

v 1.0.1

Community Currency (CC) Issuance Policy:

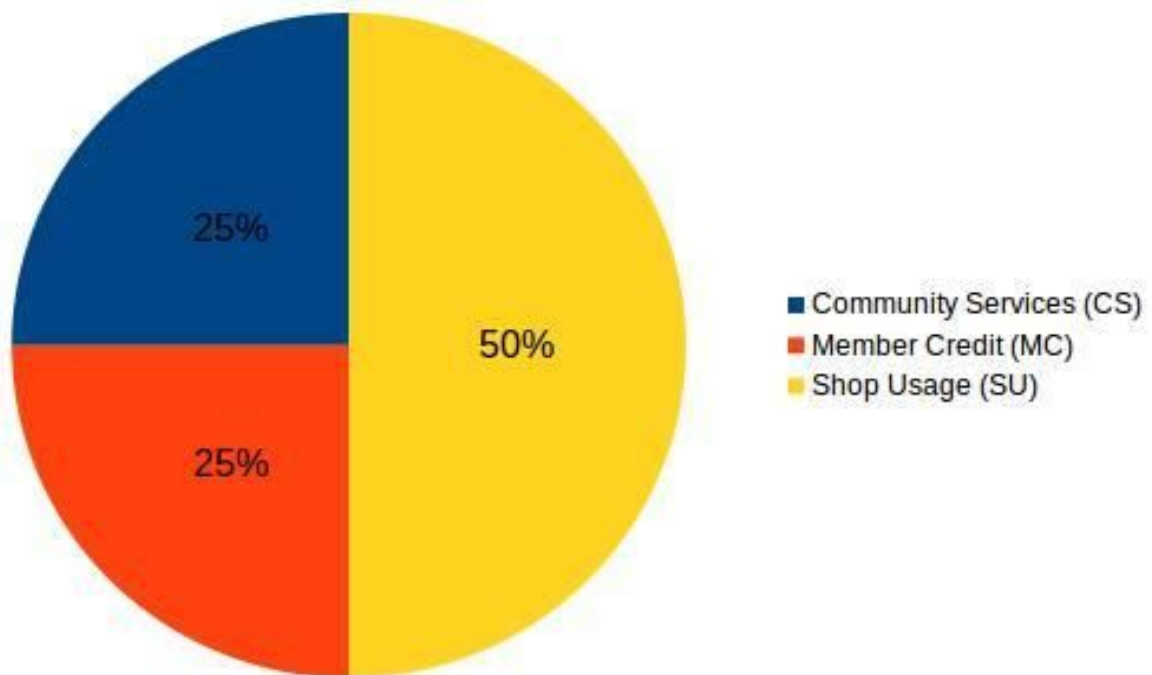
Summary:

The Sarafu-Shop is there to serve the needs of the community. This shop acts as a the backer of last resort – a place where anyone holding CC should know they will never be turned away. All CC issued are based on the SC Shop profits (if any) after costs.

Based on the profits of the SC Shop a portion of those profits ~20% should be used to buy extra inventory. Ex. A profit after costs of 50,000 would thus create 10k inventory that backs 10k CC issuance

The 10k CC if not available can be requested from GE Foundation – who will perform an audit to see if more CC are needed and appropriately backed or may loan the SC Shop more backing inventory.

Out of this 10k of CC available at the SC Shop. Half (50%) of it should be attempted to be used for operating expenses which we call Shop Usage (SU). The remainder should be divided between Member Credit (MC) (25%) and Community Services (SC) (25%). Which will be described below. In all activities described below it is important to start small and help people understand how to use CC.



Community Services (CS)

Summary: The business networks we work with should decide on CS democratically, and be fully involved in facilitation and partnerships. All members and partners should be mobilized to take part in events and to accept the CC issued at the events and use them back at their shops. All member's and partners should help to mobilize the whole community to take part as much as possible.

Goal: The goal of community services is for the members to give back to the community. They are giving away some of the profits from their SC Shop – which is there to serve the community. The BNs should feel empowered to organize these events, seek out partners and mobilize the community. We are promoting a community of caring and compassion. It is very important for these events to not be seen as solely donor initiatives.

Planning: All CS should be planned a month before, together with BNs and partners and approved by Supervisor. CC budget considerations are coordinated with SC Shop manager. Each CS activity proposal should have a **Summary Description, Purpose, Schedule, Partners, Partner Responsibilities, Budget, Custom Monitoring Form.**

Accounting: All CC usage should be well recorded just as KSH. It should be signed for with receipts for usage and any excess returned and signed for at the SC Shop.

Monitoring: A record of all events should be kept and turned in at the end of the month. See event spreadsheet.

Example Community Service Work:

Sick & Elderly Care - Compassion

Waste Collection – community clean ups and recycling

Market Days

Meetings – Networking events.

Student and Nursery Sponsorship – Promote education for those in need

Environmental Services – Promote indigenous trees, agroforestry,

Sports Events – Promote health and teamwork

Partners include:

BNs, - The main organizers and facilitators

hospitals & clinics, - Accept CC for the ill and elderly. Help organize food and other services using CC

Youth Groups – Accept CC for services, waste collection, recycling.

Members, - Attend events and accept CC from people doing CS activities

Venue, - Should allow the activity and accept some amount of CC

Marketers – Help announce events and also support training the community

Schools – Accept CC and help decided on needy students and school activities

Partner Responsibilities:

Organize events and service schedule

Mobilize members and community

Members should be the main CS provider and/or or recipient.

Members should accept CC used for CS to buy things at their shops.

Ensure that all CC issued is done fairly and in cooperation with partners

Encourage CC to be used among members – and not all back at the SC Shop

Member Credit (MC)

Summary: The business networks we work with should help us decide on which members should be given a credit in CC.

The 400 CC starting credit level requires backing of a chama and having a local business.

Increased to Credit level depend on:

Taking part in Community Service Activities, CC usage, Business growth and savings.

The member should understand that their credit level should be maintained. If they are below they need to accept sell more for CC or take part in more community services or do work for members, or buyback CC from the SC Shop.

Note that at the end of the year – to take part in the program the following year after vouchers expire, or to increase their credit level they must show that they have enough CC to fill their existing credit level.

They should also be encourage to get back to their credit level on a monthly basis.

To be invited for special activities members should show they are at their credit level at least on a 3 months basis.

Goal: The goal of issuing a MC is for the member to:

Increase trade and trust in the community

Take part in community service work

Feel a part of the SC Shop. Know where it is and plan on how to take part.

Understand how CC works - The member should be trained with all the material in the User Guide and pass the quiz.

Planning: All MC should be planned a month before, together with BNs and partners and approved by Supervisor. CC budget considerations are coordinated with SC Shop manager. A MC proposal should have:

A fully filled and signed registration Form or Credit Increase request for each new or existing member.

A quiz taken and passed as well as Terms & Conditions Signed.

A chama membership form filled out.

Accounting: All MC usage should be well recorded just as KSH. It should be signed for with receipts for usage and any excess returned and signed for at the SC Shop.

Monitoring: A record of all members new and old receiving MC should be well documented as an excel file. This is our database of members.

Example Member Credit:

A small chama with 7 members wants to be a member. They fill out the chama application and all members are trained with the User Guide and quiz. They fill out a member application.

These papers are turned into the SC-Shop and supervisor at the end of the month, and the following month (upon review) CC is allocated for these members.

Partners include:

BNs, - Which bring their members into the program.

Members, - Who grow the network, to all their friends, colleagues, schools, clinics etc.

Partner Responsibilities:

BNs are responsible to back the CC credited to their members and ensure they keep a balance of their credit level.

Shop Usage (SU)

Summary: The Sarafu-Shop should never refuse to accept CC and should attempt as much as possible to spend this CC in order to reduce its operating expenses. Members should be encouraged to work for and with the SC Shop to reduce its KSH costs.

Goal: The goal of using CC at the Sarafu-Shop is to:

Reduce operating expenses

Treat the Shop as part of the CC Network – and demonstration where CC comes and goes on a regular basis. (Training center)

Excess profits go to SC and MC above

In each case of SU, even starting with 50CC should be tried and gradually increasing it.

Planning: SU should be continuous. But plans to inject CC into shop operations should be well defined. Any usage with employees should be agreed upon by the employee in writing.

Accounting: All SU should be well recorded just as KSH.

Monitoring: A record of all SU of CC should be accounted for in the Shop Monthly Accounts.

Example Shop Usage:

Examples include all operating expenses:

Salaries & Bonuses

Rent

Advertising

Inventory

Maintenance (Cleaning, Waste Collection)

Making change

Transport

Partners include:

Employees

Landlord

Marketing / flyers / radio

Distributors

Janitorial work

Clients

Transporters (Boda boda, mkokoteni)