

VOLUNTEER GUIDELINES

Please initial on the line and sign and date the last page

___ **Confidentiality:** All Rider records are considered confidential and can only be accessed by a staff member. If you feel you need more information about a Rider you work with, please take the time to learn more about the Riders by checking the **Rider Profile** binder. Do not hesitate to **ask the instructor before class if you have additional questions**. Please keep any information you learn about a Rider to yourself and use for class only. **Ask before taking pictures.**

___ **Attendance:** Regular attendance is very important to the success of our Riders and program. Lessons may need to be canceled due to lack of volunteers, causing disappoint and distress to the Riders. Some have asked if they can volunteer for two lessons in a row and the answer is YES!

___ **Friendships at the Barn:** Please make lots of friends, make people feel welcome, but keep personal conversations out of the arena during a lesson. Focus should always be on the Rider.

___ **Not here for Horse Time.** Always be attentive to Rider. No petting equine while tied up. Our program is specific to individuals with special needs and our horses work hard during lessons. Due to this Volunteers will not have ride time.

___ **Punctuality:** Please arrive on time! **When you arrive: Do Not Park by the Mailbox & Check in on Facebook!**

___ **Absences:** Please notify the Volunteer Coordinator-- at volunteer@soleanastables.org or call Sasha (208)841-9265 or Dea 281-414-3351 at the earliest possible time so that another volunteer can be contacted to fill your slot (ideally at least 24-48 hours in advance). If you are able to find a replacement for your shift this is a great help to our team.

___ **Class Cancellation:** Classes will only be canceled if there is extreme cold or heat, or dangerous weather conditions exist. Please do not assume that a class is cancelled – the Volunteer Coordinator will contact you immediately when a decision is made to cancel classes.

___ **Do not come into arena until Ms. Dea says it's ok.**

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___ **Dress:** Long pants are required – **no shorts please**. A **volunteer t-shirt** or comfortable long sleeve shirt is advisable. No **offensive slogans** or distracting clothing!

___ **\$10 Volunteer T-shirts** – encouraged so we look professional and part of a team and families know who is a volunteer and who may just be here to watch a lesson

___ **Do not wear dangling jewelry, perfume and cologne should also be avoided.**

___ **Boots or closed-toes shoes are required** – no sandals or open-toed shoes are allowed for your safety. With **colder weather** here definitely bring gloves and wear warm socks!

___ **Bring plenty of water, especially in the summer.**

___ **Children/Pets:** For safety reasons, **unsupervised children are not allowed at SoléAna Stables.**

___ **NON-SMOKING FACILITY:** SoléAna Stables is a non-smoking facility and has zero tolerance for smoking on-site.

I have read and understand the above guidelines.

Date: _____ Volunteer Name (Print): _____

Volunteer Signature: _____

IF VOLUNTEER IS A MINOR PARENT/GUARDIAN SIGNATURE REQUIRED.

Parent/Guardian Signature (if applicant is a minor): _____

Print Parent/Guardian Name (if applicant is a minor): _____

Relationship to Volunteer (if applicant is a minor): _____