



## Healing Hoof Steps Volunteer Application Packet

Please answer every item

Name: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Female \_\_\_ Male \_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Telephone:

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Caregiver/Guardian Name & Phone: (If minor or dependent adult)

\_\_\_\_\_

If student, give name of school and grade level: \_\_\_\_\_

How did you hear about Healing Hoof Steps? \_\_\_\_\_

Can you walk for 30 minutes and jog for short distances in sand? Yes \_\_\_ No \_\_\_

Can you hold your arm above shoulder height and support a modest weight? Yes \_\_\_ No \_\_\_

Are you comfortable working and/or walking around horses and ponies? Yes \_\_\_ No \_\_\_

Please identify any physical/emotional/medical or other conditions which might affect your ability to participate as a volunteer. \_\_\_\_\_

\_\_\_\_\_

Are you currently First Aid Certified? Yes \_\_\_ No \_\_\_ CPR Certified? Yes \_\_\_ No \_\_\_

Have you completed any first aid/rescue breathing/CPR training? Yes \_\_\_ No \_\_\_ Languages: (Including sign language): \_\_\_\_\_

What are your strengths, special talents or abilities?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the reason you are seeking a volunteer position (check all that apply): \_\_\_ Personal fulfillment \_\_\_ School requirement \_\_\_ Community service requirement \_\_\_ Skill development

**VOLUNTEER HISTORY** Please specify how many years and what type of experience you have had with horses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES** (Please list two references other than a relative)

(1)Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_

(2)Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Years known: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_

Important to remember – Please call the Riding Instructor if you cannot make your shift as many of the students depend on a horse handler and/or side-walkers in order to ride safely. We appreciate this courtesy so that we can find necessary replacements and ensure our riders are able to participate.

**Check areas in which you are interested: Program Special Events Administration  Horse Handling  Side-walking with a student  Stable Management  Facility Repairs  Horse Show  Fundraising  Special Olympics  Trail Rides  Public Relations  Grant Writing  Newsletter  Volunteer Recruitment  Photo's/Video  Budget/Finance  Future Planning**

Please indicate the hours you are available so we can add you to our schedule. Mon Tues Wed Thurs Fri Sat Sun Morning Afternoon Evening **VOLUNTEER INFORMATION AUTHORIZATION TO RELEASE INFORMATION**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone : \_\_\_\_\_

I, the undersigned, authorize and consent to any person, firm, organization or corporation provide a copy (including photocopy or facsimile copy) of the Authorization for Release Information by the above stated agency to release and disclose to such agency any and all information or records requested regarding me, including, but not necessarily limited to, my employment records, volunteer experience, military records, criminal information records (if any), and background. I have authorized this information to be released, either in writing or via the telephone, in connection with my application for employment or to be a volunteer at the program. Any person, firm, organization or corporation providing information or records in accordance with this authorization is released from any and all claims or liability for compliance. Such information will be held in confidence in accordance with program guidelines.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:



## BACKGROUND CHECKS

Healing Hoof Steps requires all staff and volunteers to complete and pass a thorough background screening prior to engaging in any client related activities on property. Healing Hoof Steps utilizes Sterling Volunteers to perform background checks for each member of our staff and volunteers. Each volunteer will be sent a link from Sterling Volunteers after submitting this completed application to [amara@healinghoofsteps.org](mailto:amara@healinghoofsteps.org). The background check fee is the responsibility of the potential volunteer. Refunds will not be accepted whether the potential volunteer does or does not pass the screening. Background check fee of \$19 will be paid on Sterling Volunteers website at the time of application.

**CONFIDENTIALITY AND PHOTO RELEASE** I agree that as a HEALING HOOF STEPS volunteer, I will respect the privacy of participants, volunteers and all those involved and hold in confidence all information obtained in the course of my volunteer service. I recognize that confidentiality and privacy requirements apply to everyone. I also respect and understand the all photos of participants are prohibited. As a volunteer, I hereby consent to and authorize the use and reproduction by HEALING HOOF STEPS of any and all photographs and any other audio-visual material taken of me for promotional material, educational activities, exhibitions, fund raising or for any other use for the benefit of the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT** In the event emergency medical aid/treatment is required, due to illness or injury, during the process of receiving services, or while being on the property of the agency, I authorize CHAPS to secure and maintain medical treatment and transportation, if needed and incur expenses for which I will be responsible for payment. Name: \_\_\_\_\_ phone: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_ phone: \_\_\_\_\_

Physician name: \_\_\_\_\_ phone: \_\_\_\_\_

Preferred medical facility: \_\_\_\_\_ Health Insurance Co.: \_\_\_\_\_

Policy number: \_\_\_\_\_

## PLEASE CHECK ONE OPTION LISTED BELOW

**I GIVE CONSENT** for emergency medical treatment/aid in the case of illness or injury during the process of receiving services or while being on the property of the agency. This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life-saving" by the physician. This provision will only be invoked if the person below is not able to provide authorization or is unable to be reached.

**I DO NOT GIVE CONSENT** for emergency medical treatment/aid in the case of illness or injury during the process of receiving services or while being on the property of the agency. In the event emergency treatment/aid is required, I wish the following procedures to take place: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## VOLUNTEER DISCLOSURE AFFIDAVIT (Please Read Carefully)

Our program screens all prospective volunteers to evaluate whether an applicant poses a risk or harm to the children, youth and adults we serve. Information obtained is not an automatic bar to becoming a volunteer, but is considered in view of all relevant circumstances. This disclosure is required to be completed in full by all those who wish to be considered part of HEALING HOOF STEPS. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

FULL NAME: \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The undersigned applicant affirms that I HAVE NOT at ANY TIME (whether as an adult or juvenile): (Initial answer under **YES** or **NO** and provide a **brief explanation for any YES answer**)

YES	NO	
		Plead guilty to (whether or not resulting in conviction):
		Plead nolo contendere or no contest to any crime
		Had any judgement or order rendered against me (whether by default or otherwise):
		Entered into any settlement of action or claim of:
		Had any license, certification, or employment suspended, revoked, terminated, or adversely affected
		Been diagnosed as having or have been treated for any mental or emotional condition arising from:
		Resigned under threat of termination of employment or volunteer work for:
		Any allegation, any conduct, matter or thing (irrespective of the formal name thereof) constituting or involving (whether under criminal or civil law of any jurisdiction):
YES	NO	
		Any felony
		Animal Cruelty or Neglect
		Rape or Other Sexual Assault
		Drug or Alcohol Related Offenses
		Abuse of a minor child, whether physical or sexual
		Incest
		Kidnapping, false imprisonment, or abduction
		Sexual Harassment
		Sexual conduct with a minor
		Annoying/Molesting a child
		Lewdness and/or indecent behavior
		Lewdness and lascivious behavior
		Obscene literature
		Assault, battery or other offense
		Endangerment of a child
		Any misdemeanor or other offense classification involving a minor or to which a minor as a witness
		Unfit as a parent or custodian
		Restrictions or limitations on contact or visitation with children or minors
		Removing children from State or concealing children in violation of law or court order
		Similar or related conduct, matter or things
		Accusations of any of the above

Explanations (Descriptions and Dates Attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

**The above statements are true and complete to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Healing Hoof Steps

## LIABILITY RELEASE FORM

In consideration of the services of HEALING HOOF STEPS CORP, its managing partners, board members, employees, representatives, agents and associates (hereinafter referred to as "HHS"), I hereby agree to release, indemnify, and discharge HHS, on behalf of myself, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I acknowledge that horseback riding, caring for horses, and all therapeutic and learning/ self-discovery and/or psychotherapeutic activities involving horses entail known and unanticipated risks which could result in physical or emotional injury, paralysis, death, or damage to me, to property or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

The risks include, among other things: loss of control, collisions; horses, irrespective of their previous behavior and characteristics, may act or react unpredictably based upon instinct, fright, or lack of proper control by rider or handler, latent or apparent defects or conditions in equipment, animals or property, acts of other students in this activity, adverse weather conditions; contact with plants, insects, or animals; my own physical conditions or my own acts or omissions; the conditions of remote roads, trails, waterways, or terrain, and accidents connected with their use; first-aid, emergency treatment or other services rendered; consumption of food and drink. Furthermore, HHS seeks safety, but they are not infallible. They might be unaware of a student's fitness or abilities. They might misjudge weather, the elements or the terrain. They may give adequate warnings or instructions and the equipment being used might malfunction.

2. I expressly agree and promise to accept and assume all of the risks existing in this activity. My or my child participation in this activity is purely voluntary, and elects to participation in spite of the risks.

3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless HHS from any and all claims, demands, or causes of action, which are in any way connected with my or my child's participation in this activity or my or my child's use of HHS equipment or facilities, including any such claims which allege negligent acts or omissions of HHS.

4. Should HHS or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.

5. I certify that I have adequate insurance to cover any injury or damage I or my child may cause or suffer while participating or else I agree to bear the costs of such injury or damage myself. I further certify that I nor my child have no medical or physical conditions, which could interfere with my safety in this activity, or else I am willing to assume-and bear the cost of-all risks that may be created, directly or indirectly, by any such condition.

6. In the event that I file a lawsuit against HHS, I agree to do so solely in the state of Florida, and I further agree that the substantive law of that state shall apply in that action without regard to the "conflict of laws" rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portion shall remain in full force and effect.

By signing this document, I acknowledge that if anyone is hurt or property is damaged during my or my child's participation in this activity, I may be found by a court of law to have waived my or my child's right to maintain a lawsuit against HHS on the basis of any claim from any claim from which I have released them herein. **EQUINE WARNING: Under Florida Law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.**

Student/ Participant Name: \_\_\_\_\_

Teacher participant or parent/Guardian signature

Date Print Name of Guardian or Teacher

Participant \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Name/Phone





## HEALING HOOF STEPS SAFETY GUIDELINES

Welcome to Healing Hoof Steps! We are glad you are here. After reading the material, please sign where indicated showing that you understand and are in agreement with the policies and procedures of our organization.

- Anyone riding or handling a horse on Healing Hoof Steps property must have a signed waiver on file. Waivers are available online or from your instructor.
- Designated Healing Hoof Steps parking is located at the front of the property inside the security gate.
- If you wish to observe the session, please sit at the tables and chairs located under the wonderful shade tree. Please keep the conversation levels down so there will be no distractions for the student.
- The home located on the property is a private residence – no trespassing please.
- All riders must wear an ASTM approved helmet at all times while riding on the property.
- Under no circumstance is a child allowed to retrieve a horse in a turnout without adult supervision.
- Children under the age of 16 must be under the direct supervision of a parent or adult designated by a parent at all times while on Healing Hoof Steps property.
- For safety reasons, no one is allowed on the horse trail without permission from a staff member. Students and boarders use this trail to relax after their lessons. Unfamiliar noises in the woods could cause a horse to spook.
  - Do not hand feed treats to horses without permission from the owner. Some horses, have allergies, such as corn.

I have read the preceding information and will agree to adhere to the safety practices and facility guidelines while on property with my family and/or clients.

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Student Name/Signature

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Parent Name/Signature

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Date

**THANK YOU FOR YOUR COOPERATION IN MAKING HEALING HOOF STEPS A SAFE AND  
HAPPY FARM!**