



# Welcome to Volunteering at REINS

Thank you for your interest in becoming a volunteer at REINS. As a volunteer you are an important part of our program. You will be helping our students receive therapy on horseback and also to have a lot of fun. Below we have listed guidelines for you to follow and know about when you are volunteering. For those wanting more information about horses, disabilities, therapeutic riding or REINS, we encourage you to ask questions while you participate. Your commitment is vital to the success of the program and we greatly appreciate your contribution.

## **Requirements of a Volunteer:**

**\*Must be 12 years or older\***

**1. BE PUNCTUAL AND RESPONSIBLE \* CALL IF YOU ANTICIPATE LATENESS OR ABSENCE\***

- We appreciate your time and work while you are here; our lessons are dependent on YOU! Please be on time and ready to work, unless you have called or emailed to let us know you will be late/absent.

**2. BE FLEXIBLE**

- Please be flexible when working at REINS, you may encounter a variety of situations so please be understanding. We have a working ranch, so volunteers are expected to do a variety of chores, from helping in lessons, to cleaning horse pens and water troughs. We all work till the work is done!

**3. BE APPROPRIATE**

- Please treat everybody at REINS with kindness and respect.
- Never give a client or other volunteers a ride in a personal vehicle unless the person is authorized for transport.
- Never tolerate verbal/physical exchange that is or may be perceived as sexual in nature anywhere on the REINS premises

**4. ASK FOR HELP WHEN IN DOUBT**

- When volunteering here at REINS, there is a lot to remember. If you need help, please ask; this is the best way to do things safely and correctly.

**5. RESPECT THE PRIVACY OF ALL CLIENTS**

## **Important Information**

**REINS Phone Number:** 760-731-9168

**REINS Fax Number:** 760-731-3949

**REINS Address:** 4461 S. Mission Rd. Fallbrook, CA 92028

**Volunteer Coordinator Email Address:** [maggie@reinsprogram.org](mailto:maggie@reinsprogram.org)

### What to Bring and Wear:

- Sturdy, comfortable CLOSED TOED shoes for safety and protection.
- Any valuables need to be left in your car or at home, we are not responsible for lost or stolen items.
- Please wear clothes that are appropriate (i.e. shirts that cover the shoulders and longer shorts. No mid-drifts)

### Volunteering Facts:

- Volunteer Orientations are held monthly on the first Saturday of the month. You can also schedule an orientation by request during the week by either calling (760)731-9168, or emailing [maggie@reinsprogram.org](mailto:maggie@reinsprogram.org).
- We need volunteers Monday through Friday for Morning Shifts (8:30a -12:00p) and Afternoon Shifts (1:00p-5:00p) and Saturday for Morning Shift (8:30a -12:00p) and Afternoon Shift (12:30p – 4:00p).
- Please keep track of your hours so you can use them for school, court or extra-curricular requirements.
- You must be at least 12 years old to volunteer.

## Volunteer Routine

### When you first arrive at REINS for your volunteering shift there are some things you need to do:

- 1) Sign In!!! This is the way we keep track of your hours for our training milestones and for school or work.
- 2) Put on your name tag.
- 3) Check Lesson Board (and instructors) for your lesson assignment or for any volunteer jobs.
- 4) Get started!!!
- 5) At the end of the day please log out and put back your name tag.

## Volunteer Duties

### **First Day:**

-You will have an orientation with our Volunteer Coordinator, or REINS staff. You will be learning about our Tack Room, Lesson Board, grooming etc. You must be with another volunteer or instructor at all times until you have completed a group training session.

### **2<sup>nd</sup> Time-50 Hours:**

-You will be getting comfortable with haltering, leading, grooming, and tacking up horses in preparation for lessons. You will also take an active roll as a "sidewalker." If anything is unclear, please ask for more assistance!

### **50 Hours:**

-You may be eligible to lead a horse in lessons. This is based on your comfort/ skill level when leading a horse outside of a lesson. It is also important that you act as a helper/model for new volunteers!

## REINS Gear

We really do appreciate each and every one of our volunteers. Without you our therapy on horseback would not be as successful. To show our appreciation you will receive some REINS Gear after you have completed the required number of volunteer hours. **\*Please remind us when you get enough hours\***

**10 Hours** – REINS T-Shirt. Please wear it when you come to volunteer.

**50 Hours** – REINS Hat or visor.

**100 Hours** – REINS Sweatshirt.

**2 Years** – REINS Jacket with your name on it



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

## Volunteer Information and Release Form

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name of Parents or Guardians (if minor): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Would you like to be added to our mailing list?  Yes  No

Volunteering Commitment: 3 Months \_\_\_\_\_ 6 Months \_\_\_\_\_ 1 Year \_\_\_\_\_

Availability: Please check all that apply.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30a- 12:00p	8:30a- 12:00p	8:30a- 12:00p	8:30a- 12:00p	8:30a- 12:00p	8:30a-12:00p
1:00p - 5:00p	1:00p - 5:00p	1:00p - 5:00p	1:00p - 5:00p	1:00p - 5:00p	12:30p-4:00p

**\*Please understand, the nature of this work is physical and safety is our biggest concern. Answering these questions honestly is only to ensure your safety and well being while at REINS.**

Do you have any health concerns and/or are you taking any medications? (Please specify) \_\_\_\_\_

Have you been diagnosed with a disability? (If yes, please specify) \_\_\_\_\_

Do you have any physical limitations? \_\_\_\_\_ If so please specify: \_\_\_\_\_

Are you sensitive to heat? \_\_\_\_\_

Do you have any horse experience? (Please elaborate) \_\_\_\_\_

Do you have any experience with people with disabilities? \_\_\_\_\_

How did you hear about REINS? \_\_\_\_\_

Are you interested in helping with fundraisers/special events?  Yes  No

I agree and understand that all volunteering with horses and any other activities engaged in with REINS is solely at my own risk, and that REINS is not liable for any injury which may occur to me while engaged in these activities, whether bodily injury or otherwise. I understand that working with horses is a risk and may result in injury. I also give my permission to REINS to provide me with any emergency medical care and to call medical personnel if necessary. I further agree to release REINS, its agents and employees, from any and all liability for any injuries I may sustain while volunteering or engaging in any other activity. The undersigned hereby grants REINS Therapeutic Horsemanship Program permission to take or have taken still or moving photographs of \_\_\_\_\_ The undersigned also authorizes REINS to use such photographs in its advertising, news media, brochures, pamphlets, and instructional material. And I further agree to indemnify and hold REINS harmless as to all claims, actions, damages, costs and expenses, arising therefrom.

Signature of Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_