



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 you send in your application, otherwise the process will take longer.

Once we receive your application, 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 1 (Return to Mitey Riders Office)

- _____ Volunteer Profile & Questionnaire
- _____ Barn Volunteer Questionnaire
- _____ Releases & Agreements
- _____ Mailing List

Part 2 (Keep for your records)

- _____ 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

For more information, visit our web site at 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) _____

Email: _____

Emergency Contact: _____

Relation to Volunteer: _____

Emergency Contact Phone: _____

If you are under the age of 18:

Parents/Guardians (First/Middle/Last): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

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? _____

General Horse Experience

I am a horse owner: 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 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...

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

My personal expectations of this volunteer opportunity include...

Please indicate the class time(s) you wish to volunteer below (circle). Barn & Barn Support volunteers – please use schedule on the Barn Questionnaire (next page) instead of the schedule below.

Wednesday PM	Thursday AM	Thursday PM	Friday PM	Saturday
3:00 (Leaders only)	9:00	3:00 (Leaders only)	3:00	9:00
3:30	9:30	3:30	3:45	10:00
4:30	10:00	4:30	4:45	11:00
5:30	10:30	5:30		12:00

Please indicate in which area of the program you would like to volunteer:

During Classes Outside of Classes

- | | | |
|--|--|--|
| <input type="checkbox"/> Barn:Grooming & Tacking Horses* | <input type="checkbox"/> Shed & Stable Maintenance | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Leading a Horse in Class** | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Sidewalking with a Student | <input type="checkbox"/> Marketing & PR | <input type="checkbox"/> Administrative Office Work |
| <input type="checkbox"/> Barn Support*** | <input type="checkbox"/> Spring Festival Planning | <input type="checkbox"/> Volunteer Appreciation Week |

* Requires significant horse experience or one season working in Barn Support. Complete questionnaire on next page.

** 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.

*** Assist barn staff, does not require prior horse experience, limited horse contact. Complete questionnaire on next page.

Please include any additional information about your availability here:



PART ONE > VOLUNTEER APPLICATION > Barn Questionnaire (Barn & Barn Support Volunteers Only)

Barn and Barn Support Volunteers – please complete the information below.

I have worked with horses for _____ years. I have owned/leased _____ horses.

My horses have been: _____ boarded _____ kept on my property in my care. (check all that apply)

I have taken riding lessons for _____ years in _____ discipline.

I have participated in _____ club for _____ years (pony club, 4H, etc.)

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

Do you currently ride regularly? _____ Yes _____ No; If Yes, how often? _____

Do you tack your own horse? _____ Yes _____ No

Please give a description of your experience with horses. Be detailed – more information helps us to better place you in job that you will enjoy and be comfortable doing. _____

On a scale of 0 to 5 please rate your experience with the following tasks:

0= never done the task to 5=completely comfortable even when a horse may be challenging.

Task	0 - 5
Catching a loose horse in a pasture with other horses present	
Leading horse from pasture to barn, which may be a long distance, past other horses	
Putting a horse into a stall	
Selecting appropriate grooming tools and completely grooming a horse	
Picking a horse's hooves	
Checking for injuries or issues (signs of colic, thrush, scrapes, bruises, soreness, lameness, etc.)	
Moving a horse within the stall (moving the hindquarters over, asking the horse to back up, asking the horse to move the front end over)	
Entering a horse's stall with feed	
Leading a horse through a barn with other horses and distractions close by	
Mucking a stall so that it is completely set up to be used again	
Spraying fly spray on a horse.	
Blanketing a horse	
Hosing or bathing a horse	
TOTAL	

Please indicate the times below that you are able to volunteer – check all that apply.

Wednesday		Thursday		Friday		Saturday	
2:00 - 3:30		8:30 – 9:30		2:45 – 3:45		9:00 – 10:00	
3:30 – 4:30		9:30 – 10:30		3:45 – 4:45		10:00 – 11:00	
4:30 – 5:30		10:30 – 11:30		4:45 – 6:00		11:00 – 12:00	
5:30 – 6:45		2:00 – 3:30				12:00 – 1:15	
		3:30 – 4:30					
		4:30 – 5:30					
		5:30 – 6:45					



PART ONE > VOLUNTEER APPLICATION > **Releases & Agreements**

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.

Signature: _____ Date: _____

Print Name: _____

Parent/Guardian Signature (if under 18): _____

Photo and Marketing Release

I **DO** **DO NOT** consent to and authorize the use and digital and print 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.

Signature: _____ Date: _____

Print Name: _____

Parent/Guardian Signature (if under 18): _____

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): _____

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 > **Mailing List**

Please add the following family members and friends to the Mitey Riders 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: _____

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

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.

General Volunteer Guidelines

- Must be at least 15 years of age
- Volunteering involves moderate physical activity. Be sure you are comfortable with 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 Leader and Sidewalker 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

- 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. 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.*

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

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.

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.

LEADERS

Leaders are responsible for the horse – before, during and after class. To become a Leader, interested volunteers **MUST** attend Leader training, be at least 16 years old, and have 2+ years of horse experience. We ask all volunteers interested in becoming a leader to work as a sidewalker for one full season first.

SIDEWALKERS

Sidewalkers are responsible for the rider. This volunteer is responsible for helping the rider understand lesson instruction and assisting the rider with lesson activity. Sidewalkers must be at least 15 years old.

BARN TEAM

For those volunteers who want to really get “up close and personal” with the horses 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 and have some prior horse experience.

BARN SUPPORT

Barn Support volunteers assist in the barn, but are not directly responsible for horses. This is the perfect place to work if you do not have prior horse experience but would like to learn more.

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 EVENTS

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, photography, etc., we encourage you to contact us.