

SAVE THE HORSES



Volunteer @ Save the Horses

Volunteer Handbook

VOLUNTEERS ARE THE BACKBONE OF OUR RESCUE FARM!



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1768 Newt Green Road
Cumming, GA 30028
770.886.5419



Horse Rescue Relief & Retirement Fund, Inc.
501(c)(3) non-profit corporation
Certified and registered in the state of Georgia.

We Are Rescue!



We could not do all that we do without the help of our incredible volunteers! We are an all-volunteer organization where we currently have no paid staff.

Each and every volunteer that comes our way is truly valuable to our organization, and we appreciate all of the hard work and effort that volunteers give to us freely on a daily basis.

We are always in need of individuals who are passionate, hardworking, motivated, dedicated, and dependable to lend us a helping hand with feed shifts, grooming, horse care, events, barn projects and more.

We welcome individuals with horse experience, but we provide on-site training to volunteers with little to no horse experience. We strive to empower our volunteers by helping them develop their horsemanship skills.

The horses that we bring into the rescue depend on us to help them through this new chapter in their life, and we owe it to them to provide them with the best quality care that we possibly can. We believe that they deserve our very best, and we hope to have volunteers that will go the extra mile to ensure their health and welfare.

You will be required to attend a New Volunteer Orientation which is held on the second Saturday of every month on our farm.

Please print out a copy of the Liability Waiver and bring it with you to the New Volunteer Orientation.

<http://savethehorses.org/volunteer-orientation.html>

Donations help cover costs for veterinary and farrier services as well as feed and equipment. Monetary donations are appreciated as well as in-kind gifts of feed & equipment. Sponsors may adopt a horse to cover feed for an entire year. Tax deductible donations can be made to the Horse Rescue Relief & Retirement Fund, Inc. Visit our website for more info: www.savethehorses.org.

Thank you for your help. We Are Rescue!

Cheryl Flanagan

Welcome to Save the Horses



Thank you for your interest in volunteering at Save the Horses. Your help will enable us to rescue, rehabilitate and retrain horses that have been abandoned, abused and unwanted. It takes a village of volunteers to do what we do, but if you love horses, the rewards are great.

Helping a fearful, emaciated creature fill out, learn to trust human friends and ultimately find lifelong love and safety is an experience not to be equaled anywhere. If this sounds like what you want to do, welcome to the family!

Save the Horses has established guidelines and standards to provide for the safety and comfort of both volunteers and the horses in our care. These guidelines are set forth in this handbook and must be followed precisely. This handbook will answer many of your questions. However, always feel free to ask for clarification of a policy, or procedure.

What Help Is Needed?

Volunteering at Save the Horses is a wonderful family experience. Make it a family event!!

Volunteers under the age of 16 must be accompanied by a parent who must work alongside their child and supervise them.

- **Barn Volunteer (Daily Chores):** No skill is required. Volunteers are given responsibilities according to their level of experience and offered opportunities to grow. Assist with daily chores that include mucking (removing manure from stalls and other areas), cleaning water buckets and troughs, raking, feeding, leading (walking), grooming, bathing, and managing our horses.
- **Farm Operations:** For volunteers who have skills in handy/maintenance work. Mowing, gardening/landscaping, fence, equipment and other repairs, building/construction, painting, etc.
- **Non-Horse Volunteer Opportunities:** If you have experience in public relations (community outreach), grant writing, marketing or fundraising, we need your skills. Additionally we need help spreading the word in the form of brochure creation, website design and marketing and other tools. We also need administrative assistance that includes making and returning phone calls, mailing letters, organizing and office cleaning.

How Do I Get Started?

We hope you will join us in helping abused and neglected horses start their second chance at life!



All prospective volunteers are required to participate in a Volunteer Orientation session prior to volunteering. Orientation sessions are held from **9 a.m.- 11 a.m.** on the 2nd Saturday of every month at our farm. Youths under the age of 16 must be accompanied by at least one of their parents/legal guardians.

After the Orientation, attendees are encouraged to stay and work. Make sure to wear sturdy, closed toe shoes (low heeled boots and sneakers are ideal) and clothes you don't mind getting wet and/or dirty. This is a rain or shine event.

A signed liability waiver must be completed and placed on file before approaching any horse on the farm.

No reservation is necessary to attend the Orientation. Come to the farm at 1768 Newt Green Road, Cumming, GA 30028. Park on the driveway and walk through the gate towards the Pavilion. This is a rain or shine event. The Pavilion is covered and if there is bad weather, the Orientation will be held in the barn.

Can You Help?

Our volunteers are very hands-on and are responsible for duties directly involved with the horses.

No experience? No problem, we can train you! We have volunteering opportunities for all experience levels.

Daily Chores include:

- ⊗ Feeding
- ⊗ Mucking (Stall cleaning)
- ⊗ Clean/Fill water buckets
- ⊗ Clean/Fill water troughs
- ⊗ Turning in and out
- ⊗ Farm maintenance
- ⊗ Raking
- ⊗ Haying

Other barn chores as time permits

- ⊗ Grooming
- ⊗ Bathing
- ⊗ Socialize horses
- ⊗ Scoop poop in arena, etc.
- ⊗ Clean picnic area
- ⊗ Clean open areas
- ⊗ Check & repair fences
- ⊗ Barn clean up
- ⊗ Office clean up
- ⊗ Clean/Organize tack
- ⊗ Clean/Organize groom tools
- ⊗ Hose & clean wash racks
- ⊗ Remove cobwebs

Volunteer Work Hours

The world is hugged by the faithful arms of volunteers.



Daily Chores:

We are very thankful for our volunteers who complete daily chores, as our horses receive daily care entirely by our volunteer network. After completing our Volunteer Orientation, volunteers are eligible to complete daily chores.

Volunteers may sign up to work as fits their schedules. Daily chores are divided into morning and afternoon/evening time slots. Morning chores are between 8 a.m. and 10 a.m. Afternoon chores are between 4 p.m. and 6 p.m.

Note to Parents: While we love having your children here to learn about horses, we must ask that you be responsible for their conduct and behavior. Watch your children at all times, and be aware of where they are. Please pick up after them, whether it's the brushes or water bottles.

Volunteer Rules & Guidelines

Volunteers are love in motion.

- 1. Orientation:** All prospective volunteers must attend a Volunteer Orientation. At the Orientation you will find out how to arrange your volunteer schedule through the Volunteer Scheduler.
- 2. Waiver:** All prospective volunteers must have submitted a signed Liability waiver.
- 3. Scheduling:** All volunteers must schedule their availability in advance through our Volunteer Scheduler Program. You will learn how to access the Scheduler at your Orientation.
- 4. Commitment:** It is imperative that you keep your volunteer commitments as scheduled. If you are unable to volunteer for a scheduled shift, please login and update your schedule at least 24 hours in advance. Or you can send an email to us at: volunteer@savethehorses.org.
- 5. Check in with Lead:** When you arrive at the farm, all volunteers must check in with the Lead Volunteer for instructions. If you don't know who the Lead is, ask.
- 6. Document Hours:** We track hours as resources so please note the total hours worked before you leave for the day. The sign in book is in the office.
- 7. Return Supplies and Equipment:** All volunteers must put all wheelbarrows, manure forks and tools, buckets, tack and grooming equipment away properly after use.

Volunteer Chores

Help is greatly needed with feeding and chores for both AM and PM feed seven days a week. Rain or shine.

EVERY DAY (winter - reverses in summer)

- **Morning feed and turnout** (begins about 8 am every morning including Saturdays and Sundays - see AM Lead person)
 - Fill water buckets in barn (buckets are dumped and washed out on Saturday mornings and as needed)
 - Give hay to any horses remaining in barn (some Horses get soaked cubes or different hay)
 - Check and fill water troughs outside, in each pasture and small pens, including petting zoo, scrub troughs as needed
 - Rake barn aisle
 - Muck stalls and add shavings to clean stalls. Do not put shavings under the water buckets and only put down a thin layer.

AFTERNOON

- Mid-day feeding of older horses (ask which horse and what to feed)
- Visit with and love horses, ask which horses

EVENING

- Evening feeding and turn-in (beginning no earlier than 4 pm every day including Saturdays and Sundays (see PM lead person.)
 - Hay in stalls and pastures as needed
 - Put on blankets if weather will be cold (ask before blanketing or Cheryl will advise)
 - Unhook stall guards and shut stall doors
 - Be sure all outside gates to pastures and turnout areas are securely closed
 - Check gates at back of barn to be sure securely closed (poop area and mini turnout area)
 - Turn out lights, close barn doors as far as possible

AS NEEDED

- Special care for sick or injured horses (Cheryl will advise)
- Show new volunteers/visitors around the farm
- Help with birthday parties
- Help with open houses
- Help with field trips - sometimes on weekdays

AS TIME PERMITS

- Groom horses (clean wash rack after use)
- Socialize horses to prepare them for adoption (ask which Horses)
- Spend time with and care for older and special-needs horses
- Scoop poop in arena
- Clean picnic area, open areas
- Rake/scoop small pastures, pens
- Rake/scoop shelters in pastures
- Hose down and clean wash racks
- Dust gutter rail above stalls
- Sweep down stalls to remove cobwebs, as this can be a fire hazard
- Clean and organize tack, grooming tools
- Check and repair fences

Volunteer Guidelines

"Alone we can do so little, together we can do so much." ~Helen Keller

- 1. Dress Code:** Wear footwear that is comfortable. No open toed shoes! Wear closed toe such as tennis shoes, hiking boots, cowboy boots or riding boots (no sandals, flip flops or steel-toed boots.) Gloves are a good idea to bring but they are optional. Please limit jewelry – nothing hanging or dangling that can get caught on things.
- 2. Children:** Parents of youths under the age of 16 must work alongside their child and supervise them.
- 3. Smoking:** NO smoking is allowed in the barn, around hay bales or in the main house. Do NOT throw your cigarette butts on the ground. Please dispose of them in a trash can after extinguishing.
- 4. Community Service:** Volunteer time at STH can be used to satisfy community service hours required. You are responsible for bringing your forms to be filled in and signed.
- 5. Cell Phones:** PLEASE do not use your cell phones when working around or with horses. If it is an emergency, please leave the barn area to talk on the phone. Ringers on phones should be muted when around the horses.
- 6. Parking:** The parking area is along the driveway. Please park on the right side only as trailers and delivery trucks need room to pass. Do NOT block any feed buckets. When you come through the gate, please ensure to close and fasten it behind you.
- 7. Restrooms:** There is a restroom in the office for your use as well as a wash sink. Please be sure to clean up after yourself.
- 8. Injuries:** Please notify the Lead immediately in the event you receive any type of injury.
- 9. Water:** Bring water to hydrate while working. Please be considerate and do not leave empty bottles lying around.
- 10. Note:** Sometimes help is needed in areas other than dealing with the horses (cleaning the office, feed room, barn, fencing, events, unloading supplies, etc.)
- 11. Other:** If you leave the property at any time please notify a Lead or Regular Volunteer so that they are sure that all persons are accounted for.

Liability

If you volunteer with us, please remember you do so at your own risk. All volunteers must sign a release form before working on the farm, as a reminder that all activities involving horses have inherent risks.

Corporate Giving

Corporate Giving/Matching
Many companies offer a corporate giving or matching program for time volunteered. Inquire with your human resources, corporate citizenship or social responsibility team to put Save the Horses on your list of supported organizations.

Basic Horse Safety Rules

Approaching the Horse

1. Have someone who already knows the horse well introduce you for the first time. The horse will be more comfortable in the presence of a familiar person, and you have the opportunity to ask questions about his mannerisms and quirks.
2. Approach your horse from the front, a little to one side, talking to them in a calm voice. It is important that he sees and hears you approach. If the horses hindquarters are toward you, approach it at an angle so it can see you. Speak to it and watch for its ears to flick in response. Place a hand firmly on the horses neck or shoulder. As you approach its head, remember that most horses do not appreciate being patted on the face. **REMEMBER:** horses are creatures of reaction (fight or flight); so always let the horse know where you are. Never run up to or after a horse.
3. Never approach a horse from the rear. Even in the stall, they should turn to face you.
4. Pet a horse by placing a hand on its shoulder or neck, not on the nose or face. The horse's nose is a sensitive spot, and some horses can be head-shy. Also, horses cannot see your hand if you pat them on the nose; this can make them jerk their head upwards. Also, when petting a horse, the action you make with your hand should be a rubbing or soft scratching motion and never a slap- like or pat-like motion. The most similar action to a slap or pat-like motion to a horse is a kick or bite and most horses do not find this very pleasurable.
5. Whenever you are near a horse, your attention should be on the horse. Horses are prey animals, and may spook or start at unfamiliar objects, unexpected sounds or even a scent they pick up on a breeze. A startled horse may jump or move toward you suddenly and you need to be alert to avoid being stepped on or knocked down.
6. . **Watch Your Feet!** Always be aware of where your feet are when working up close beside a horse. If a horse steps on your foot, *do not* try to pull your foot out from under the horse's foot. Rather, reposition the horse so that it removes its foot from yours.
7. Horses may kick, bite, strike and/or bolt if startled. Please no running through the barn or screaming. Parents/Adults please keep children under your supervision at all times.



Leading Safely

1. Walk beside the horse's neck when leading. Most horses at the rescue have been trained to lead from both sides, but it is safest to lead from the left until you know this is the case.
2. Never hold the horse's halter with your hand when leading. Your hand could get stuck if the horse tosses his head, spooks or takes off running. Always use a lead rope when leading a horse.
3. Use a safe lead rope and both hands when leading. The excess rope should be folded (NEVER WRAPPED OR LOOPED) and held in the hand furthest from the horse.
4. Do not allow the lead to drag on the ground.
5. Use both hands: the right hand holds the lead rope (with 8-16" of rope between your hand and the catch). Fold the extra rope back and forth in your left hand. Never loop lead rope, or anything else attached to a horse, around any part of your body .
6. Your horse is stronger than you, so don't try to out-pull it. Most horses will respond to a few rhythmic tugs.
7. If the horse hangs back and refuses to move, turn left or right until he begins to move and then proceed forward
8. If a horse rears, release the hand closest to the horses head so that you won't be jerked off the ground. If the horse doesn't calm down RIGHT AWAY just let go of the lead rope. It is easier to catch a horse that takes off and it avoids someone getting injured trying to hold on. Please remember that if this happens to let go of the horse and seek assistance.

Working Around the Horse

1. Wear boots or solid, closed-toed shoes to protect your feet should you be stepped on.
2. The horse has several blind spots. Whenever you are near a horse, always make sure it knows where you are by speaking to it or keeping a hand on its body as you move around it.
3. The safest place to stand when working with a horse is close to its side near its shoulder.
4. Never stand directly in front of or behind a horse, even when you are brushing its tail or forelock, because it may not be able to see you well.
5. When a horse is on cross-ties, never walk under its neck to get to the other side. A horse has a blind spot under his neck, and will not know where you have gone when you disappear from its line of sight. When you appear suddenly on the other side of its head, it is likely to be startled.
6. To pass behind a horse, either walk far enough away that you are not in kicking range (at least 12ft.), or so close that you cannot receive a full blow should it kick. Most people opt for the latter, and if you do, be sure to keep your hand on its rump when walking behind it so that he will stay aware that you are there.
7. Unless you know the horse you're handling extremely well, do not make sudden movements or sudden loud noises around it. Some horses will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
8. Always let a horse know what you intend to do. For example, when picking up its feet, do not grab the foot hurriedly. Instead, run your hand down its leg, starting at its shoulder and down to its pastern, and the horse should pick up its foot for you.
9. Never leave a tied horse unattended. If the horse startles, it may injure itself trying to get loose.



Releasing a Horse

1. When releasing a horse into a stall, always lead it completely through the door and turn it around to face the door before removing the halter.
2. When turning a horse out into pasture, always lead it completely into the pasture, turn it to face the gate and secure the gate before removing its halter.
3. Never leave a halter on a horse that is turned loose. A horse may paw at its halter or accidentally get it caught on a fence or other object, which can result in severe damage and even possible death should the horse panic while he is stuck. There are too many

horror stories of horses breaking their necks due to panicking from getting their halter stuck on something, even when wearing so-called 'break-away' leather halters.

Other

1. Make sure that all gates and doors are always closed and secured. If it is open, close it. If unsure double-check or ask.
2. Keep tack and equipment off the ground and in its proper place. Do not leave things where people or horses could damage or be hurt by them.
3. ALWAYS put things back from where you got it, if unsure ask someone.
4. Don't give treats to the horses unless you have permission. Some horses have health conditions that prohibit them having sugar or other foods.
5. NEVER leave a horse tied and unattended.
6. No one is allowed to administer medications of any kind to horses without permission.
7. Please remember to clean up after any horse you may be working with.
8. Other than helping to keep the horses clean, grooming gives volunteers the chance to look over their body for any cuts/swelling/etc. If there are cuts/swelling please inform the Lead Volunteer.

Note: We have a zero tolerance for drugs, alcohol, knives, weapons (unless law enforcement, military or authorized) or any abusive behavior whether of horse, animal or person. Save the Horses reserves the right to terminate the services of any volunteer.

Volunteers are to be aware of the rules and to help to enforce them. If you are aware of someone not following the guidelines, please notify someone in charge.

Other Ways to Volunteer

Barn Buddy – Foster Children & Horses



The Barn Buddy program is looking for volunteers to help facilitate healing relationships between adopted/foster children and rescued horses.

If you are compassionate, patient and would like to give back to your community, you may be the perfect fit for our program.

All Barn Buddy Volunteers MUST:

- Attend an Orientation at Save the Horses - Orientations are held the 2nd Saturday of every month at 9 AM
1786 Newt Green Road, Cumming, GA 30028
- Volunteer for 2 shifts at Save the Horses
- Attend The Barn Buddy Volunteer Training
- Make a 9 month commitment to the program

If you're interested, contact Rebecca at: barnbuddy@savethehorses.org. or on the Facebook page: <https://www.facebook.com/TheBarnBuddyProgram>.

Pony Parties



One of the many ways that Save the Horses raises money to help the horses it saves from abuse and starvation is by holding birthday parties for children. The parties are held under a covered pavilion.

Can you help?: If you can spare 2 hours, we would love your help. Help needed includes:

- Set up picnic area with tablecloth and some decorations.
 - Get paints ready.
 - Grooming horses
 - Organizing pony rides
 - Help children on/off horse and walk the horse.
 - Serve as a sidewalker for small children
- Monitor/supervise children as they paint horses (help children apply paint to their hands and paint the horse.)
 - Monitor/supervise children at the petting zoo
 - Clean up before & after the party
 - Put tack, decorations & tablecloth away

You must be 16 years or older to volunteer. Children younger than 16 can volunteer if accompanied by a parent.

For more information, contact Brigitte: ponyparty@savethehorses.org

About Us

The mission of Save the Horses is to improve the quality of life for all horses, thereby improving the lives of people through their bond with the horses.

We are committed to the rescue and rehabilitation of equines suffering from abuse, as well as the successful retirement of working equines. We strive to improve public awareness and knowledge regarding the standards of care necessary to insure the health and safety of all equines.



Mission

WE OPPOSE HORSE SLAUGHTER AND FIGHT HARD TO PREVENT IT!



Save the Horses (the Horse Rescue, Relief & Retirement Fund) was founded in 1998 by horse rescuer and activist Cheryl Flanagan, and since then the 501(C)(3) non-profit organization has operated solely on tax-deductible donations. The facility is entirely volunteer-run, but Save the Horses is a place that also gives back to its volunteers in ways that can only be described as soulful, healing and life-changing.

Save the Horses provides a safe haven where abused, neglected, and abandoned horses can be cared for, rehabilitated, and then adopted out to responsible, caring families. With two separate Georgia locations (Cumming and Chickamauga), Save the Horses provides for about 90 horses as well as other animals.

Through media appearances and training programs, Save the Horses strives to increase public awareness of the plight of these horses. The group also welcomes children, hosting educational, age-appropriate tours and other kid-friendly activities designed to familiarize children with horses. They include birthday parties, pony and hay rides, lessons in basic horse care, and visits to an on-site petting zoo inhabited by other small, rescued farm animals.

Save the Horses (The Horse Rescue, Relief & Retirement Fund) is a 501(c)(3) and all donations are tax deductible.

www.SaveTheHorses.org

Contact Us

General questions: info@savethehorses.org

Volunteer: volunteer@savethehorses.org

Events: events@savethehorses.org

Barn Buddy: barnbuddy@savethehorses.org

Pony Party: ponyparty@savethehorses.org

Website: <http://savethehorses.org/volunteer.html>

