

## Hello, and thank you for your interest in Mitey Riders!

Within the contents of this packet, you will find all the necessary forms that need to be completed to become a volunteer in the Mitey Rider program. Please make sure all forms are COMPLETE before your send in your application, otherwise the process will take longer.

Once we receive your application by fax, mail or hand, we will confirm with you that all forms are complete. At this time we will schedule you for our next available Volunteer Safety Orientation. All of our volunteers – new and returning – are required to attend a Volunteer Safety Orientation each year. This helps us keep our program's safety standards high, and allows us the opportunity to update you each year on new policies, procedures, students, horses and more.

Our riding season begins in September and ends in May of each year. For this reason, most of our Volunteer Safety Orientations are held in August and September. By attending one of these late-summer sessions, you can guarantee yourself a regular volunteer position in our classes. Once classes are underway, we may not be able to guarantee that you will be placed on a team with a specific child or horse. However, we have many other jobs and positions for volunteers who start with us throughout the riding season.

Please review the checklist below before submitting your application. This will ensure your application is complete and ready for review.

### **PART ONE**

- Volunteer Profile & Questionnaire
- Liability Release Form
- Authorization for Emergency Medical Treatment
- Marketing Release Form

### **PART TWO**

- Volunteer Guidelines
- Volunteer Jobs & Descriptions

Please do not hesitate to contact us directly with any questions or concerns. We look forward to meeting you very soon!

Sincerely,  
The Team at Misty Meadows Mitey Riders

**P.S. For more info, visit our web site at [www.miteyriders.org](http://www.miteyriders.org)!**



PART ONE > VOLUNTEER APPLICATION > **Profile & Questionnaire**

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name (First/Middle/Last): \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_ Gender: M / F

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

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

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

**IF YOU ARE UNDER THE AGE OF 18:**

Parents/Guardians(First/Middle/Last): \_\_\_\_\_

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

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

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

**IF YOU ATTEND SCHOOL:**

School: \_\_\_\_\_ School City: \_\_\_\_\_

How did you hear about Mitey Riders? \_\_\_\_\_

Have you volunteered in an equine-assisted therapy program before? YES NO

If yes, what program? \_\_\_\_\_

I am a horse owner: Y / N If yes, for how long? \_\_\_\_\_

I have kept horses at my home: Y / N If yes, for how long? \_\_\_\_\_

I have had formal training in working with horses: Y / N If yes, what type of training? \_\_\_\_\_

I have attended workshops/seminars on horsemanship: Y / N

I have ridden for \_\_\_\_\_ years in the following disciplines: \_\_\_ English \_\_\_ Western \_\_\_ Other

If other, please describe: \_\_\_\_\_

I understand that before I may volunteer, I must complete a Safety Orientation each year: Y / N

I can commit to volunteer on a weekly basis: Y / N

Since I cannot volunteer regularly, consider me for a substitute for the following days: \_\_\_\_\_

I have professional experience working with special needs children: Y / N

If yes, please specify: \_\_\_\_\_



PART ONE > VOLUNTEER APPLICATION > **Profile & Questionnaire**

**I wish to volunteer at Mitey Riders because...**

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**I believe I would make a good volunteer because...**

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**My personal expectations of this volunteer opportunity include...**

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*Please indicate the time(s) you wish to volunteer below (circle):*

Wednesday PM	Thursday AM	Thursday PM	Friday PM	Saturday AM	Saturday PM
3.30 PM	9.30 AM	3.30 PM	3.30 PM	10.00 AM	12.00 PM
4.30 PM	10.30 AM	4.30 PM	4.30 PM	11.00 AM	1.00 PM
5.30 PM	11.00 AM				

*Please indicate which areas of the program you would like to volunteer:*

**During Classes**

- Grooming & Tacking Horses
- Leading\*\* a Horse in Class
- Side-walking with a Student
- Shed & Stable Maintenance
- Volunteer Coordinator

**Outside of Classes\***

- Mitey Rider Council
- \*Visit [miteyriders.org](http://miteyriders.org) for more information*
- Marketing & PR
- Fundraising
- Administrative Office Work

\*\*New volunteers who wish to lead will need to first complete one full year as sidewalkers.  
We are requiring this to ensure a basic understanding of how our program works and the various roles interact.

PLEASE INCLUDE ANY ADDITIONAL INFO ABOUT YOUR AVAILABILITY THAT YOU WISH US TO KNOW, HERE:

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PART ONE > VOLUNTEER APPLICATION > **Liability Release Form**

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**Liability Release**

As a volunteer at Misty Meadows Mitey Riders, Inc., I acknowledge the risks and potential for risks of a horseback riding program. However, I feel that the possible benefits to myself and the riders I work with are greater than the risk assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against Marilyn and Harry Swimmer, Misty Meadows Farm, Inc., Misty Meadows Mitey Riders, Inc., its Board of Directors, instructors, therapists, volunteers and/or employees for any and all injuries and/or losses I may sustain while participating in Misty Meadows Mitey Riders, Inc.

**Photo Release (check one)**

\_\_\_\_\_ I consent to and authorize the use and reproduction by Misty Meadows Mitey Riders, Inc., of any and all photographs and any other audio-visual materials taken of me for promotional material, educational activities, exhibitions or for any other use for the benefit of the Program.

\_\_\_\_\_ I do not give my consent for the Photo Release.

**Confidentiality Agreement**

I understand the expectation that all information related to the students of Misty Meadows Mitey Riders is considered confidential in nature. I further understand the liability of persons with access to student information and hereby agree to protect and preserve the confidential nature of all student information to which I have access.

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

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

Parent/Guardian Signature (if under 18): \_\_\_\_\_



PART ONE > VOLUNTEER APPLICATION > **Volunteer Authorization for Emergency Medical Treatment**

**Authorization for Emergency Medical Treatment**

In the event that emergency medical aid/treatment is required due to illness or injury during the process of receiving services or while being on the property of Misty Meadows Farm, I authorize The Misty Meadows Mitey Riders, Inc. to:

- Secure and retain medical treatment and transportation if needed;
- Release rider records upon request to the authorized individual or agency involved in the medical emergency treatment.

Name (First/Middle/Last): \_\_\_\_\_

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

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

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

General Physician's Name: \_\_\_\_\_

Preferred Medical Facility: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_

Health Insurance Policy Number: \_\_\_\_\_

**CONSENT / NON-CONSENT PLAN (check one)**

I understand that in the event of an emergency I will be taken to the nearest medical facility.

\_\_\_\_\_ This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life saving" by the physician. This provision will be invoked only if I am incapacitated and unable to provide direction or, if I am not on the premises at the time, cannot be reached.

\_\_\_\_\_ I do not give my consent for emergency medical aid/treatment in the case of illness or injury during the process of receiving services or while being on the property utilized by Misty Meadows. In the event emergency medical aid/treatment is required, I wish the following procedure to take place: \_\_\_\_\_.

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

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

Parent/Guardian Signature (if under 18): \_\_\_\_\_



PART ONE > VOLUNTEER APPLICATION > **Marketing Release**

I **DO** **DO NOT** consent to and authorize the use and reproduction by **Misty Meadows Mitey Riders, Inc.** of any and all photographs and any other audio/visual materials taken of me and/or my family for promotional materials, educational activities, exhibitions or for any other use for the benefit of the program. Additionally, I **DO** **DO NOT** consent to and authorize the use of any testimonials and/or written and spoken quotations from me for promotional materials, marketing purposes or any other use for the benefit of the program.

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

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

Parent/Guardian Signature (if under 18): \_\_\_\_\_

**Please add the following family members and friends to your mailing list:**

Name (First/Last): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name (First/Last): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name (First/Last): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name (First/Last): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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PART TWO > VOLUNTEER APPLICATION > **Volunteer Guidelines**

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**NOTE: Below you find a list of our Volunteer Guidelines. Please keep these pages for your records at home. You can also find this information, and much more, on our web site at [www.miteyriders.org](http://www.miteyriders.org).**

### **General Volunteer Guidelines**

- Must be at least 15 years of age
- Volunteering involves moderate physical activity. Make sure you are comfortable with the physicality of the role selected.
- Volunteers do not need to have previous horse experience but a level of comfort is necessary.
- Volunteers must be available a minimum of 1 hour per week (same day and time each week).
- ALL volunteers are required attending a Volunteer Orientation and Training session
- ALL volunteers wanting to be leaders or work in the barn must attend Leader/Barn Training once a year
- Mitey Riders reserves the right to make the final determination as to the appropriateness of volunteers for our organization.
- Mitey Riders does enforce a dress code to ensure ability of volunteers to perform in their roles and to set examples for our riders.

### **Horse Leaders and Sidewalkers Guidelines**

- Leaders must be at least 16 years of age
- LEADERS are responsible for the horse at all times while leading
- SIDEWALKERS are responsible for the stability and safety of the rider while mounted at all times
- Time commitment is 1 and a half hours per week for the length of the session
- Arrive at least fifteen minutes prior to class
- When you're in the arena, the instructor is in charge
- If you have suggestions or ideas, talk with the class Instructor or Volunteer Coordinator
- Return all equipment used to its place
- Keep talking to a minimum this lets you and others listen and pay attention to the Instructor's directions
- When in doubt, ask!

### **Volunteer Dress Code Guidelines**

- Hard-soled shoes with a low heel are preferred but sneakers with heavy tread are OK
- Shoes must be tied securely
- Open-toed shoes, sandals, and slip-on shoes are not permitted
- Dress appropriate for the Weather; dressing in layers is often a good choice
- No tops with spaghetti straps/shelf bras. Proper undergarments must be worn and tank tops cannot be too low in the front.
- Shirts must cover your stomach/back.
- No t-shirts with beer/alcohol/drug references or foul language.
- Shorts must be at mid-thigh or longer (No skirts please!)
- Please no perfume or colognes
- Please no dangling jewelry

Consistency is extremely important in keeping our programs progressive and running smoothly. Every volunteer is encouraged to have a regular schedule for the length of the session in the day(s) and hour(s) they volunteer. As dependability is essential, be sure to contact the Volunteer Coordinator as soon as you are aware of any circumstances that will delay/keep you from your scheduled lesson time(s).

*\*Misty Meadows Mitey Riders reserves the right to amend these guidelines at any time.*

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PART TWO > VOLUNTEER APPLICATION > **Volunteer Jobs & Descriptions**

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**NOTE: Below you find a list of our Volunteer Jobs & Descriptions. Please keep these pages for your records at home. You can also find this information, and much more, on our web site at [www.miteyriders.org](http://www.miteyriders.org).**

### **Lesson Volunteers**

These are the volunteers who work directly with the riders and the horses in class. One can choose to be a Horse Leader, a Sidewalker or both. Training is provided for all lesson volunteers. See the Volunteer Guidelines to make sure you can apply.

### **Barn Team**

For those volunteers who want to really get “up close and personal” with the horses and/or increase their horse handling skills, this is the perfect job. These volunteers provide special horse and stall care for their assigned horse each week. To become part of the Barn Team, volunteers MUST attend the Barn Orientation.

### **Facility Management**

From painting, to irrigating, to building fences, to cleaning and everything in between – we have endless volunteer opportunities for “handy” individuals or groups that want to work together on a project. These volunteers are essential to Mitey Riders!

### **Office Volunteers**

These very important volunteers help with an array of tasks – including bulk mailings, photo copying, filing, word processing, computer/systems support and answering the phones. It is a wonderful volunteer opportunity for people who may not be keen about being around horses, or may need to limit their physical activity but still really want to lend a hand.

### **Fundraising and Special Event Volunteers**

We always need volunteers who are willing to help plan and implement fundraising and other special events. These are fun and rewarding opportunities to be creative and really bring a project to fruition. Such events make an impact in drawing the community’s attention and support to the Mitey Riders.

### **Special Skills**

If you possess skills or professional/technical experience that may benefit Mitey Riders, such as photography, grant writing, computer knowledge, etc., we encourage you to contact us.

### **Mitey Rider Council**

The Mitey Rider Council is a group of parents and volunteers who want to be more involved in the development and management of the program. The Mitey Rider council is an integral part of the success of Mitey Riders. Council meetings are the second Tuesday of each month at 7pm. Council projects include, but are not limited to: Volunteer Appreciation Week, Merchandise Sales, Monthly Update Newsletter, Communication with Parents and Volunteers, Hospitality, Spring Festival Planning, Golf Tournament Planning and Liaison to Farm Staff and Events. Check the web site at [www.miteyriders.org](http://www.miteyriders.org) for more information.