



516 Congress Street, Portland, ME 04101 • (207) 619-4437  
 hourexchangeportland@gmail.com      www.HourExchangePortland.org

---

## Agreement to Participate

As a member of the Hour Exchange Portland, I understand that HEP does not guarantee or warranty the fitness, safety, or quality of work of any of its members. I acknowledge that my membership may be deactivated or deleted if, as a member, I act outside the Core Values and expectations of membership (see Member Handbook on website).

As a member of the Hour Exchange Portland, I agree to:

- Respond to member requests within 48 hours,
- Be clear about the services I am offering, the number of hours I can give to HEP members, and any limits around my services offered,
- Negotiate the specifics of the exchange before the exchange and renegotiate changes as they arise,
- Offer an accurate description of my abilities and skills (list licenses and certifications),
- Perform services in a safe and respectful manner,
- Abide by the Core values established by HEP (see website or handbook), and
- Not mix time credits and cash in a given exchange unless for the purposes of reimbursement (gas, food, supplies for exchange). Tipping is not allowed.

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

- HEP contacting my references (if applicable),
- Use of anonymous Demographic information for the purposes of reporting and grant writing, and
- Attendance of an in-person Orientation prior to activation of my membership.

By signing this form, I:

- Acknowledge and assume the risk, harm, or injury in respect to providing and receiving services from HEP members,
- Hold HEP harmless from any and all liability, actions, claims, and damages of any kind, including those caused by or arising from negligence, from injury to person or property,
- I certify that I have read this document carefully and have made myself familiar with the Member Handbook, that I understand its terms, and recognize that it constitutes a waiver of legal rights, enforceable to the extent allowed by law.

HEP is 100% member-run and member-funded. Your \$25 annual donation covers essential operating costs of the organization. Thank you.

- My annual donation to support HEP is enclosed
- My annual donation was made via Paypal (no account required)
- My donation will be made by using Clynk bags or involvement in a fundraiser
- Other: \_\_\_\_\_

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

Printed name: \_\_\_\_\_

As a non-profit, HEP cannot require fees for membership.