

**“Horses Transforming Lives”**
18130 SW 50th CtSouthwest Ranches, FL 33331
Tel. 954-661.8586

**Who Is A Volunteer?**
 Volunteers are people who give their time and services and who assume the obligations of the program of their own free will. Some bring skills in horsemanship, others have leadership skills. Some merely bring understanding and acceptance, seeking fuller, more satisfying lives themselves. Volunteers are people who reach out to others and help them improve their quality of life.
Volunteers are indispensable at all levels of the organization; they may be instructors, assistant instructors, leaders, side-walkers, groomers, tack cleaners, office support, recruiters, or fundraisers. The list goes on yet all volunteers need not be equine oriented.

**What Do They Do?**
 Volunteers make a therapeutic riding program possible. They assist in every phase of the program from recruitment, fundraising, publicity, and teaching, to the most visible part of the program, that of helping individuals to ride. Volunteers assure the well-being and safety of the student rider. They bring new ideas and insight to the program and frequently enlist their friends. Their knowledge, skills and experience are essential to a viable program.
 Without the volunteer’s time, dedication and enthusiasm, a therapeutic riding program could not operate. Most volunteers readily agree that they gain as much or more than they give. The volunteer shares the rider’s enthusiasm as the patient maneuvers his or her horse around the arena and through obstacles.
 For volunteers not wishing to participate with horse and rider, other opportunities are available. A few possible options could include:

* Participation in public relations and fundraising
* Child care for parents or other volunteers
* Speakers for continuing education classes for other volunteers and community service groups
* Production of videos of classes and/or volunteers
* Attendance at community workshops on volunteerism
* Direct work with instructor in ring and lesson planning
* Collection of toys, equipment, and educational tools for games and exercises
* Administrative support
* Newsletter production
* Help in training new volunteers

**What are the Volunteer Standards?**
 Qualifications: Aside from a warm smile and a willing heart, there are basic qualifications to be met. On an educational level these include successful completion of appropriate training and an interview with the volunteer coordinator to assess suitable patient/volunteer assignments.
 Reasoning and sound judgment skills, together with an obligation to the patient, are the basis for an indispensable volunteer.

**What are the Requirements?**
 Physical requirements are not demanding yet need to be addressed:  Good health is important for volunteers working directly with horses and patients. Any special medical issues should be stated on the volunteer emergency form. Adequate vision, speech, hearing and mobility are needed for safety and effective communication between team members and riders. For volunteers interested in non-horse oriented activities, physical and health factors should be addressed on an individual basis depending on the tasks to be performed.
 Commitment:  Volunteers are responsible for a regular day and time for a specified number of weeks, and for notifying the coordinator of illness or time conflicts preventing them from performing their assigned duties. This is necessary for timely placement of a substitute.

**I have read and understood all the information and consent on the above in order to be for my being allowed to participate in Equus for Humanity volunteer program.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**“Horses Transforming Lives”**

18130 SW 50 Ct.

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Southwest Ranches, FL 33331

Tel. 954-661-8586

Are you a:  New volunteer Returning volunteer

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DriversLicense# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_**

**Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. School you currently attend, and year (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How did you hear about Equus for Humanity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Previous work experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. References of previous volunteer experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **If you are under 18 years of age, please write your parent/guardian’s information. For adults, please write EMERGEN CY CONTACT information:**

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

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we contact you with important updates, news and volunteer opportunities? Yes  No 

Which days and hours are you available?Days?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check which area(s) you are interested in:  Administrative support Events/Activities Fundraising

Public Relations Workshop Facilitator Work with horses (leading, side walker, grooming, tacking) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write what you are good at and would like to share with us to help the program. You may use back of page.

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**“Horses Transforming Lives”**

18130 SW 50th Ct Date
Southwest Ranches, FL 33331
Tel: 954.661.8586 New Volunteer Updated Information

Volunteer Name:

**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

List any Medical or
Psychological
Conditions:

**Please list all foods, drugs, or substances**

Allergies:

Medications currently used:

Physician’s Name:

Physician’s Phone:

Insurance Carrier:
Policy#

Date of Tetanus Shot:

Authorization for Treatment: Parent or legal guardian must sign for volunteers under 18 years of age.

**Signature: Date:**

**Liability Release** In consideration for my being allowed to participate in Equus for Humanity’s volunteer program, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (volunteer’s name) hereby agree to accept all risks that may result from such participation in a program that involves working with or around animals, thereby releasing Equus for Humanity, its governing board, officers, employers and representatives, agents, successors and assigns from liability for all claims and causes of action for loss of or damage to any property and for any and all illness, injury or death of any person(s) that ***may*** result from or occur during my participation in the Volunteer Program or result from Equus for Humanity and its personnel’s negligent or intentional act or omission.

Liability Release: Parent or legal guardian must sign for volunteers under 18 years of age.

**Signature: Date:**

**Photo Release Consent to and authorize I do not consent to or authorize**Equus for Humanity to use, reuse, publish and reproduce any and all photographs, audio and/or video materials taken of meor featuring me, as well as my name in connection therewith, in whole or in part in any medium or form of distribution, including without limitation, all promotional and advertising uses, non-commercial display, broadcast, printed material, educational activities, or exhibitions for purposes of promotion of Equus for Humanity program as Equus for Humanity so desires. I \_\_\_\_\_\_\_\_\_\_\_\_(volunteer’s name) herby forever release and discharge photographer or videographer and his/her respective representatives, licensees, successors and assigns from any and all claims, actions and demands arising out of or in connection with the use of said materials including, without limitation, any and all claims for invasion of privacy and libel.
Photo Release: Parent or legal guardian must sign for volunteers under 18 years of age.

**Signature: Date:**

**Confidentiality Policy** Confidentiality is considered one of the most important values at Equus for Humanity. Individuals working, volunteering, or doing business with Equus for Humanity are expected to maintain confidentiality at all times. Sharing medical information about any client or fellow employee is prohibited without the express consent of the client or employee. Allowing unauthorized access to Equus for Humanity computers, confidential client information, financial, data, or employee personal information is prohibited. Sharing of information acquired in the course of one’s work with others who don’t have a “need to know”; accessing information that you do not have the authority to access, or is not required for you to carry out your volunteer duties is prohibited. Violation of this policy is cause for disciplinary action up to and including dismissal from the Volunteer Program at Equus for Humanity.

**Confidentiality Policy: Read and Agreed**

**Volunteer’s Signature: Date:**



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**Proper Dress for volunteers:**

• Light color T-shirt with no offensive graphics (no string or straps)
• Long hair should be neatly tied back
• Wear hard toe shoes, leather sneakers, or boots comfortable for walking.
• No sandals, clogs, open toed, no sling backed or low-cut slip on shoes.
• No dangling earrings or bracelets, no perfume
• No chewing gum
• No cell phones in arena
• Use warm clothes, jacket to waist and gloves (not mittens) during cold weather.
• Use rain gear on wet days.

**Commitment:**

• Complete volunteer, emergency and liability forms.
• Complete a volunteer training session.
• Plan to be at the center 15 minutes before and 15 minutes after the session. On arrival, check with the therapist to see what she/he would like you to do.
• If you can’t come or be on time for the session, please call the center as soon as possible.
• Sign your personal volunteer hour sheet every time you volunteer.
• Remember: Any medical, social, personal, financial or other sensitive information you might learn about a client or her/his family is to be kept strictly confidential.

**Responsibilities:**

 Sessions: horse-leading and/or side-walking with patient

• Greet the clients warmly and enthusiastically
• A volunteer should be able to walk as a horse leader or side-walker for at least an hour. She/he should also be able to jog for short periods of time and be able to hold an arm at above shoulder level for several minutes at a time.
• Help un-tack, groom, and turn out horses after the lesson. Help put away all tack and equipment.

Administrative volunteer: (office-clerical)
• Assist in word processing, mailing and follow up, data entry, photocopying, filing, grant writing and other / support tasks.

Special Event volunteer:

• Volunteers that possess skills in photography, planning, organizing, decorating, find raising, computer power point, electricity and carpentry, professional or technical experience in other areas.

Publicity volunteer:
• Assist in maintaining relations with the public, (includes the functions of communication, community and customer relations, marketing, and pass out flyers) - advertising our program so others will learn the services we offer and the benefits for our clients, volunteer recruitment, and newsletter production.

**I have read and understood all the information above and I agree to abide by the code of conduct of the Equus for Humanity volunteer program.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_