



# 2010 HETRA Volunteer Registration Form

Name \_\_\_\_\_ Email \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Place of Employment \_\_\_\_\_

Height \_\_\_\_\_ How did you hear about HETRA? \_\_\_\_\_

Are you a Military Veteran? Yes No Experience working with (in years): Horses \_\_\_\_\_ Disabled population \_\_\_\_\_

What is the best way to get a hold of you? (Please circle one): HOME WORK E-MAIL OTHER: \_\_\_\_\_

Significant Medical History: \_\_\_\_\_

Specialty Certifications (CPR, First Aid, EMT, RN, OTR, PT, LPN, etc.)list type and expiration: \_\_\_\_\_

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\*(Minors only) Parent/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

<p style="text-align: center;"><u>Areas of interest</u> (please check all interested in)</p> <p>Sidewalking _____ Horse Leader _____ Grooming/Tacking _____</p> <p>Administrative _____ Fundraising _____ Special Events _____</p>	<p style="text-align: center;"><u>Volunteer Availability</u></p> <p>Please write down days and times that you are available to:</p> <p>Volunteer: _____</p> <p>Substitute: _____</p>
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### In case of emergency contact:

Name	Relationship	Day Phone	Evening Phone

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Health Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

(Volunteer or Parent Signature if volunteer is under 18)

### Medical Consent Plan- Please sign EITHER the consent or non-consent plan

In the event emergency medical aid/treatment is required due to illness or injury during the process of volunteering, or while being on the property of the agency, I authorize Heartland Equine Therapeutic Riding Academy to secure and retain medical treatment and transportation if needed. This authorization also includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life saving" by the physician. This provision will only be invoked if the person listed below or the emergency contact person is unable to be reached.

Date \_\_\_\_\_ Consent Signature \_\_\_\_\_

(Volunteer or Parent/Guardian if volunteer is under 18)

### Medical Non-Consent Plan

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

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Non-Consent Signature \_\_\_\_\_

(Volunteer or Parent/Guardian if volunteer is under 18)



HETRA  
P.O. Box 260  
Valley, NE 68064  
402-359-8830

## Liability Release

As a volunteer at Heartland Equine Therapeutic Riding Academy, I acknowledge the risks and potential for risks of a horseback riding program. However, I feel that the possible benefits to myself and the clients 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 Heartland Equine Therapeutic Riding Academy, its board of directors, instructors, therapists, volunteers and employees for any and all injuries and/or losses I may sustain while participating Heartland Equine Therapeutic Riding Academy's program.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Volunteer)

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Parent or guardian if under 18)

## Photo Release

I consent to and authorize the use and reproduction by Heartland Equine Therapeutic Riding Academy 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.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Volunteer)

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(parent or guardian if under 18)

## Confidentiality Agreement/Policy

I understand that that Confidentiality is essential regarding all aspects of this program. Please respect the dignity and privacy of our clients and their families. I agree to keep student's name, age, diagnosis and any other medical or personal information confidential.

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

## Background Checks

Have you ever been convicted of a criminal offense: Yes No If yes please explain: \_\_\_\_\_

All volunteer applicants over the age of 18 are subject to a criminal background check before they begin their service at HETRA. HETRA reserves the right to reject applicants who have been convicted of crimes involving violence, alcohol, theft, and any other crime we feel poses a possible risk to our students, staff and/or horses. Likewise, HETRA has the right to reject applicants who refuse to cooperate in a criminal records check. Record checks are completed through Volunteer Select. Inquiries include Social Security number verification as well as information from the National Criminal File which includes state criminal records, prison parole and release files and sex offender registries. All information will be kept STRICTLY CONFIDENTIAL.

\_\_\_\_\_  
Signature if over 18 years old

\_\_\_\_\_  
Social Security Number

## **SAFETY RULES FOR ALL HETRA STAFF, VOLUNTEERS, FAMILIES AND STUDENTS**

1. Please **DO NOT** pet the horses in any outside pens or indoor stalls. Some horses on the property are privately owned and are not part of the HETRA herd.
2. Please do not arrive at the barn before you are scheduled, there must be a HETRA instructor, Staff Member, or Barn Leader on site when volunteers, students or guests arrive. If one of these individuals is not on site when you arrive please wait in your vehicle until they arrive. For insurance purposes we also cannot have visitors at the HETRA facilities when there is not a staff member on site.
3. Do Not enter a stall or outside pen unless asked to do so by a HETRA staff member or Barn Leader.
4. **ONLY** the barn leader or certified horse leaders will be allowed to get horses from the outside pens and lead horses in the arena.
5. You should not be back in the stall area of the barn or in the outside pens **UNLESS** you have been asked by an instructor or barn leader to complete a specific task in this area - once this has been completed please return to the waiting area in front of the arena.
6. **NEVER** sit, kneel or lay on the ground near a horse.
7. We ask that you do not take cell phones into the arena with you, and all phones are turned to silent or vibrate when in the barn.
8. Please only use HETRA tack and equipment and always return tack, equipment, etc to its appropriate place.
9. Always clean up after yourself and any horse you are working with (sweep up any hair, manure, and throw away any trash).
10. All riders during a HETRA riding session are required to wear approved safety helmets (this includes instructors).
11. Please do not feed any horses any treats. Treating the horses tends to promote biting, also some of the horses are on special diets, and treats can be detrimental to their health. Please do not allow the horses to lick your hands this encourages biting. Please do **NOT** pet the horses on their heads or faces - this is a very personal area for the horses and can make them crabby.
12. When approaching a horse always consider the horse's limited field of vision. Horses cannot see directly behind or in front of them without moving their head. Always approach a horse at the shoulder, speak to the horse as you approach and then extend your hand and pat them on the neck or shoulder. When moving around the horse, place a hand on their hip as you slowly move around them allows them to know where you are.
13. Avoid sudden movements when around the horse. This includes removing coats, raising arms suddenly, running, jumping climbing, etc. Horses can spook easily, please keep this in mind at all times when around the horses.
14. Please **Do NOT** reach into or pet a horse if the stall front on the horse's stall is up. This is an indicator that the horse may **BITE** or they are in time out.
15. Please do not bring any dogs or other animals to the barn area. (If you have a service animal please notify a HETRA staff member)
16. The cats are cute and fun to play with but remember they can bite and scratch. Playing with the cats is done at your own risk. Please monitor any children during their interaction with the cats.
17. All children and volunteers under the age of 12 must be **DIRECTLY** monitored by an adult at all times while on the property.
18. **DO NOT** enter any other buildings on the property except for the bathroom building (Valley).
19. If you are not directly involved with a session please keep all activities and conversations to the designated waiting areas or check with the barn leader or schedule keeper as to additional tasks that need to be done around the barn. It is important to keep noise and conversation to a minimum when lessons are being conducted as it can be very distracting for the students and horses.
20. The session instructor is ultimately responsible for all aspects of the session from the time the first horse is taken out of the stall until the last one is put away. Please listen and follow all directions given by the session instructor, and follow all safety rules outlined during your time at the barn. Please also be aware of all situations around you and report any unsafe situation to the session instructor or barn leader immediately.
21. HETRA Volunteer & Guest Dismissal Policy: HETRA reserves the right to dismiss a guest or volunteer from the facility and from the program if their behavior is putting themselves, a student, staff, other volunteers or the horse's mental or physical health in jeopardy. The HETRA instructor in charge at the time of the incident will review the behavior with the volunteer and determine the level of intervention necessary. The level of intervention could include a verbal or written warning or immediate dismissal from the HETRA facility and program. Physical, emotional, mental or sexual abuse by a person at the HETRA facility will not be tolerated and will result in immediate dismissal from the HETRA facility. Alcohol consumption by a volunteer prior to a session is not allowed. A volunteer smelling of alcohol will not be allowed to assist with that night's session.

**These rules are in place for everyone's safety. Please follow these rules at all times while at the facility. Anyone not following these rules will be asked to leave the facility.**

My Family and/or I have read the barn rules and agree to follow them at all times while at the facility.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## HETRA 2010 Areas of Assistance

HETRA is in need of help in the following areas.

Please read through this list and mark any areas you would be willing to help with.

\_\_\_\_\_ Office help/clerical: This would involve helping out with clerical activities such as filing, mailings, stuffing envelopes, copying ,etc. I would anticipate that we will send out a weekly email to those who can help in this area stating what needs to be done and what hours someone will be there to give directions. Would not need to help each time.

\_\_\_\_\_ Barn/office maintenance: This would involve helping with barn cleanup and maintenance activities such as stall cleaning, arena management, painting etc. We usually complete these activities 1 to 2 times per month. You would not need to attend every cleanup session.

\_\_\_\_\_ Advisory Committee: This committee meets monthly and works on all the fundraising and volunteer recruiting for the program. Committee membership is by application and requires a commitment to attend the majority of the meetings.

\_\_\_\_\_ Volunteering during session: This would be leading a horse or sidewalking during a riding session. This would require attending a volunteer training session and a commitment to help on a regular basis.

HETRA has scheduled the following fundraising events for 2010. If you are able to help at any of the events, please check below. Please see the 2010 Fundraising calendar or our web site for specific information regarding the event.

2010 Annual Fundraising Letter (June 2010, November 2010)

\_\_\_\_\_ Assist with stuffing and writing on each letter (2-4 hour time commitment)

2010 Blue Jeans and Dreams (March 28th, 2010)

\_\_\_\_\_ Assist with event sponsors or auction items for the event

\_\_\_\_\_ Volunteer at the event (set up, clean up, or help at event)

2010 Little Britches Benefit Horse Show (September, 2010)

\_\_\_\_\_ Volunteer at event (set up, clean up, or help at event)

Other Fundraising Activities that are ongoing throughout the year:

\_\_\_\_\_ Assist with contacting companies, individuals regarding horse sponsorships

\_\_\_\_\_ Assist with contacting companies, individuals regarding student sponsorships

\_\_\_\_\_ Assist with newsletter

\_\_\_\_\_ Assist with grant writing and foundation research

Please list any other activities or special skills that you have and would be willing to share with HETRA: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Best Number to Reach you at: \_\_\_\_\_ Email: \_\_\_\_\_

Is it better to contact you by phone or email?? Phone    email

# HETRA STUDENT AND VOLUNTEER SCHEDULE 2010

(This 2010 schedule is yours to keep, all other sheets in this packet need to be turned in at the time of your volunteer training (new volunteers) or at your first volunteer session (returning volunteers). Please double check that all 5 pages have been filled out completely!

**January 18** – Start of Course A

**March 13** - New Volunteer Training - Omaha 9:00-11:00 Valley 1:00-3:00

**March 14** – End Course A

**March 15** – Start Course B

**March 27** – 10<sup>th</sup> Annual Blue Jeans & Dreams Benefit

**April 4** – No HETRA Sessions due to Easter holiday

**May 1** - New Volunteer Training - Omaha 9:00-11:00 Valley 1:00-3:00

**May 9** – End Course B

**May 10** – Start Course C

**May 9** – No HETRA sessions due to Mothers Day holiday

**May 31** – No HETRA Sessions due to Memorial Day holiday

**June 20** – No HETRA sessions due to Fathers Day holiday

**July 4** – End Course C

**July 4** – No HETRA sessions due to 4<sup>th</sup> of July

**July 5-9** –Valley Day Camp

**July 12-16** –Omaha Day Camp

**July 19 – 23** – Advanced Horse Camp

**July 24** – New Volunteer Training - Omaha 9:00-11:00 Valley 1:00-3:00

**July 29 – August 1** – Cox Classic

**August 2** – Start Course D

**September 6** – No HETRA Session due to Labor Day holiday

**September 18** - New Volunteer Training - Omaha 9:00-11:00 Valley 1:00-3:00

**September 25** – Little Britches Horse Show

**September 26** – End Course D

**September 27** – Start Course E

**November 21** – End Course E

**November 29** – Start Course F

**December 19** – End Course F

Additional events and further information on these events can be found on the events page of our web site, [www.HETRA.org](http://www.HETRA.org)