

South West Florida Horse Rescue, Inc.

14811 SR31 Punta Gorda, FL 33982-7738 | EIN#: 46-2031584

PHONE: (239) 567 - 4111 | FAX: (239) 567 - 4112 | EMAIL: info@swfhr.org | WEB: www.swfhr.org



VOLUNTEER RULE SHEET

The following "Volunteer Information Sheet" is considered as an application to volunteer at South West Florida Horse Rescue hereinafter referred to as "SWFHR", by which the further mentioned name hereinafter referred to as "Applicant", has an interest to voluntarily, free of coercion by way of monetary and/or other reimbursements, provide services and/or labor to all needs of SWFHR. There is no commitment to duration of efforts made by the **Applicant**. Volunteer efforts may commence after orientation / meeting with the Volunteer Coordinator. Applicant will **always sign-in** to the 'Volunteer Log' when performing any type of volunteering. Any off-site volunteer hours are to be logged accordingly, for detail see the Volunteer Coordinator (or Assistant Coordinator)

The current general rules that apply to ALL Volunteers are as follows as well as any stated in person by Coordinators:

1. The **minimum age** expectation for volunteers is **18** without guardians. Under legal **guardian consent 16** and anyone under 16 an adult guardian must be present. No ages under 12, unless approved by SWFHR representatives, exceptions made for organizational groups such as 4-H and Girl Scouts.
2. **Do not** bringing pets of any kind as this may cause unexpected complications with the equines at the Rescue.
3. **No** feeding of equines unless you've been cleared as a Feed Volunteer (FV).
4. **No** feeding of treats or any foreign items unless pre-approved by Coordinators. Standard horse treats, carrots & apples are typically the only items allowed but size proportions are to be explain by coordinators before approval.
5. **Do Not** enter any fenced area unless you've been approved to do so.
6. **Always** close gates to include the main gates behind you and use the chain clasps.
7. **Pick up** all trash behind you and any you may find while at the Rescue.
8. Personal items are the Volunteers responsibility. SWFHR **is not responsible** for any loss of personal property, yet if any items are found that don't belong to the Volunteer it is requested that they turn it in to a Coordinator. SWFHR will mark it and date it so as to hopefully return the item to the owner.
9. **Visitors** may accompany a Volunteer only after visitors fill out a 'Liability Release Wavier' before any activity to include showing them around.
10. **Children** may accompany you as long as someone watches them at all times and they remain orderly. Absolutely no children under 12, in any fenced in area containing equines is allowed, unsupervised by Coordinators.
11. **Do Not** go any further into the house at the Rescue than the volunteer room, bath room, or managers room (when asked).
12. **No** climbing through wires to access any fenced area. Some of the fencing is electric!
13. Smoking **allowed only** in designated areas.
14. **No** alcohol, firearms or generally accepted weapons or drugs are allowed on the property.
15. Utility vehicles **shall be** driven **only** by those over 16 or in special cases those approved by coordinators.

If the Applicant is volunteering while earning **community service or credit hours**, an organizational "Service Timesheet Form" will be provided to said Applicant. If the creditor of the Applicant allows SWFHR's organizational form to be validated, then the Applicant will use SWFHR's Service Timesheet Form for service hours. If the creditor has their own form, it is up to the Applicant to arrange all prior approvals with his/her own creditor then bring SWFHR the validated form to be kept for service hours.

After (6) six months of volunteering at SWFHR the organization will request the Applicant fill out a review of their time as a volunteer to better service the organizations day to day operations and gain insight to make better use of volunteer efforts.