

South West Florida Horse Rescue, Inc.

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VOLUNTEER PROGRAM DETAILS

FIRST THINGS FIRST:

What is a volunteer? A volunteer is a person who does some act without being under any obligation to do so and without being promised any compensation or remuneration for his/her services. South West Florida Horse Rescue, Inc. (SWFHR) is a volunteer run organization, and volunteer support is necessary for its success. We could not exist as we do without the timeless giving and tremendous efforts of our equine loving friends. Please read and keep the following pages for your reference. The last 2 pages called the "Volunteer Information Sheet" must be signed and returned to SWFHR.

VOLUNTEERING IDEAS:

We have a multitude of needs, and we can likely find something for everyone:

- **Horse Keep:** Feeding, cleaning stalls & paddocks, filling & cleaning water troughs, and other tasks that need to be completed daily
- **Handlers & Groomers:** Grooming, hoof care, and socialization.
- **Equine ER:** In severe cases those who are approved may tend to non-common medical need for any equines.
- **Facility Maintenance:** Barn maintenance, fence checks, fence building and repairs, weed control, tree maintenance, hazard watch, general maintenance and repairs, and other typical activities);
- **Fundraising:** Event help & organization, outreach, special projects, and independent event fundraising.
- **Grant Research and Writing:** Specialized volunteers only (experience is highly needed)
- **Administration:** Data entry, website maintenance, call processing, exploratory and investigative follow-ups.
- **Management & Coordinators:** organization policy & procedure control including daily business, coordinating volunteers & events, processing adoption applications, checking references, performing site inspections & follow-ups, and trailering & transportation & delivery assistance or control.
- **Equine Training:** We reserve horse training and development (halter training, groundwork, saddle training, exercising, and other related activities) for training professionals however, we do exercise equine – human socialization beyond paddock environments. We welcome those with training experience but in order to perform coordinated training you must be approved by the board and trainers first.

If you are not sure where you fit in, we can discuss capabilities to find out where your skills are best suited.

VOLUNTEER APPAREL AND BELONGINGS:

Volunteers will receive a SWFHR Volunteer t-shirt, when available, and the t-shirt should be worn (but not required) while participating at SWFHR Facility but at any SWFHR event some representing shirt must be worn. Due to the nature of general area/habitat and working with horses, for volunteer safety, SWFHR requires that all volunteers wear proper foot protection (no open toed shoe). Jeans are suggested to be worn but not required. SWFHR also suggests gloves, a hat, and sun/safety glasses, when and where appropriate. Additionally, due to the inherent risk associated with horse related activities, SWFHR suggests volunteers have valid health insurance policy before participating in volunteer activities.

Understand SWFHR is not liable for missing or damaged belongings brought to the facility. If an item is of value, please secure it in your vehicle. We have an open to all refrigerator inside the volunteer room that has beverages available to the volunteers. If you've brought something for yourself, please label it.

Thank you for caring about our community's equines!!

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VOLUNTEER CLASSIFICATIONS:

All volunteer will have a classification that represents their level of experience and or training by SWFHR personnel. The classification system does not indicate a value compared to another volunteer. It merely gives representation of who is and isn't allowed to do certain things without supervision, with in our operation. Classification list is as follows:

- *General Volunteer (GNV):* All volunteers start at this classification regardless of experience. Volunteers of this classification are responsible enough to handle themselves properly in the paddocks around equines while performing tasks without supervision. Common tasks include **manure removal**, general and specific **cleaning of paddocks**, **water trough** cleaning, and **wellness checks** of paddocks. Higher level classifications can be performed but only when working with a qualified volunteer and / or staff management. Other tasks include general **facility care** and maintenance, fundraising **event assistance** either at the facility or out in public.
- *Groom Volunteer (GMV):* Volunteers who've been taught proper **grooming** standards as per SWFHR policy or show this experience are allowed to groom unsupervised. **Dressing** equines with their specific attire such as fly mask and / or sheets is also a part of groom volunteers. **Bathing** is also tied into this class yet is a sub class to be approved first.
- *Feed Volunteer (FDV):* Understanding the **Feeding policies** behind the daily operations is very important to be approved for this classification. Most who are taught thoroughly about our feeding process must exhibit some form of consistency with their availability. Feeding equines of a rescued nature is a dynamic and ever-changing process which can be complicating for someone who isn't, at minimum, at the **facility weekly**.
- *Medical Volunteer (MDV):* An intermediate to high level of experience is highly required for this classification. Understanding and being able to converse about moderate level of **medical attention**, medical **products** and the **applications / uses** are all requirements to achieve this classification.
- *Construction Volunteer (CNV):* A unique volunteer focused on the **development or repair** of the facilities infrastructure. Proper tool handling and safety experience is extremely required for this classification.
- *Fundraising Volunteer (FUV):* While all volunteers generally help with events this classification pertains to any volunteer who organizes, manages, and **completely coordinates fundraisers** to benefit SWFHR's operations.
- *Administrative Volunteer (ADV):* This classification covers a wide array of administrative areas such as; financial, media, paperwork, and filing.
- *Grant Working Volunteer (GWV):* Skills for these volunteers in the area of grant understanding, searching, and writing are paramount.

FACILITY DETAILS:

Around the facility at SWFHR you will notice the care and attentiveness put into things. We appreciate the hard work of our volunteers who can give the time to the care of our Equines and the Facility Grounds. We are always open to ideas and suggestions for improvements. Facility suggestions should be brought to the attentions of the Facility Manager. Equines issues and suggestion should be brought the attention of the Equine Manager. Listed below are descriptions of locations throughout the facility to help you understand reasons, rules, and procedures.

Volunteer Parking: The area **in front of the Feed Barn** is intended for the volunteers to park. Keep in mind not to block anyone in or block the feed or hay trailer's access. Sometime there may be a semi or large truck delivery expected and the days staff manager may ask you to move to make way for these deliveries.

Volunteer Room: We provided our volunteers with a room (**Volunteer Room** – a converted walled garage) for conveniences. This room is under A/C so please *close the door behind you*. The **Restroom** is just beyond the volunteer room to the left (*this is as far as you go into the house* unless you are executive management. The **Staff Managers Office** is on the right, just beyond the volunteer room (no volunteers are to be in this room unless requested to do so). The Volunteer **Refrigerator** is open to all visitors & volunteers alike. We will do our best to keep at minimum bottle water on hand for our volunteers and at times Gatorade yet this is no guarantee. There is a **Microwave** for your convenience in

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the volunteer room but please clean up behind yourself. The information wall is on the right as you enter the volunteer room. This is where you sign in on the **Volunteer Hours Log** when you arrive.

Feed Barn: Obviously, the Feed Barn is where we store and prepare our feed. This is also where the **grooming, bathing, and medical supplies** are stored. Our Hay is stored in the trailer next to the feed barn. Inside the feed barn is another **Volunteer Hours Log** should you chose to sign in on this one. (Please only sign in on one hour log per visit). The **Facility Layout** to include Equine Locations throughout the facility is located on the wall as you enter the feed barn. We promise you won't miss it.

Wash Rack: For the purpose of bathing and certain condition when needing to control rescued equines we have a wash rack. There is a storage box mounted on the side wall of the wash rack, that has bathing and some low-level medications inside for use when needed. If any items are removed from here, make sure to return them when done. Bathing equines may also be done inside paddocks, this is not always done at the wash rack.

Joker's Field 'of Dream' (Joker's Field): Named in honor of our rescued equine Joker who is no long with us. (For more on his story just ask a coordinator) This is the center field of the facility. Also, considered the memorial grounds. This field provides access to the main operation of the Rescue where the entrances to all paddocks is through here. The access gate may stay open only when volunteers are present in the field. All other times the entrance gate must be shut.

Paddock: Paddocks are the living environment for our rescues. Each paddock is labeled numerically for identification reasons. Eventually there will be some kind of structure (i.e. Barn) in each paddock that will be used for only purposes of feeding, medical, and any other identified confinement reason. Basically, our equines are free roam in there paddock all the time. Most paddocks have or will have a walk through and a gate entrance. All gates to paddock must remain fully chained and latched with clasp latches. No utility vehicles are to be driven in any paddock unless told to do so. If ever meeting or showing someone the equines you may do this only at the gates to the paddock as the fence lines are electrified. Only volunteers who've been through orientation and are classified General Volunteer (GV) or higher may enter paddocks unassisted. There are always hazards to the safety and well-being of equines that may surface in any paddock. It is the responsibility of us all to either attend to the issues as soon as we see it or make note of it to the coordinators.

Barns: There will be a single barn with (2) stalls in each paddock (currently only 3 paddocks have barns) used primarily for feeding, medical needs, and grooming the equines. All doors to the stalls will remain closed at all times to avoid dangerous issues that may arise from leaving them open. **No horse should ever be stalled without a full water bucket** ever. For certain reasons, some equines may not ever be stalled for feeding, these cases will be explained when needed.

Facility layout: On the following page is our facility map for your reference. As the facility grows this layout may change. This is the most current layout as of October 2017.