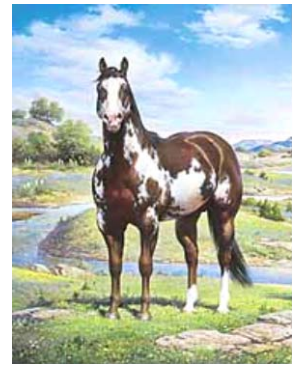


River Ranch Educational Charities
13100 State Hwy 121
Frisco, TX75035

Corporate (972) 202-0135 Ranch Office (972) 335-8000



FRISCO HORSE PARK

Volunteer Program

(Ages 15 and older)

Welcome Equine Experienced, Special Needs Oriented & Adult Volunteers!

Until further notice, we are only accepting adult volunteers and young adults over the age of 15 that have previous ranching, horse riding, animal caretaking experience and also those that have a passion for working with the special needs and underprivileged community by building a stronger charity program.

Thank you for your interest in volunteering at Frisco Horse Park. We are dedicated to building the best equestrian charity in Frisco. We are currently re-evaluating the structure and guidelines of our volunteer program. Please email us with a “Commitment To Do What’s Needed” statement and let us know what your incentive is for volunteering and what you are committed to contributing to the charity horse park. Once you have emailed us at info@friscohorsepark.org we will be in touch to discuss your acceptance into the volunteer program. Thank you for your desire to contribute to a great cause.

Please read this packet carefully. Frisco Horse Park is a wonderful place to volunteer ***and*** you must realize that the fun you have and the gifts you gain come from doing a job well, being disciplined with the commitments you make, getting along with others and realizing at the end of the day, what is most important is that you have contributed to keeping the charity and horse park alive and you have contributed to transforming this into a place that can serve larger and larger groups of the special needs and underprivileged community. Please don’t take this lightly. Everything from taking the trash out to grooming horses is important...***no job is beneath you.***

“The greatest reward you can receive from your actions in this life is not what you get for them but what you become by them.”

–author unknown

The Frisco Horse Park Management Team

Members of the American Paint Horse Association

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Volunteer Information Sheet

NAME: _____ DOB _____ DATE _____

ADDRESS: _____

PHONE (H) _____ (C) _____

EMAIL: _____ SS# _____

DRIVERS LICENSE # _____ INSURANCE _____
EMERGENCY CONTACTS:

NAME: _____ RELATIONSHIP _____

PHONE (H) _____ (C) _____

**★Frisco Horse Park will conduct a background check on all volunteers wishing to enter the volunteer program.
I do hereby attest, under penalty of perjury, that I have never committed a felony.**

Name	Date
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IN ORDER TO PROVIDE A MORE STABLE WORK ENVIRONMENT FOR OUR CLIENTS AND FOR OUR FELLOW CHARITY WORKERS, YOU MUST INDICATE THE DAYS AND TIMES YOU CAN VOLUNTEER REGULARLY. WE UNDERSTAND THAT OUR VALUABLE VOLUNTEERS HAVE ADDITIONAL IMPORTANT COMMITMENTS SO PLEASE ONLY COMMIT YOURSELF TO WHAT YOU KNOW IS A REALISTIC AMOUNT OF SERVICE.

LIST THE DAYS AVAILABLE AND TIMES YOU WILL BE VOLUNTEERING.

MONDAY	_____	FRIDAY	_____
TUESDAY	_____	SATURDAY	_____
WEDNESDAY	_____	SUNDAY	_____
THURSDAY	_____		

TOTAL PER WEEK

PLEASE LIST TWO REFERENCES (PERSONAL AND BUSINESS), INCLUDING THEIR NAME AND CURRENT PHONE NUMBER:

EXPERIENCE WITH HORSES: _____

I certify that the above information is true to the best of my knowledge.

Name

Date

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VOLUNTEER GUIDELINES:

All volunteers are required to adhere to the following guidelines. If a volunteer fails to comply, s/he will be warned the first time. After a second violation, the volunteer will be asked to leave the premises for the rest of the day. Any violations after the second and the volunteer will be asked NOT to come back to the ranch.

We understand that volunteers are usually drawn to be here because they love horses, animals, the outdoors and they love to ride. However, we all have to make sure that the charity is functioning and able to grow and support itself otherwise this opportunity will not be here in the future. Our work must be done on the ranch **before we ride or play**. The primary purpose of volunteering at the horse park is to contribute.

YOU MUST VOLUNTEER AT LEAST 20 HRS PER MONTH TO KEEP YOUR STATUS ACTIVE. IF YOU DO NOT/ OR CANNOT, YOU WILL BE PUT IN THE INACTIVE FILE AND YOU WILL NEED TO BE RE-ACCEPTED INTO THE VOLUNTEER PROGRAM AT A LATER DATE. WE DO UNDERSTAND EXTENUATING CIRCUMSTANCES AND WOULD BE HAPPY TO DISCUSS YOUR PARTICULAR SITUATION WHEN NECESSARY.

1. Time Cards

- a. Keep track of your time cards.
- b. Punch in and out properly. You must punch out for lunch and breaks. If you do not punch out for your lunch and breaks we will deduct 5 hours from your time card.
- c. Have staff on duty sign time cards at the end of each shift (no excuses).
- d. At the end of each month each volunteer is responsible for totaling their volunteer hours and transferring the unused hours onto the new time card. If you are unsure of your calculations, please have your parent double check your totals.

2. Cleaning Up

- a. You must clean up after yourself at all times.
- b. Pick up trash whenever and wherever you see it, whether it is yours or not. If you are asked to pick up trash outside, you must pay attention to detail and complete the area assigned to you. Trash is a dangerous health hazard for our horses.
- c. If you see food or other ranch items left out of their proper place, return the items to their home. If you do not know where it goes, ask someone. Volunteers are to do everything they can to keep the ranch clean.
- d. **DO NOT EXPECT TO COME TO THE RANCH TO SIT AROUND AND VISIT- THERE IS ALWAYS SOMETHING TO DO.**

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- e. Do not eat or hang out in the entrance area or office area of the ranch house.
- f. If you see that a trash can is full, empty it. If you cannot lift it, get help from someone.

3. Preserving our Valuable Equine Equipment

- a. You must return all tack to its proper place. Everyone is responsible for making sure that tack is returned to the tack room. Whether it was you that used it or not, there should **NEVER** be any saddles, bridles, blankets, halters or leads left lying around the ranch **OR** on a horse. This will be your incentive to make sure you help us support other volunteers in following these guidelines, as well!
- b. If you see someone leaving any tack out, remind them it must be stored in its proper place.

4. Staying on Track of Ranch Responsibilities

- a. You must complete the tasks that are assigned to you. If you cannot, you must notify the person in charge of the area in question. Do not leave your task until it is completed.
- b. If you are asked to clean stalls in the barn, at most there should only be 2 people to a stall, we need to spread out to get the barn done quickly in an efficient manner.
- c. When you are in the Barn, you are to be under the direct supervision of the Barn Supervisor who is on staff. **DO NOT** do **ANYTHING** without their permission (let horses out, in, feed, etc.).
- d. Remember: You cannot ride horses until your assigned ranch duties are completed. When your duties are completed you must check in with office staff for proper approval and procedures before riding any horses.

5. Horse Privileges

- a. It is important to understand that you may not get to ride everyday that you come out to volunteer. As long as you work hard and earn your rides, you will get to ride, but please don't expect to ride every day.
- b. **NEVER run a horse towards the barn. If we see this happening, we will send you home immediately.**
- c. Each individual must care for the horse they use when trading hours for services. (un-tack, hose down, put away etc).
- d. **DO NOT** tie up any horse in the barn breezeways. Use the courtyard for tacking and grooming.
- e. Volunteers are **NOT** permitted to ride ranch horses until 4:30, **NO EXCEPTIONS.**

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6. Ranch Hours

- a. **The ranch officially closes at 7:00PM EVERY DAY (6:00pm during winter hours when it gets dark early)** (unless there is a special event going on). Volunteers must be picked up and **OFF property no later than 7:00pm (or 6:00 pm, depending on the season).** **When there is no staff on property, volunteers shouldn't be on the property. If there is staff on property (or one of your parents is on the property with you and it has been pre-approved through Wayne Kirk- 972-365-5529), then you may stay later but you are still not to do anything against what you know the Barn/Ranch Supervisor would approve.**

7. Office Rules

- a. Without approved Ranch Office Staff present or without approval from Ranch Office Staff, a volunteer is **NOT** permitted in the **Inside office**. All office items, supplies and official office paperwork in the outdoor **Lobby office** area are off limits unless you are following Office Staff guidance or unless you have Office Staff permission. Unfortunately, we have “lost” many important supplies, computer files and paperwork and need to prevent this from occurring in the future.
- b. **NO ONE IS ALLOWED ON THE COMPUTER** unless there is Staff approval or staff supervision. Our scheduling system and files are very important to us! We cannot afford to have them tampered with.
- c. You may ask to use the phone, blank paper, pens/pencils, etc., but everything else is OFF limits.
- d. Breaks should be taken in either the party room or quietly in the lobby or breezeway area.

8. Party Wrangler Criteria

- a. **As a volunteer you are required to assist with fulfilling all party requirements at Frisco Horse Park. These parties are an important source of financial contributions that are necessary to keeping the charity open and growing. Assisting with these parties is something you must be willing to commit to if you choose to volunteer here.**
- b. **REMEMBER: You are representing the ranch, and these children/guests are here for a special occasion and you can make it even more special by following the guidelines below:**

Signature of Volunteer

Date

Signature of Parent if Volunteer is under 18

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No Gossip Policy

Gossip is an activity that can drain, distract and downshift any environment. We have all participated in gossip at some point, yet most of us say we don't like it. In order to create a more productive and professional workplace, we the undersigned are making a commitment to change our atmosphere to be gossip free.

Gos-sip n. Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk or writing.

We *GOSSIP* by choice – and so it is something we can choose NOT to do. You *can* choose to excuse yourself from doing it. In order to end gossip we must choose to end a particular type of communication:

- Gossip always involves a person who is not present.
- Gossip involves criticizing another person. It is very different than professional constructive criticism.
- Gossip is often about conjecture (a conclusion, judgment, or statement based on incomplete or inconclusive information) that can injure another person's credibility and reputation.

By signing below, you agree to the following:

1. I will not speak or insinuate another person's name when that person is not present unless it is to compliment or refer to them constructively regarding work matters.
2. I refuse to participate when another person talks about someone who is not present in a negative way.
3. I choose not to respond to negative emails/phone texts or use email/phone texts to pass on private or derogatory information about any person related to Frisco Horse Park.
4. While away from the horse park, I will not speak to other co-workers about people at work in a negative way.

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5. If another person at the horse park does something disruptive, unethical, incorrect, or against procedures, I will find and speak with the person in charge or on duty that can help to take corrective action.
6. I will mind my own business, do good work, be a professional and I will expect the same from others.

Signature of Volunteer

Date

Signature of Parent if Volunteer is under 18

Thank you for becoming a part of our family here at FHP!



Like the rest of us that are committed to the horse park, we hope you consider this a unique and worthwhile opportunity to learn a variety of skills, have fun, ride beautiful horses and most of all, help our charity to grow so we can help others more. You are so valuable to us. You are the pivotal factors in making this charity the best it can be. Let us all give 100% in making this happen and let us also keep an open mind. We never know how much we might receive or give from a simple walk amongst the glorious horses cleaning up trash in Mother Nature's beautiful pasture.

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