



Volunteer Activity Policy and Procedures

PURPOSE

To clarify the guidelines and expectations of our volunteers.

POLICY

Volunteers report to the Activity Director/Volunteer Coordinator or Barn Manager. Volunteers are individuals that have chosen to volunteer their time unpaid. Staff may volunteer at the facility where they work with the understanding that volunteering is not on scheduled work time. Volunteers may choose to assist with various barn chores and cleaning or assist stable staff with various duties around the stable. Other opportunities may arise with handling of horses such as turnout and exercising but any activity involving handling a horse or being in close proximity to a horse **MUST BE APPROVED BY THE BARN MANAGER** prior to the activity. Volunteering does not give permission for the volunteer to handle any of the horses at any time unless permission has been granted to the volunteer for that specific task.

PROCEDURE

All volunteers must complete an application including references. Facility will notify potential volunteer, if there are services available that are of interest to potential volunteer. A liability release form must be signed and kept on file at all times. Volunteers do not need horse experience but must go through a safety class with one of our instructors on basic horse safety prior to any volunteer activities.

STANDARDS

- Volunteers may not bring treats and feed the horses at any time.
- Volunteers may not bring in pets unless it is approved by the Barn Manager. All dogs must be on a leash at all times.
- Volunteers are expected to dress appropriately. An example of appropriate dress would be jeans and boots, no sandals or open toed shoes will be allowed.
- Volunteers will follow facility CORE Values of Respect, Excellence, Accept/Accountability, Compassion and Honesty. If an issue arises with another individual contact the Activity Director or Barn Manager.
- We do not accept volunteers that need to do community service, unless it is through the individual's school or college.
- Volunteers are encouraged to volunteer at least once a month. Entertainers are an exception to this request.
- Volunteers must be 18 years of age or accompanied by an adult. Volunteers under the age of 18 must have approval by Barn Manager.
- Volunteers will sign a Volunteer Expectations Agreement.
- Volunteers are not permitted to take photographs or videos of our horses, customers, or residents.



Application for Volunteer Service

Name

Phone

Address

City

State

Zip

EXPERIENCE | INFORMATION

Were you ever an employee of Heritage Ministries? No Yes Where and when? _____

What are you interested in doing at our equestrian center? _____

What is your purpose for volunteering (eg: need hours for school/ love sharing my talents)?

Education level GED Highschool College Post College

Experience _____

Volunteer Experience _____

Horse Experience _____

Community Affiliations _____

Allergies or medical conditions? Yes No

If yes, list or explain _____

REFERENCES

Name/Relationship/Phone _____

Name/Relationship/Phone _____

Have you ever been convicted of a crime? Yes No

Emergency Contact Name/Relationship/Phone _____

Applicant Signature

_____/_____/_____
Date



Volunteer Expectations Agreement

I, _____, hereby agree to keep all information received while volunteering at Homestead Stables in strict confidence.

I understand that Homestead Stables respects residents' rights with regard to privacy of information and I agree to respect these rights while performing my volunteer duties maintaining confidentiality in all of my statements outside of the facility.

I understand that I choose to participate in volunteer activities at Homestead Stables and am aware and understand that the activities are inherently dangerous and involve the risk of serious injury and/or death and/or property damage. I have read and signed a release of liability form and understand that equines can behave in ways that may result in injury, harm, and/or death to persons on or around them.

I agree to abide by the standards for volunteers as outlined in the Volunteer policy and procedure.

SIGNED BY

_____/_____/_____
Volunteer Signature Date

_____/_____/_____
Barn Manager Signature Date

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