

COMMUNITY CONNECTIONS

...it's about Time



MEMBERSHIP GUIDE



PLUMAS RURAL SERVICES

Serving People, Strengthening Families, Building Communities

586 Jackson Street, Quincy, CA 95971

1-800-284-3340 or 530-283-3611 ext. *818

Leslie Wall, Program Coordinator

communityconnections@plumasruralservices.org

www.plumasruralservices/cc

Table of Contents

WELCOME	Page 1
Mission/Vision	
Our Core Values	
What is a Time Bank	
What is a Time Credit	
ADVISORY COUNCIL	Page 2-3
Recruitment	
Roles & Responsibilities	
Terms	
MEMBERSHIPS	Page 4-9
Junior Memberships	
Junior Membership Parent Guide	
Individual Memberships	
Sponsorships	
Donors	
Fingerprint Policy	
Updating Your Contact Information	
Ending/Canceling Membership	
Termination of Membership	
Member Rights/Responsibilities	
Home Visiting Precautions	
Transportation Precautions	
Personal Services Precautions	
SERVICE EXCHANGES	Page 10-12
How to Request a Service	
Service Referrals	
Reporting Service Hours	
How to Provide a service	
S.W.A.T. Teams	
How to Help Grow the Community	
HOW TO STAY CONNECTED	Page 13-15
Daily Announcements	
Community Connections Newsletter	
Community Connections Web Page	
Community Connections Facebook Page	
Community Connections Workshops	
Swap Meet 'N' Eat Events	
Appreciation Brunch	
Closing	
Attachment A – Junior Membership Form	
Attachment B – Junior Membership Parent Guide	
Attachment C – Membership Form	
Attachment D – Sponsorship Form	
Attachment E – Scholarship Request Form	
Attachment F – Donation Form	
Attachment G – Authorization for Release of Driver Record Information	

WELCOME TO COMMUNITY CONNECTIONS

Mission Statement

The mission of Community Connections is to connect people, strengthen families, and build communities through the exchange of services.

Vision

Every person in Plumas County, regardless of their age, race, income level, or educational background, will have the opportunity to create the kind of community culture where people are acknowledged for their skills and talents and can contribute to the service of others. In return, they will have access to an unlimited array of support, educational opportunities, and resources to meet their personal needs and interests. Each person doing what they can, when they can, will improve the quality of life for one and all.

Our Core Values

Everybody Matters: The real wealth of our community is its people. Everyone has unique skills and talents that are valuable and has something to offer. Each talent and skill is appreciated and equally valued.

Giving is Receiving: Everyone has an opportunity to serve and in turn can accept service from others. 'You need me' becomes 'we need each other'.

Volunteers Make Communities Work: Sharing the responsibility of raising healthy children, strengthening families, supporting vital businesses and service organizations, and caring for our elders creates a connected community.

People Need People: We are all unique, but equal. Sometimes the greatest gift we can give others is to allow them to serve and to feel needed and appreciated.

What is a Time Bank?

A Time Bank is a formal way of building communities and meeting needs by people exchanging services with each other. Time Banking was created back in the 1970's during a poor economy and recession. Whole communities of volunteers can meet a wide variety of needs, if everyone participates and 'earns' their services by helping someone else. Every hour of service earns one 'time dollar' or 'time credit' which can be used to receive valuable services in return.

What is a Time Credit?

A time credit is a tax-exempt form of recognition that empowers people to convert their personal time into purchasing power by providing services that support families, neighborhoods, seniors, service organizations, and communities. One hour of service earns one time credit – all services and Members are equal. The only way to receive a time credit is to earn it by helping someone else.

We are all unique...but equal.

ADVISORY COUNCIL

Community Connections is a program of Plumas Rural Services and is subject to the policies & procedures in place for their non-profit organization and governed by their Executive Board.

In addition to a dedicated Program Coordinator who is an employee of Plumas Rural Services, Community Connections is facilitated by an Advisory Council which consists of Community Connections Members from each community in Plumas County who volunteer their time to serve on the Council.

The Advisory Council is intended to have a Member representative from each major geographical community in Plumas County. These areas include, but are not limited to; Chester/Lake Almanor, Indian Valley, Quincy, Meadow Valley, Graeagle, and Portola.

Recruitment

Several of the original Advisory Council members were part of the visionary team who participated in the creation and development of Community Connections at its inception. Since then several Council members have been added and some have left. To service on the Advisory Council, one must:

- Be a current and active Member of Community Connections for a minimum of one year.
- Regularly participate in both providing and receiving service exchanges with other Members and program Sponsors.
- Be able to attend monthly Council meetings (currently the 3rd Tuesday of each month from 12:00 – 2:00 p.m. in Quincy)
- Desire and be able to professionally represent Community Connections in the community where they live.

A 'full' Advisory Council will have at least one representative from each geographic community. However, in communities such as Quincy where there is a larger population, a minimum of two representatives is preferred.

When there is an opening on the Advisory Council, existing Council members can make personal recommendations of Members they are familiar with who may be willing to serve from a targeted community. These Members will receive a personal invitation to attend a monthly Council meeting prior to committing to serve.

In the event no suitable Member recommendations are made, or an agreement to serve is not reached, a service request can be made on the Daily Announcements announcing an opening. Those Members who respond with an interest to serve will be evaluated by the existing Council to ensure they meet the above requirements and then will be invited to attend a monthly Council meeting prior to making their commitment.

Roles and Responsibilities

The primary function of an Advisory Council member is to provide feedback, guidance, and support to the Program Coordinator. Familiarity with their home community and their ability to serve as a liaison and interface with Members and Sponsors greatly enhances the awareness of and growth of Community Connections in each community within the county.

Additional roles and responsibilities of Advisory Council members include, but are not limited to;

- Assist with staffing CC marketing/outreach booths at activities/events within their community.
- Identify potential Sponsors and make presentations to businesses and service organizations within their community.
- Assist with the recruitment of new Members within their community.
- Provide feedback and suggestions for addressing specific challenges presented by the Program Coordinator regarding Members and/or Sponsors.
- Assist with the planning and coordination of CC activities and events throughout the year, including the Appreciation Brunch, Member Swap Meet 'N' Eat events, and fundraising or marketing activities.
- Provide guidance, ideas and suggestions regarding the development of marketing materials, newspaper ads, and other printed materials.
- Assist with research, telephone calls, data collection, and other administrative responsibilities as requested by the Program Coordinator.
- Assist with the development of program protocols, policies, and procedures to be submitted to the PRS Executive Board for review and final approval.
- Assist with creating focus goals and objectives and developing strategic plans for achieving goals.
- Assist with fund development via creation of fundraising strategies and engaging collaborative partners.

Terms

An Advisory Council member is not limited to a specific time period. However, the Council member may at any time notify the Program Coordinator, verbally or in writing, of their desire to terminate their service on the Council.

In the event a Council member fails to renew their Community Connections membership, they will no longer be eligible to serve on the Council as protocol requires they be a current and active Member.

MEMBERSHIPS

Junior Membership – FREE (no annual renewal)

Junior memberships are for individuals under the age of 18. The junior Member (or parent/guardian) is required to complete a junior membership form that includes a parent/guardian signature granting permission and understanding of the following statements:

- I understand that references provided will be contacted.
- I understand Community Connections will do a background check on all Members over age 18.
- I consent to the release of all relevant information concerning the junior Member's ability and fitness to serve as a Community Connections Member.
- I certify that the information given on this form is accurate to the best of my knowledge.
- I understand that Community Connections Members offer neighborly services to each other. Members provide services to the best of their ability and do not guarantee their work.
- I shall indemnify, defend, and hold harmless Plumas Rural Services from any claim or lawsuit arising from junior Member's participation in Community Connections.
- I understand that Members are not employees or volunteers of Plumas Rural Services but a Member of Community Connections
- I agree to allow Community Connections to use junior Member's photo in their monthly newsletter and/or promotional marketing materials and understand I will receive verbal confirmation prior to use.

Attachment A – Junior Membership Form

Junior Membership Parent Guide

Community Connections is a time banking service of Plumas Rural Services. Members exchange services with each other in exchange for time credits. Time credits are used to receive services from other Members.

Junior Members may participate only with parent/guardian permission. The safety of junior Members is the responsibility of the parent/guardian. Discretion should be used whenever a junior Member participates in service exchanges.

It is recommended that junior Members not provide personal contact information to other Members. All service exchanges will be coordinated by the Community Connections Coordinator. Junior Members and their parent/guardian have the right to refuse participation in any service exchanges.

All Community Connections Members over the age of 18 agree to and receive a background check prior to participating in service exchanges. However, this does not guarantee safety. Junior Members are encouraged to participate in exchanges that ensure proper supervision.

Community Connections is intended to develop a sense of community among Members. Each Member has unique talents and strengths that, when shared with other Members, will foster an attitude of equality and sharing. Junior Members too have valuable skills and abilities that allow them to participate in service to others.

The Community Connections Coordinator can help junior Members identify their individual talents. The Coordinator will handle all communication regarding service exchanges and will maintain records of time credits/debits.

Parent/Guardian involvement is strongly encouraged. Developing opportunities for young people to recognize their strengths and their relationship to their community can help them develop strong leadership skills.

Attachment B Junior Membership Parent Guide

Individual Membership - \$20.00 / Annual Renewal Fee \$10.00

Individual memberships are for individuals age 18 and over. Each Member must complete a membership form that includes contact information, personal references, and agreement to the following statements:

- I understand that the references I provided will be contacted.
- I understand Community Connections will conduct a background check on all Members.
- I understand as a Community Connections Member, we offer neighborly services to each other. Members provide services to the best of their ability and do not guarantee their work.
- I shall indemnify, defend, and hold harmless Plumas Rural Services from any claim or lawsuit arising from my participation in Community Connections.
- I understand if I am going to provide transportation services, I must provide a completed Driver Release Form, a copy of my Driver's License and proof of insurance prior to transport.
- I understand that I am not an employee or volunteer of Plumas Rural Services, but I am a Member of Community Connections.
- **OPTIONAL:** I agree to allow Community Connections to use my photograph in their monthly newsletter and/or promotional marketing materials and understand I will receive verbal confirmation prior to use.

The annual renewal is \$10.00 and is collected on the first of October each year. By requiring an annual renewal, we help assure that all members are current and active.

Attachment C – Membership Form

Scholarships

Community Connections is able to offer a limited number of free membership scholarships each year. The funds for these scholarships come from donations. Anyone who would like to join Community Connections but cannot afford the \$20 membership fee can apply by completing the Scholarship Request form. Scholarships are not available for annual renewals.

Attachment D – Scholarship Request Form

Sponsorships - \$100.00 Annually

Sponsorships are for businesses or service organizations who would like to support Community Connections and receive services from its Members. Sponsors do not generally provide services themselves. Sponsors must complete a Sponsorship form and agree to the following statements:

- I understand Community Connections will conduct a background check on all Members over the age of 18.
- I understand that Community Connections Members offer neighborly services to each other to the best of their ability and do not guarantee their work.
- I shall indemnify, defend, and hold harmless Plumas Rural Services from any claim or lawsuit arising from my participation in Community Connections.
- I understand that Members are not employees or volunteers of Plumas Rural Services but Members of Community Connections.

Sponsors provide a valuable monetary support to Community Connections and allow us to offer scholarships when necessary. In addition, Sponsors offer a unique variety of activities and events for Members to participate in and earn time credits.

There is no limit to the number of service requests a Sponsor can make. However, since all services are provided on a volunteer basis, there is no guarantee that a request will be filled. Some of the additional benefits for Sponsors include:

- Sponsorship fees help cover marketing/advertising costs and allow for scholarships
- Sponsors receive free marketing/advertising on the Daily Announcements, in monthly newsletters, on CC Facebook page, and when appropriate, in newspaper press releases
- Sponsors can post Service Opportunities on Daily Announcements for services needed
- Sponsors can promote their activities/events/workshops on the Daily Announcements calendar and/or monthly newsletters, and on CC Facebook
- Sponsors can submit a full-page articles for the monthly newsletters
- Sponsors can receive assistance with special events or activities
- Sponsors can receive presentations to encourage existing staff/volunteers to become CC Members
- CC can host a booth at Sponsor events/activities
- CC can host a workshop provided by a CC Member
- Sponsors can display CC Membership forms & brochures available at their place of business
- Sponsors can display the 'We Support Community Connections' decal in their window – CC Members are encouraged to support Sponsors

Attachment E – Sponsorship Form

Donors

Donors are individuals or businesses who would like to support Community Connections by making a donation, but do not participate in services exchanges unless they are also an individual Member or Sponsor as well.

All donations are tax-deductible. Membership, Sponsorship, and renewal fees are not considered tax-deductible donations.

Attachment F – Donor Form

Background Checking Policy

It is the policy of Plumas Rural Services (PRS) to conduct a background check on all Community Connections Members age 18 and older. All Community Connections Members must receive a clearance from the California Department of Justice prior to providing services. In some cases, PRS may require fingerprint clearance through the Federal Bureau of Investigation (FBI). Members will be notified if an FBI clearance is necessary. PRS will review all criminal records prior to Members participating in service exchanges. Those circumstances deemed unacceptable by PRS will result in denial of the membership application. The \$20 membership fee will not be refunded. Having a criminal record does not automatically exclude membership in Community Connections. However, it is up to the discretion of Plumas Rural Services to determine appropriateness of certain services.

The following are examples of convictions that may result in non-clearance dependent upon the services provided. This is not an exhaustive list.

Lewd & lascivious act with a minor	Inflict injury on a child
Inflict injury on spouse/co-habitant	Child cruelty
DUI/DWI/DWD w/minor in vehicle	Child molestation
Indecent exposure in front of minor	Pandering
Oral copulation with a minor	Certain violent crimes
Certain felonies	

All information obtained during the background checking process is confidential. Any breach of confidentiality will be grounds for dismissal of an employee or termination of the contract with the contractor or volunteer.

Updating Your Information

Since referrals are made to Community Connections Members based on the information in our database, it is important that you let us know of any changes:

- Change in name
- Change in address
- Change in telephone number
- Change in email address

You may notify us by calling our office, sending an email, or dropping a note in the mail.

530-283-3611 ext. *818

communityconnections@plumasruralservices.org

586 Jackson Street, Quincy, CA 95971

Ending/Canceling Your Membership

You may terminate your membership at any time. No refunds will be given for membership fees or renewals. If you wish to be removed from Community Connections or the group email address, please call, email or write to our office.

Termination of Membership

Plumas Rural Services Community Connections reserves the right to terminate membership at any time. Some of the causes for termination include, but are not limited to:

- Dangerous/illegal behavior when providing or receiving services;
- Information received from background or driving record checks;
- Inappropriate behavior with other Members;
- Being under the influence of alcohol or drugs when participating in exchanges

Member Rights/Responsibilities:

Part of the membership process includes checking references, checking driving records, and background checks. These are precautions to promote safety for all Members. However, these precautions are not a guarantee of safety; it is the responsibility of each Member to ask questions and “interview” a Member prior to allowing them access to your home, working with your children or providing personal care services.

Community Connections Members offer neighborly services to the best of their ability and do not guarantee their work. If professional services such as plumbing, electrical and construction are needed, you should consider hiring a licensed contractor to ensure quality of work.

Community Connections Members are not volunteers or employees of Plumas Rural Services. Members agree to indemnify, defend and hold harmless Plumas Rural Services from any claim or lawsuit arising from participation.

Rights/Responsibilities:

- You have the right to terminate your membership at any time.
- You have the right to refuse services to another Member.
- You have the right to refuse services from another Member.
- You have the right to request references from another Member.
- You have the responsibility to attempt to perform all services for another Member to the best of your ability.
- You have the responsibility of keeping the Community Connections Coordinator updated on your contact information.
- You have the responsibility of participating in both giving and receiving services.
- You have the right to request reimbursement for the cost of fuel from the Member receiving the service when providing transportation.
- You have the right to be reimbursed or paid up front by the Member receiving a service for the cost of supplies and materials when providing a service.

Home Visiting Precautions

Community Connections is open to everyone. We believe that every human being has value and the capacity to provide valuable services. It is our goal that all Members of Community Connections remain healthy and safe while providing services.

Community Connections Members may be visiting other Member’s homes for a wide variety of reasons. All Members are encouraged to take the following precautions:

- Call the Community Connections Member prior to arrival to ensure everyone is healthy and expecting your visit.

- If anyone in the home is sick we recommend that you postpone your visit until the family is healthy.
- Review the service to be performed with the Member to ensure all tools needed are available and to determine if any safety equipment is needed, or if there will be any costs involved.
- Upon arrival, ensure that you are familiar with exits from the home in case of a fire or emergency.
- Do not bring your pets or anyone else with you unless you have received prior approval from the Member receiving services.
- Be sure to ask the Member any questions regarding safety such as a steep staircase or loose steps.
- If you ever feel unsafe when you are visiting someone's home, leave and call the Community Connections Coordinator or 911 if it is an emergency.

Transportation Precautions

Community Connections Members may provide transportation for other Members for a wide variety of reasons. All Members are encouraged to take the following precautions:

- Community Connections must have a signed Authorization for Release of Driver Record Information form and current copies of your driver's license and automobile insurance on file before you will be approved to provide transportation services.
- Your vehicle must contain working seat belts for all passengers and seat belts must be used whenever transporting.
- Call the Community Connections Member prior to transportation to determine if there are any special needs, such as use of a wheelchair, assistance to and from the car, etc.
- Please refrain from the use of cell phones and smoking while driving.
- Payment made for gas/expenses should be discussed between Members in advance.

Attachment F – Authorization for Release of Driver Record Information Form

Personal Services Precautions

Community Connections Members may provide a wide variety of personal care services (excluding medical services). All Members are encouraged to take the following precautions:

- Observe all of the precautions listed under Home Visiting.
- Ensure that primary caregivers are aware of all activities. In most cases, ensure that you have written permission.
- Discuss with the primary caregiver anything that you must understand about the care recipient such as health issues, allergies, etc.
- Community Connections Members are discouraged from providing any type of medical services.

SERVICE EXCHANGES

How to Request a Service

Requesting a service is simple - send an email to communityconnections@plumasruralservices.org or call the Program Coordinator at 283-3611, ext. *818 with the details.

The idea of asking for help is uncomfortable to some people. But with Community Connections, Members are requesting a service from another Member and they are 'paying' for that service with time credits. The request for a service becomes an opportunity for another Member to earn time credits they can use to receive services for themselves.

In order for Community Connections to be successful, every Member must participate in providing **and** receiving services. Every hour of service is worth one time credit – regardless of the service.

When making a request, be specific - the more information and details you provide, the greater the possibility another Member will respond and offer to fulfill your request. For example, if the request is for someone to help rake pine needles in your yard, be clear about the size of the area and the estimated time it might take. Members dislike showing up to provide a service, only to realize it is a much bigger project than anticipated.

When you have a request that is time sensitive, i.e. a need for transportation to an appointment, it is important to make your request at least a week in advance, longer if possible.

Every request will be posted to the Daily Announcements on the day it is received. If there is no immediate response, the request will remain on the list for 10 days. If after 10 days there is no response, you may ask to have your request for service reposted one time and it will be moved to the top of the list. If after reposting, it is still not filled, it will be removed. You may make the same request again after one week.

The complete list of more than 400 different services offered by the membership of Community Connections is posted on the website at www.plumsruralservices.org/cc

You are encouraged to get creative and make requests that will utilize another Member's skills, talents, life experience, and knowledge. Perhaps request an instructional 'how to'; garnering ideas, suggestions and advice on a specific project or endeavor; or asking for a helping hand with a project you are doing will provide an opportunity for another Member to learn from you!

It is expected that on-going relationships and friendships will develop between Community Connections Members. However, to ensure that all service requests are treated fairly, please do not call a Member directly and request a service. This will help avoid anyone ever feeling they can't say 'no' to a request and will ensure all requests are being accurately documented in the database.

In the event you and another Member who is a personal friend or neighbor do make arrangements between each other to exchange a service, please remember to report the exchange so the hours can be properly documented on your accounts.

If you request a service and then no longer need it before receiving a referral, please be sure to let the Coordinator know so they can remove your request from the Daily Announcements and another Member doesn't respond and offer to provide a service that is no longer needed.

Can I use my time credits to get services for a friend or neighbor who is not a CC Member?

No. Service exchanges must be between Members/Sponsors only in order to comply with our liability insurance coverage. If you know of someone who needs a service, please encourage them to join!

Service Referrals

When a response is received to your request for service, the Community Connections Coordinator will send you an email with contact information (if you do not use email, you will receive referrals by telephone). It is your responsibility to contact the referred Member as soon as possible to coordinate the details. It is frustrating for a Member to offer to help and not receive a response from the Member making the request!

In some cases, more than one Member will respond to a posted request. Referrals will be made to the requesting Member in the order the responses are received.

Not every request for service will result in a response from another Member! Please be understanding and avoid making requests that are excessively labor intensive or needed immediately.

How to Provide a Service

The Member requesting a service will be provided with your contact information (telephone numbers and email address) and will be asked to get in touch with you to coordinate the details. Be sure to respond to telephone messages or emails promptly.

It is important to review the service you plan to provide - be sure you understand the details of the task, what tools will be required, who will be providing the tools and/or materials, any costs involved, and an estimate of how long the task might take to complete before making a commitment.

Please try to be as reliable, prompt, trustworthy, and efficient as possible! If you make arrangements to arrive or meet on a particular day/time, please make every attempt to meet your commitment or at the very least communicate if there is a need to make changes.

If you have been referred to another Member to provide a service and, after discussing the details with the requesting Member decide it is not something you can or want to do, please be sure to notify the Program Coordinator so the request can be reposted and another referral can be made.

Remember: You have the right to refuse service at any time!

S.W.A.T. Teams

SWAT = Serving, Working, Achieving, Together. Any Member or Sponsor can request a SWAT Team activity. SWAT Teams were created as a way of addressing those services that are more labor-intensive (i.e. raking pine needles) and not always fun to do alone. By having 3 or more Members provide a service together as a team, the request gets filled and everyone has a fun time doing it!

When you serve on a SWAT Team providing a service, you will still earn one time credit for each hour of service you provide. If you are the recipient of a SWAT Team service, your account will be debited one hour for each hour of service received from **each** Member of the team.

SWAT Teams take a little longer to coordinate, so please make your request at least 1-2 weeks in advance.

Reporting Service Hours

Whenever you receive or provide a service, it is your responsibility to call or email the Coordinator with the total number of hours given or received. It is best to report your service hours as soon as possible, rather than waiting until the end of the month. This will avoid hundreds of Members all reporting an entire month's worth of service exchanges all at one time! The Coordinator will ensure there are no discrepancies between the Member providing/receiving the service and will update both accounts and email (or call) with new account balances for both Members.

Sometimes the work received is so greatly appreciated, it is tempting to throw in an extra hour or two to show appreciation. Please only report actual hours provided/received to ensure all Members/services are handled fairly and equally.

It is very important that every hour of service be documented in our database, even when you do not personally feel the need for additional time credits. Not only will proper reporting ensure that every Member's account is current and accurate, it will reflect the amazing support Community Connection's Members provide in their communities.

Since Community Connections strives to keep membership fees very low, we will depend on funding from grants and foundations for financial sustainability. It is very important we accurately document our growth, membership engagement, and services being exchanged when applying for competitive funding sources.

Quality Control

While Community Connections Members do not guarantee the quality of services provided, follow-up calls may be made to both Members to ensure satisfaction with the exchange process and to address any concerns that may arise. If you have a negative experience during any phase of requesting, receiving, or providing a service, please let us know immediately. We will make every attempt to rectify the situation and implement changes in the future.

It is important to remember that Community Connections Members are your neighbors and potential friends. Please treat each other with kindness, respect, and professionalism. It is expected that each Member will be shown appreciation and respect at all times.

Unfortunately, there are occasional circumstances that will make it difficult for certain Members to get along. We will do our best to honor your request not to engage with specific individuals, though we will not allow discrimination of any kind.

How to Help Grow the Community

The best way to ensure your service requests will be filled is for Community Connections to continue to grow! The more diverse our membership, the greater the diversity of services that are available. We encourage you to share the Community Connections opportunity with family, friends, neighbors, co-workers, and business associates. Remember Community Connections is for everyone – there is no one who is too young, too old, too busy, or who doesn't benefit from their participation!

Every Member will earn one time credit for each person they refer who becomes a Member.

HOW TO STAY CONNECTED

Daily Announcements

The Daily Announcements are an email listing of the services requested by Members/Sponsors each day and is sent out every afternoon around 4:30. The listing also includes categories for pending requests, unanswered requests, special announcements/service offerings, and a calendar of events. The Daily Announcements will not include items for sale or services being offered for a fee.

It is important to check the Daily Announcements email as often as possible. Occasionally, a request will be posted for 10 days and then be reposted at the top of the page. Other times a request will be modified or changed in some way to provide more clarification or additional details.

Keeping up on the Daily Announcements is also an excellent way to be informed of the types of services being requested – which may inspire you to make your own service request. It is also an excellent way to track the progress of your own requests.

Any Member who does not have access to or use email can request to be assigned a caller to keep them updated weekly (or as often as necessary).

Monthly Newsletter

The monthly newsletter is sent out via email the first week of each month and is an excellent way to stay connected. Each newsletter includes an article written by a member of the CC Advisory Council entitled 'Where I Connect'; a Member Spotlight article; A Sponsor Spotlight article; announcements of upcoming activities/events; inspiring quotes; and an update of the previous month's membership numbers and service exchange activities.

Community Connections Webpage

You can access the Community Connections webpage at www.plumasruralservices.org/cc

The webpage contains Membership/Sponsorship forms, our program brochure, monthly newsletters, a complete list of program Sponsors, a list of the 400+ services offered by the membership, and weekly updates of the services being requested/exchanged county-wide.

You can also complete a new membership application, renew your annual membership, and make donations to Community Connections on the webpage!

Community Connections Facebook Page

In an effort to engage as many people as possible and keep them informed of the amazing activities of Community Connections, we have created a Facebook page where we post updates several times each week. Please visit and LIKE our page to stay informed!



Community Connections Workshops

Whenever two or three Members show an interest in a particular topic, we consider creating a workshop! One of the greatest assets of Community Connections is the unlimited amount of knowledge, wisdom, 'know how', talents and skills our Members possess.

Workshops are generally offered/led by another Member who earns time credits for preparing and facilitating the workshop. Members who attend the workshops are debited one time credit for each hour of the workshop. Let us know what you would be interested in learning more about!

Some of the workshops that have been offered to date include:

- ❖ Calligraphy
- ❖ Jewelry Making
- ❖ Bread Making
- ❖ Menu Planning
- ❖ Backyard Blue Berry Growing
- ❖ Water Harvesting
- ❖ Rain Barrel Catchment Systems
- ❖ Grey Water Systems
- ❖ Facebook & Social Media
- ❖ Beginning Computers
- ❖ Composting with Worms (vermiculture)
- ❖ Sign Language
- ❖ Tool Using

Member Swap Meet 'N' Eat Events

The Member Swap Meet 'N' Eat events are an excellent opportunity to get together and socialize with other Members. The events are usually on a weekday evening and include a potluck dinner. Every Member brings up to 10 items they no longer need (i.e. craft supplies, camping gear, tools, gardening equipment, decorative items, books, CD/DVD's) that might be useful to someone else.

After an hour of sharing a delicious potluck meal and getting acquainted, everyone is invited to take home anything they find that is of use to them. This is a great way to repurpose, reuse, and share! The Swap Meet 'N' Eat will be offered (depending upon interest and attendance) once each year in each area of the county.

Annual Appreciation Brunch

The Appreciation Brunch is another excellent opportunity to get together face-to-face with other Members and program Sponsors, celebrate our successes, talk about what is working, and sometimes address things that might need improvement.

This themed event usually includes a catered brunch and generally takes place at the Mineral Building in the Plumas-Sierra Fairgrounds in Quincy on a Saturday morning in the fall.

CLOSING

This is a working document and will be updated and added to as needed. It is not intended to be an exhaustive list of policies & procedures. Whenever you have questions, or ideas to share, please contact us. Your continued participation and support is greatly appreciated!

"Never doubt that a small group of thoughtful, committed citizens can change the world... Indeed it's the only thing that ever has." ~ Margaret Mead

COMMUNITY CONNECTIONS...it's about Time

JUNIOR Membership Form

Name _____ Nickname _____

Mailing Address _____

Home Phone _____ E-Mail _____

Are you a student? YES NO Grade _____

Names of other people in your household: _____ Relationship _____

_____ Relationship _____

REFERENCES

Please provide 2 people not related to you who have known you for at least 1 year that can provide a personal reference.

Name _____ Name _____

Telephone _____ Telephone _____

Email _____ Email _____

Emergency Contact Information

Name _____ Relationship _____

Telephone (day) _____ Evening _____

Doctor's Name _____ Doctor's Phone _____

Hobbies & Interests

Please tell us a bit about yourself, your family, free time activities, and special interests. This is helpful information for us to have when we are coordinating good matches for exchanges.

PARENT/GUARDIAN – PLEASE COMPLETE

Please check off the statements below as you finish reading them.

- I understand that the references provided will be contacted.
- I understand Community Connections will do a background check on all members over age 18. *
- I consent to the release of all relevant information concerning the JUNIOR Member’s ability and fitness to serve as a Community Connections Member.
- I certify that the information given on this form is accurate to the best of my knowledge.
- I understand that Community Connections Members offer neighborly services to each other. Members provide services to the best of their ability and do not guarantee their work.
- I shall indemnify, defend and hold harmless Plumas Rural Services from any claim or lawsuit arising from JUNIOR Member’s participation in Community Connections.
- I understand that Members are not an employee or volunteers of Plumas Rural Services but a Member of Community Connections.
- I agree to allow Community Connections to use Junior Member’s photograph in their monthly newsletter and/or promotional marketing materials and understand I will receive verbal confirmation prior use.

* Members must have their background cleared prior to time exchanges occurring.

I have received, read, and understand the **JUNIOR MEMBERSHIP PARENT GUIDE**. _____
Parent/Guardian Initial

PARENT/GUARDIAN PERMISSION:

Name: _____

Address: _____

Telephone: _____ Relationship: _____

PARENT/GUARDIAN SIGNATURE _____

*I give permission for the above named JUNIOR member to participate in Community Connections

DATE _____

JUNIOR MEMBER SIGNATURE _____

DATE _____

Junior Member’s Date of Birth: _____/_____/_____

THANK YOU! Please return to: PLUMAS RURAL SERVICES

**Attn: Leslie Wall, Program Coordinator 586 Jackson Street, Quincy CA 95971,
530-283-3611, ext. 18**

COMMUNITY CONNECTIONS

JUNIOR MEMBERSHIP PARENT GUIDE

Community Connections is a time banking service of Plumas Rural Services. Members exchange services with each other in exchange for time credits. Time credits are used to receive services from other Members.

Junior members may participate only with parent/guardian permission. The safety of junior Members is the responsibility of the parent/guardian. Discretion should be used whenever a junior Member participates in service exchanges.

It is recommended that junior Members not provide personal contact information to other Members. All service exchanges will be coordinated by the Community Connections coordinator. Junior Members and their parent/guardian have the right to refuse participation in any service exchanges.

All Community Connections Members over the age of 18 agree to and receive a background check prior to participating in service exchanges. However, this does not guarantee safety. Junior Members are encouraged to participate in exchanges that ensure proper supervision.

Community Connections is intended to develop a sense of community among Members. Each Member has unique talents and strengths that when shared with other Members will foster an attitude of equality and sharing. Junior Members too have valuable skills and abilities that allow them to participate in service to others.

The Community Connections Coordinator can help junior Member identify their individual talents. The Coordinator will handle all communication regarding service exchanges and will maintain records of time credits/debits.

Parent/Guardian involvement is strongly encouraged. Developing opportunities for young people to recognize their strengths and their relationship to their community can help them develop strong leadership skills.

COMMUNITY CONNECTIONS...it's about Time

Membership Form

Name _____ Nickname _____

Mailing Address _____ City _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

Whom should we thank for referring you? _____

PERSONAL REFERENCES:

Name _____

Email _____

Telephone _____

Relationship _____

Name _____

Email _____

Telephone _____

Relationship _____

Hobbies & Interests

Please tell us a bit about yourself. This is helpful information to have when we are coordinating good matches for exchanges.

Please check the categories you would be most interested in *providing* for other Members and Sponsors.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Auto Care | <input type="checkbox"/> Babysitting | <input type="checkbox"/> Business Services |
| <input type="checkbox"/> Companionship | <input type="checkbox"/> Computer Assistance | <input type="checkbox"/> Cooking/Baking | <input type="checkbox"/> Events |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Handyman/Repairs | <input type="checkbox"/> House Sitting | <input type="checkbox"/> Household Management |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Personal Care | <input type="checkbox"/> Pet Care | <input type="checkbox"/> Recreational |
| <input type="checkbox"/> Sewing | <input type="checkbox"/> Transportation | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Yard Care |

***These are only sample categories – there are over 400 services available. Please list any special skills or talents you have.**

Please check off the statements below as you finish reading them.

- I understand that the references I provided will be contacted.
- I understand Community Connections will conduct a background check on all Members over age 18.*
- I understand Community Connections Members offer neighborly services to each other to the best of their ability and do not guarantee their work.
- I shall indemnify, defend, and hold harmless Plumas Rural Services from any claim or lawsuit arising from my participation in Community Connections.
- I understand if I am going to provide transportation services, I must provide a completed Driver Release Form and a copy of my Driver's License to Community Connections.
- I understand that I am not an employee or volunteer of Plumas Rural Services but I am a Member of Community Connections.

OPTIONAL:

- I agree to allow Community Connections to use my photograph in their monthly newsletter and/or promotional marketing materials.

* Members must have their background cleared prior to time exchanges occurring.

The \$20.00 membership fee covers the cost of the background check. Please make checks payable to **Plumas Rural Services**. There is an annual renewal fee of \$10.00 to maintain an active membership.

Social Security # _____ Date of Birth _____/_____/_____

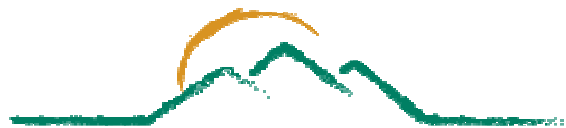
Signature _____ Date _____

Print Full Name (first, middle, last) _____

Physical Address _____

City/State/Zip _____

THANK YOU! Please return to:



PLUMAS RURAL SERVICES
Serving People, Strengthening Families, Building Communities

Leslie Wall, Program Coordinator
communityconnections@plumasruralservices.org
www.plumasruralservices.org
586 Jackson Street, Quincy CA 95971
530-283-3611 ext. *818

Attachment C



PLUMAS RURAL SERVICES

Serving People, Strengthening Families, Building Communities

586 Jackson Street
Quincy, CA 95971
www.plumasruralservices.org

530-283-3611
800-284-3340
FAX 283-3647

COMMUNITY CONNECTIONS...it's about Time

SCHOLARSHIP REQUEST FORM

Name _____

Email Address _____

Telephone _____

I would like to become a Member of Community Connections for the purpose of:

Some of the services I plan to offer to other Members/Sponsors are:

Some of the services I may request for myself are:

Signed _____ Date _____

I understand that by accepting a scholarship membership in Community Connections I will still be required to pay the \$10 annual renewal fee if I intend to keep my account open.

Please check if you agree

COMMUNITY CONNECTIONS...it's about Time

SPONSORSHIP Form

Business Name _____

Contact Name _____

Address _____

Telephone Phone _____ E-Mail _____

Special Interests

Please describe your business or organization, the types of services you provide to the community, and the likely areas you would utilize member services.

Please check off the statements below as you finish reading them.

- I understand Community Connections will conduct a background check on all Members over the age of 18.
- I understand that Community Connections Members offer neighborly services to each other to the best of their ability and do not guarantee their work.
- I shall indemnify, defend, and hold harmless Plumas Rural Services from any claim or lawsuit arising from my participation in Community Connections.
- I understand that Members are not an employee or volunteer of Plumas Rural Services but Members of Community Connections.

Signature _____

Date _____

Print Full Name (first, middle, last) _____

The annual fee for a Sponsorship is \$100.00 and is not a tax deductible donation. Please make checks payable to **Plumas Rural Services** and return to 586 Jackson Street, Quincy CA 95971



PLUMAS RURAL SERVICES
Serving People, Strengthening Families, Building Communities

COMMUNITY CONNECTIONS...it's about Time

DONATION Form

Name _____

Address _____

Telephone _____ E-Mail _____

Please accept this donation of \$_____ to Plumas Rural Services - Community Connections.

Signature _____

Date _____

ALL DONATIONS WILL RECEIVE A TAX-DEDUCTIBLE RECEIPT.

THANK YOU! Please return to:



PLUMAS RURAL SERVICES

Serving People, Strengthening Families, Building Communities

586 Jackson Street, Quincy CA 95971

530-283-3611

www.plumasruralservices.org

communityconnections@plumasruralservices.org

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number _____
Hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record to **Plumas Rural Services**.

I understand that **Plumas Rural Services** may enroll me in the Employer Pull Notice (EPN) program to receive a driving record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my involvement in the **Community Connections** program.

My involvement with the **Plumas Rural Services, Community Connections** program is not as an employee, but as a Member volunteer. As a member of the **Community Connections** program, I provide occasional volunteer transportation services to other program members.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driving license report will be released to **Plumas Rural Services** to determine my eligibility as a licensed driver offering volunteer transportation services to Members of the **Community Connections** program.

Executed at (City):	County	State
Date	Signature	X

I, _____ of **PLUMAS RURAL SERVICES**
AUTHORIZED REPRESENTATIVE

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by Plumas Rural Services in the normal course of business and as a legitimate business need to verify information relating to a volunteer driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.45.

Executed at (City):	County	State
Date	X	

Signature and Title of Authorized Representative

DO NOT RETURN THIS FORM TO DMV

This form must be completed and retained at PLUMAS RURAL SERVICES' principle place of business AND made available upon request to DMV staff.