

ACTT Naturally Volunteer Application

Please Print

Date: _____

Name: _____

Street Address: _____

P.O. Box: _____ City: _____ State _____ Zip Code _____

Home Phone: _____ Work Phone _____ Cell Phone _____

Occupation: _____

E-mail _____ Birthdate _____

Current Employer: _____

Describe the type of work you do: _____

List special skills or training. _____

Are you currently enrolled in high school or college? No ___ Yes ___ Where? _____

Please Indicate the days and times you are able to volunteer.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Saturday _____ Sunday _____

Have you ever done volunteer work before? Where? How Long?

Which areas would you enjoy participating in most? (requires evaluation and interview)

PR / Special Events _____ Fundraising _____ Desktop Publishing/Graphics _____

Office help _____ Calendar _____

Handyman / Maintenance _____ Educational Programs _____ Newsletter _____

Please list any computer applications you are familiar with _____

What personal talents do you have that you believe could benefit ACTT Naturally?

Would you be willing to occasionally run errands in your vehicle? _____

If yes, is your vehicle covered by liability insurance? _____

Do you have experience working with horses? No ___ Yes ___

Describe your horse related experience. Include number of years experience.

How did you hear about ACTT

Naturally? _____

What particular goal would you like to accomplish through your volunteer experience at ACTT

Naturally?

We would be very interested in any further information, comments or questions you may have.

Emergency Contact: _____ Phone _____

Do you have any medical limitations or are you on prescription meds? _____

If yes describe condition so we could help in an emergency situation: _____

VOLUNTEERS MUST BE OVER THE AGE OF 18

These questions are being asked for the protection of our staff and volunteers

Have you ever been convicted of a felony? _____

Have you ever been convicted of sexual offences? _____

Have you ever been convicted of animal cruelty? _____

Please list two or more personal references:

- | | Name | Relationship | Phone # |
|----|-------|--------------|---------|
| 1. | _____ | | |
| 2. | _____ | | |
| 3. | _____ | | |

I give permission to ACTT Naturally, Inc. to verify any information given above.

Volunteer's Signature _____

Please return this application to:

ACTT Naturally

P.O. Box 224

Greenwich NY 12834

570-578-6377

www.acttnaturally.org

Volunteer – Waiver & Disclosure

Liability Waiver

All volunteers must complete a volunteer application and sign our liability release forms before volunteering. These can be obtained from our office.

Ethics

Volunteers are a reflection of our organization, and as such must act with honesty and integrity. While on the farm and at related events, volunteers are ambassadors for ACTT Naturally. Therefore, in all activities and conversations, please treat others with respect and courtesy and convey a positive attitude.

Age Requirements

You must be at least 18 years of age to volunteer at ACTT Naturally, Inc.

Dress Code

Clothing should be tasteful, clean and tidy.

Personal Belongings

We cannot be responsible for your personal belongings while you are volunteering, whether at the farm or at fund-raising events.

Sexual Harassment

Sexual harassment will not be tolerated. If you believe you are the subject of harassment, please report it immediately to a Manager and appropriate action will be taken.

Discontinuation of Volunteer Service

Management will conduct verbal counseling with regard to policies and procedures and reserves the right to terminate a volunteer's service without warning for the following reasons: animal abuse; theft of property; carelessness or negligence; intoxication; unauthorized possession of firearms or other weapons; sharing confidential information with customers; behavior that is disrespectful of staff; or any other situation deemed inappropriate by management.

Disclosure of Risk and Agreement to Hold ACTT Naturally, Inc. and Long Shadows Farm LLC, Free and Harmless from Claims

WARNING

Under New York Law, a farm animal activity sponsor, farm animal professional, or other person does not have the duty to eliminate all risks of injury of participation in farm animal activities. There are inherent risks of injury that you voluntarily accept if you participate in farm animal activities.

The undersigned acknowledges that he/she understands that horses are unpredictable in their behavior and can bite, scratch or otherwise injure persons and destroy or damage property. ACTT Naturally, Inc. makes no warranty as to the behavior of any horse on the farm properties or at offsite events and this is one of the conditions accepted by the volunteer.

Furthermore, the undersigned, in consideration of being permitted to participate as a volunteer, does hereby agree to hold ACTT Naturally, Inc., and Long Shadows Farm LLC, its agents and employees free and harmless from claims of any person, including but not limited to the undersigned, for personal injury or property damage caused by a horse on farm properties or at offsite events.

I understand that because I will be on the farm, it is important to discuss being vaccinated against tetanus with my physician. I release ACTT Naturally, Inc. and Long Shadows Farm LLC from all responsibility for any situation that may occur because I did not pursue this matter further, and I understand that whatever decision I make is at my own risk.

Name (print)

Signature

Date

ACTT Naturally - Code of Ethics

Principle 1: While I am on this farm and at related events, I am an ambassador for ACTT Naturally. Therefore, in all my activities and conversations, I will treat others with respect and courtesy and convey a positive attitude.

Principle 2: When guests are touring the farm, I will make sure that my conduct is professional and courteous despite any immediate circumstances that concerns me.

Principle 3: If I have concerns about something, I will express those concerns honestly to the managers. I will not express my displeasure to those who are not in positions to make changes.

Principle 4: If I am angry about a situation, I will make sure I address the party about the issue at the appropriate time and place; being mindful that this is a public facility.

Principle 5: I will not discriminate against those of a different race, color, religion or creed.

Principle 6: In situations of conflict, I will listen and seek to understand before making conclusions.

Principle 7: I will abide by the decisions of management, even if I may disagree.

I acknowledge that failure to comply with the above code of ethics may result in permanent dismissal from ACTT Naturally.

Name (print)

Signature

Date