



## **How to set up a PATB Activity Group**

The Time Bank welcomes new Activity Groups that relate to its mission and further its values. The hours that members receive for participating in an Activity Group come from the Time Bank, not from the Sponsor or any individual member. Therefore, establishing a new Activity Group requires a bit of paperwork and approval by the Time Bank's Board of Directors.

### **Who may set up an Activity Group?**

Any Time Bank member in good standing may sponsor an Activity Group.

### **How many people do I need?**

You need the participation of at least 3 additional Time Bank members.

### **What paperwork is required?**

Fill out a one-page proposal and give it to a Board member or the Coordinator for consideration at an upcoming Board meeting.

### **How soon will I know that my proposal is approved or not?**

Usually you will find out from the Coordinator whether or not your proposal is approved shortly after the Board meeting. Board meetings take place the second Wednesday evening of each month.

### **Is there anything else I need to do as the sponsor of an Activity Group?**

Assuming your proposal is approved, you will need to do the following:

- Take responsibility for organizing the group's membership and all of its activities.
- Be sure that participants' hours are posted to the Activity Group in Community Weaver.
- Participate in periodic reviews of the group's activities and submit short reports to the Board.
- Supply the Marketing Committee (via the Coordinator) with photos and text to post on the website, in newsletters and in the annual report.

### **Why are periodic reviews of the Activity Group required?**

Since the Time Bank is recognizing member participation by giving Time Dollars, the Board must ensure that the group is active, engaging in mission-related activities, and communicating its activities via newsletters, etc.

If you have more questions about starting and managing an Activity Group, please contact the Time Bank Administrative Manager:

**PATB Administrative Manager**, Phoenixville Area Time Bank, 484-928-0509,  
[coordinator@patimebank.org](mailto:coordinator@patimebank.org), [www.patimebank.org](http://www.patimebank.org)



# Activity Group Proposal

Proposed Start Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Email or Phone \_\_\_\_\_

Description of group activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PATB members who have expressed interest

\_\_\_\_\_

Is this a first proposal: \_\_\_\_ Yes \_\_\_\_ No.      A revised proposal: \_\_\_\_ Yes \_\_\_\_ No

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### To be completed by Coordinator or Board member.

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Board decision date: \_\_\_\_\_

\_\_\_\_ Approved as proposed.    \_\_\_\_ Clarification requested.    \_\_\_\_ Not approved.

Notes for file and for proposed Sponsor.

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Continued on reverse side.