

Work Plan
Example – in progress

Site: Time Bank
 A*VISTA: TBA
 Date: Review Spring 2007

<i>Column A</i> <i>AmeriCorps*VISTA Project Plan – for Time Banks</i>	<i>Column B</i> <i>Date(s)</i>	<i>Column C</i>
<p>OVERARCHING GOAL 1): A*VISTA member will address the need for low-income populations (including seniors, displaced workers, refugees, single parent families and families with children, disabled persons and other minority groups) to have expanded access to community resources including a focus on health care, education, transportation and child care.</p> <p>Each Time Bank will seek to increase access to services, with a goal of increasing access to an average of 10 hours of service per member per year.</p> <p><u>Time Bank</u> will address the needs of low-income seniors, people with disability and other community members: single parent and families with children and other minorities the region to build social networks of support and caring in their community.</p>	<p>1 Year and Year 2</p>	

Activities: What are the action steps needed to accomplish this goal?

At the TIME BANK, A*VISTA member will participate in the following activities to develop access to childcare, social support systems and service-exchange opportunities for single parents, families with children and other minority groups and others

Tasks and Activities:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Coordinate and grow a primarily grassroots advisory council comprised of low-income families, single parents, minorities, seniors, people with disabilities, youth at risk, refugees, etc., (as specified by whatever is the focus of your area time bank.) 2. Develop and nurture open, trusting relationships with, and among advisory council, encouraging them to take on ownership and management of the time bank in the early stages of growth, and 3. Develop and nurture open, trusting relationships with prospective members, encouraging them to take on ownership and management of the time bank in the early stages of growth. 4. Develop infrastructure and systems for your time bank utilizing existing templates from the Maine Time Banks (and TimeBanks USA, as applicable), from the one day Start-Up Training, (Community Weaver On-Line Software/ Time Keeper, Ambassador and other trainings). 5. Utilize and develop, as needed, existing and new marketing materials which include: time bank brochures, posters, newsletters, presentation outlines, Powerpoint Slide Presentations, videos, books, and additional materials. 6. Identify prospective clients, consumers, members who are interested in joining the Time Bank and assisting in its growth. 7. Begin recruitment activities and continue through program. 8. Identify prospective community groups, non-profit and business partners and contacts who are also interested in participating either on the advisory council or as time bank members, and 9. Identify time bank membership needs and develop in conjunction with community partners above. 10. Complete Bi-Weekly Reports on progress and status of your time bank activities based on your Work Plan. 11. Consult with other time banks and other A*VISTA volunteers from around the country (especially from time banks whose focus is similar to your own) for guidance, assistance and co-production of knowledge. for regional and/or national newsletters. 12. Solicit local business community for in-kind donations, supplies and money to build awareness and support for program or special events/projects/fundraisers. Ask them to join the time bank, as well, if applicable. 13. Plan for sustainability of the project beyond this A*VISTA placement with the support/guidance of TB members, as well, as other coordinators around the region and country. This may include writing grants as well as creating other fundraising activities or events for the area time bank. | <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 – Q4</p> <p>Q1-Q4
Q2-Q4
Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> |
|--|---|

Q4

<p>14. Plan for sustainability of the project beyond this A*VISTA placement with the support/guidance of Time Bank Members, as well, as other coordinators around the region and country. This may include writing grants as well as creating other fundraising activities or events for the area time bank.</p> <p>15. Research and write prospective grants to continue the project beyond this A*VISTA placement Request help from time bank members who are experienced in grant writing, as well.</p> <p>16. Create training opportunities for time bank members to become more fully involved in the management and operation of the time bank, based on members and time bank needs.</p> <p>17. Conduct a survey of your membership at least once per year, preferably twice, to assess member' overall satisfaction with their time bank membership and to learn what is working and what could be improved.</p> <p>18. Plan and coordinate an Annual Open House celebration for the time bank for an end of the year celebration.</p> <p>19. Complete final performance reports (12-month) for your Time Bank, including demographic information for the membership; as number of members; number of hours being exchanged; statistics on services, low-income populations served, Top Ten Services provided, and additional information. (The required information should be part of your surveys, reports and members application and recording processes. Additional information available on this report.)</p> <p>20. Complete tool kits for continuation of time bank to be used by membership and replacement/ supporting staff.</p>	<p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 and Q2</p> <p>Q1 – Q4</p> <p>Q1-Q2</p> <p>Q1-Q4</p> <p>Q1-Q4</p> <p>Q2-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q3-Q4</p> <p>Q4</p>	
<p>Identify any Results (outputs, intermediate outcomes, or end outcomes) related to this goal. If the result is to</p>		

be measured, write "performance measure" in parentheses beside the result. For each result, identify the indicator, the targets you expect to meet, the instrument(s) you will use to measure this objective, and how you will collect the data. If you have data for this objective from prior years, report it here.

OVERARCHING OUTPUTS FOR your time bank (Performance Measure):

Time Banks OUTPUT (PERFORMANCE MEASURE) Community members, with a focus on Single -Parent Families, Families with Children and Minorities are recruited be recruited to join the Time Bank,

Indicator: 5 single-parents, and 10 families with children, and 15 Minorities, and community members

OVERALL TBUSA TARGET:

How Measured: On-Line Time Banking and Time Keeper tracking system at each Time Bank, Member Surveys – Phone and Mail-In, and Member Recruitment and Application Process, where applicable, and Partner-Agency Surveys.*

INTERMEDIATE OUTCOMES: (Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):

Indicator: **20% increase of Time Bank members in each identified category** (5 single-parents, and 10 families with children, and 15 minorities and other community members **banking an average of 10 hours of service per new member per year.**

Target: 20% increase in Time Bank members in each identified category above.

END OUTCOME: An increase in the number of Time Bank member services used to meet community needs.

Indicator: 5 single-parents, and 10 families with children, and 15 minorities and other community members who are actively providing and receiving, and 10 time dollars spent by low income community members,

the number of hours of health care, education, transportation and child care and the list of top 10 services

<p>provided at the Time Bank</p> <p><i>Target:</i> 5 single-parents, and 10 families with children, and 15 minorities and other community members who are actively providing and receiving,</p> <p>and 10 time dollars spent by low income community members, have joined and they are actively participating as both givers and receivers of services;</p> <p>with 150 time dollars are being spent per year by low income members; and 150 being earned by these populations.</p> <p><i>How Measured:</i> On-Line Time Banking and Time Keeper tracking system at each Time Bank, Member Surveys – Phone and Mail-In, and Member Recruitment and Application Process, where applicable, and Partner-Agency Surveys.*</p>		

<i>Column A</i> <i>AmeriCorps*VISTA Project Plan – for your time bank</i>	<i>Column B</i> <i>Date(s)</i>	<i>Column C</i>
<p>OVERARCHING GOAL 2): VISTA MEMBER will address the need for low-income populations located in your community. We need to engage, acclimate and recruit to the time bank.</p> <p>Each Time Bank will seek to increase access to services, with a goal of increasing access to an average of 5 hours of service per member per year.</p> <p>Time Bank will address the needs of low-income, seniors, people with disability, minorities and other</p>	<p>1 Year and 2nd year</p>	

community member's residents by recruiting and engaging them in to the Time Bank activities and exchanges.

Activities: What are the action steps needed to accomplish this goal?

At the Time Bank, an A*VISTA member will participate in the following activities to develop access to childcare, social support systems and service-exchange opportunities for single parents, families with children and other minority groups, and other community members.

Tasks and Activities: (see list from above.)

- Identify prospective community groups, non-profit and business partners and contacts who are also interested in participating either on the advisory council or as time bank members, and
- Identify time bank membership needs and develop in conjunction with community partners above.
- Complete Bi-Weekly Reports on progress and status of your time bank activities based on your Work Plan.
- Consult with other time banks and other A*VISTA volunteers from around the country (especially from time banks whose focus is similar to your own) for guidance, assistance and co-production of knowledge. for regional and/or national newsletters.
- Solicit local business community for in-kind donations, supplies and money to build awareness and support for program or special events/projects/fundraisers. Ask them to join the time bank, as well, if applicable.

Identify any Results (outputs, intermediate outcomes, or end outcomes) related to this goal. If the result is to be measured, write "performance measure" in parentheses beside the result. For each result, identify the indicator, the targets you expect to meet, the instrument(s) you will use to measure this objective, and how you will collect the data. If you have data for this objective from prior years, report it here.

OVERARCHING OUTPUTS FOR Time Bank (Performance Measure):

Time Bank OUTPUT (PERFORMANCE MEASURE) Community members, from the community will be recruited.

Indicator: 50 Residents

OVERALL Time Bank Targets:

How Measured: On-Line Time Banking and Time Keeper tracking system at Time Bank, and possible

Member Surveys

INTERMEDIATE OUTCOMES: (Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):

Indicator: 100% increase of Time Bank members in each identified category banking an average of 10 hours of service per new member per year.

Target: 100% increase in Time Bank members in each identified category above.

END OUTCOME: An increase in the number of Time Bank member services used to meet community needs.

Indicator: 50 neighborhood/ Residents with 10 time dollars spent by low income community members from the area.

With 10 hours of health care, education, transportation and child care and the list of top 10 services provided at the Time Bank

Target: 50 Residents who are actively providing and receiving,

and 10 time dollars spent by low income community members, have joined and they are actively participating as both givers and receivers of services;

with 250 time dollars are being spent per year by low income members; and 250 being earned by these populations.

How Measured: On-Line Time Banking and Time Keeper tracking system at each Time Bank, Member Surveys

<i>Column A</i> <i>AmeriCorps*VISTA Project Plan – for the Time Bank</i>	<i>Column B</i> <i>Date(s)</i>	<i>Column C</i>
<p>OVERARCHING GOAL 3): A*VISTA member will address the need for low-income populations by creating Member-led Teams for the Top Ten Requested Services based on Needs of Membership.</p> <p>Each Time Bank will seek to increase access to services, with a goal of increasing access to the Top 10 Requested Services needed by Members, including Health care (traditional and alternative), transportation, small home repair, and other. TBA</p> <p><u>Time Bank Primary Goal:</u> Time Bank will address the needs of low-income and other Time Bank members by assessing the Top Ten Requested Services, and creating Member-led Teams to develop and implement access and usage to those services.</p> <p><u>Proposed usage of top ten services</u></p> <ul style="list-style-type: none"> • Healthcare = 1 per year • Transportation= 2 per year • Small Home Repair = 1 per year • Totals for Top Ten Services = 10 per year 	<p>1 Year and 2nd year</p>	

<p>Activities: What are the action steps needed to accomplish this goal?</p> <p>At the A*VISTA member will participate in the following activities to develop access to childcare, social support systems and service-exchange opportunities for single parents, families with children and other minority groups, and other community members.</p> <p><u>Tasks and Activities: (see list from above.)</u></p> <ul style="list-style-type: none"> • Identify prospective community groups, non-profit and business partners and contacts who are also interested in participating either on the advisory council or as time bank members, and • Identify time bank membership needs and develop in conjunction with community partners above. • Complete Bi-Weekly Reports on progress and status of your time bank activities based on your Work Plan. • Consult with other time banks and other A*VISTA volunteers from around the country (especially from time banks whose focus is similar to your own) for guidance, assistance and co-production of knowledge. for regional and/or national newsletters. • Solicit local business community for in-kind donations, supplies and money to build awareness and support for program or special events/projects/fundraisers. Ask them to join the time bank, as well, if applicable. 		
<p>Identify any Results (outputs, intermediate outcomes, or end outcomes) related to this goal. If the result is to be measured, write "performance measure" in parentheses beside the result. For each result, identify the indicator, the targets you expect to meet, the instrument(s) you will use to measure this objective, and how you will collect the data. If you have data for this objective from prior years, report it here.</p> <p><i>OVERARCHING OUTPUTS FOR Time Bank (Performance Measure):</i></p> <p><i>Time Banks OUTPUT (PERFORMANCE MEASURE) Community members, from the Time Bank will create Member-led Teams to access and utilize the Top Ten Requested Services...</i></p> <p><u>Example:</u></p> <p><u>Indicator: Ten Teams, with 2-5 members per Team</u></p> <p>OVERALL TBUSA TARGET:</p>		

How Measured: On-Line Time Banking and Time Keeper tracking system at Time Bank, and possible Member Surveys

INTERMEDIATE OUTCOMES: (Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):

Indicator: 100% increase of Time Bank members in each identified category (General Time Bank Members) banking an average of 100 hours of service from each category of the Top Ten Requested Services.

Target: 100% increase in Time Bank members in each identified category above.

END OUTCOME: An increase in the number of Time Bank member services used to meet community needs from the Top Ten Requested Services.

Indicator: Ten Teams, with 2-5 members per Team

OVERALL Time Bank:

How Measured: On-Line Time Banking and Time Keeper tracking system at Time Bank, and possible Member Surveys

(Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):

100% increase of Time Bank members in each identified category (General Time Bank Members) banking an average of 100 hours of service from each category of the Top Ten Requested Services.

<p><u>TBA</u></p> <p><u>Proposed usage of top ten services</u></p> <p><u>Healthcare = 1 per year</u></p> <p><u>Transportation= 2 per year</u></p> <p><u>Small Home Repair = 1 per year</u></p> <p><u>Totals for Top Ten Services = 10 per year</u></p> <p><u>800 hours of Top Ten Services used per year</u></p> <p><i>Target:</i> 50 Time Bank Members who are actively providing and receiving, and 10 time dollars spent by low income community members, have joined and they are actively participating as both givers and receivers of services;</p> <p>with 250 time dollars are being spent per year by low income members; and 250 being earned by these populations.</p> <p><i>How Measured:</i> On-Line Time Banking and Time Keeper tracking system at each Time Bank, Member Surveys</p>		

<i>Column A</i> <i>AmeriCorps*VISTA Project Plan – for the Time Banks</i>	<i>Column B</i> <i>Date(s)</i>	<i>Column C</i>
<p>Ex.</p> <p>OVERARCHING GOAL 4): *VISTA member will address the need for low-income populations by creating Neighborhood Representatives from Community Neighborhood Councils.</p> <p>Time Bank will map out the area neighborhoods in area to increase the outreach to the low-income populations in various neighborhoods to increase membership at the area time bank.</p>	<p>1 Year and 2 year</p>	

Time Bank Primary Goal: Time Bank will address the needs of low-income and other Time Bank members by assessing the needs on a neighborhood by neighborhood basis and by networking with established Community Neighborhood Councils and Associations.

- Goals: Talk with 7 of 21 Neighborhood Associations
- Increase representations by recruiting Two Representatives from Each Neighborhood
- Increase membership by recruiting Five Members from Each New Neighborhood:
- List of Neighborhoods: TBA

Activities: What are the action steps needed to accomplish this goal?

A*VISTA member will participate in the following activities to develop access to new neighborhoods in area by outreaching to area Neighborhood Associations and community leaders to develop teams and recruit members to the Time Bank throughout the area

Tasks and Activities: (see list from above.)

- Identify prospective community groups, non-profit and business partners and contacts who are also interested in participating either on the advisory council or as time bank members, and
- Identify time bank membership needs and develop in conjunction with community partners above.
- Complete Bi-Weekly Reports on progress and status of your time bank activities based on your Work Plan.
- Consult with other time banks and other A*VISTA volunteers from around the country (especially from time banks whose focus is similar to your own) for guidance, assistance and co-production of knowledge. for regional and/or national newsletters.
- Solicit local business community for in-kind donations, supplies and money to build awareness and support for program or special events/projects/fundraisers. Ask them to join the time bank, as well, if applicable.

Identify any Results (outputs, intermediate outcomes, or end outcomes) related to this goal. If the result is to be measured, write "performance measure" in parentheses beside the result. For each result, identify the indicator, the targets you expect to meet, the instrument(s) you will use to measure this objective, and how you will collect the data. If you have data for this objective from prior years, report it here.

OVERARCHING OUTPUTS FOR Time Bank (Performance Measure):

Time Banks OUTPUT (PERFORMANCE MEASURE) Community members, from the Time Bank will create Member-led Teams to access and utilize the Top Ten Requested Services...

Indicator: 7 teams with 3 members each from each of the seven neighborhoods in area

Five new members from each targeted neighborhood

OVERALL TBUSA TARGET:

How Measured: On-Line Time Banking and Time Keeper tracking system at Time Bank

INTERMEDIATE OUTCOMES: (Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):

Indicator: 100% increase of Time Bank Representatives from area neighborhoods

And 20% increase in membership from targeted low-income neighborhoods in area.

Target: 100% increase in Time Bank members in each identified category above. This is a new project so it would represent a 100% increase to meet goals.

END OUTCOME: An increase in the number of Time Bank member services used to meet community needs from the Top Ten Requested Services.

Indicator: Seven Teams with 2 Members each,

And Five Members from each of the Seven Neighborhoods = 35 New Members

OVERALL Time Bank:

How Measured: On-Line Time Banking and Time Keeper tracking system at Time Bank, and possible

<p>Member Surveys</p> <p>(Performance Measures) An increase in the number of Time Bank members in each category banking hours of credits (time dollars):</p> <p><u>100% increase of Time Bank members in each identified category (General Time Bank Members) banking an average of 350 hours of service from any categories.</u></p> <p><i>Target:</i> 35 New Members in the Time Bank Members who are actively providing and receiving, and 10 time dollars spent by low income community members have joined and they are actively participating as both givers and receivers of services from the new SEVEN neighborhoods targeted.</p> <p>with 175 time dollars are being spent per year by low income members; and 175 being earned by these populations.</p> <p><i>How Measured:</i> On-Line Time Banking and Time Keeper tracking system at each Time Bank, Member Surveys</p>		