper    \_\_\_ Employment    \_\_\_\_\_ Other

Hour Exchange Portland sponsors a number of events and projects. How would you like to help? Members who help on these events and projects earn time credits for all their work. What events will you help with?

- Art Gallery    Farmer's Market Flower Sales    Garden    Photography    Online Auction
- Teach a Class    Annual Appeal    Event Planning    House Party
- Host a Potluck   \_\_\_\_\_ Other

# Hour Exchange Portland

By joining Hour Exchange Portland, we ask that you take your commitment to the program seriously. When contacted by a member to do a service, please make every effort to cooperate with them and maintain prompt communication. Negotiating time credit amounts for a service and declining exchanges for valid reasons are acceptable actions, but we ask that all contact you have with fellow members reflects our core values: respect, reciprocity and equality.

## AGREEMENT TO PARTICIPATE AT MY OWN RISK AND HOLD HOUR EXCHANGE PORTLAND HARMLESS

As a member of Hour Exchange Portland I understand that HEP does not guarantee or warrant the fitness, safety or the quality of work of any of its members:

- As a member of Hour Exchange Portland I agree to undertake and request neighborly acts of kindness, caring and assistance with other members of HEP;
- assume the risk of injury, harm or damage in connection with my providing or receiving Hour Exchange services;
- hold Hour Exchange Portland harmless from any and all liability, actions, claims and damages of any kind, including those caused by or arising from negligence, for injury to person or property.

As such, I will try to the best of my ability to:

- respond to a member's request of services of me within 48 hours;
- be polite and helpful, but clear about the amount of the services requested that I can provide;
- perform quality services to the best of my ability; and,
- perform my services in a safe and careful manner.

As a member of Hour Exchange Portland, I consent to the following actions

- that the references I am providing may be contacted; and,
- that Hour Exchange Portland may release relevant information concerning my ability and fitness to work as an Hour Exchange member to those seeking to utilize my services.

The Portland Time Bank does not charge a fee, however, a donation of \$25 is appreciated to cover the cost of administrative services including application, handbook and ID card. You can also make a personal donation on your own terms.

By signing below, I certify that I have read this document carefully, that I understand its terms, that I recognize that it constitutes a waiver of legal rights, and that it is enforceable to the extent allowed by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You For Joining Hour Exchange Portland!**

*Please return the entire Membership Information Form to:*  
Hour Exchange Portland, 85 Grant Street, Portland, Maine 04101