



OLD FRIENDS VOLUNTEER APPLICATION

Date: _____

Name: _____

Street Address: _____

PO Box: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Birth Date: _____

Occupation: _____

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 you are able to volunteer:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday ____

Have you 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 ____ Gardening ____

Tour Guide ____ Check in/Check out Tours ____ Office help ____ Calendar ____

Please list any computer applications you are familiar with. _____

What personal talents do you have that you believe could benefit Old Friends? _____

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? Yes _____ No _____

If yes, describe your horse-related experience. Include number of years' experience.

How did you hear about Old Friends? _____

What goal would you like to accomplish through your volunteer experience at Old Friends? _____

Do you have any additional information, comments or questions? _____

Emergency Contact: _____ Phone: _____

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

VOLUNTEERS MUST BE OVER THE AGE OF 18.

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

Have you ever been convicted of a felony or Class A misdemeanor? _____

Have you ever been convicted of a sexual offence? _____

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 Old Friends, Inc. to verify any information given above.

Volunteer Signature: _____

Return this completed application to:

Old Friends, Inc.

1841 Paynes Depot Rd., Georgetown, KY 40324

(502) 863-1775

alyssa@oldfriendsequine.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 Old Friends. 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 Old Friends, 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 third parties; behavior that is disrespectful of staff; or any other situation deemed inappropriate by management.

Disclosure of Risk and Agreement to Hold Old Friends, Inc. Free and Harmless from Claims

WARNING

Under Kentucky law (KRS 247.4027) 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. Old Friends, 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 Old Friends, Inc., 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 Old Friends, Inc. 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

Old Friends - Code of Ethics

Our objective is for all volunteers, staff, and board members of Old Friends, Inc. act with honesty, integrity and openness in all their dealings as representatives of the organization. Old Friends strives to promote a working environment that values respect, fairness and integrity.

Principle 1: While I am on this farm, at related events, or on social media, I am an ambassador for Old Friends. 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 concern me.

Principle 3: I will respect the hard work and commitment of the staff. If I have genuine concerns about something, I will express those concerns honestly and constructively to the appropriate manager and respect their decisions. 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 sex, race, color, sexual orientation, religion or creed. Sexual harassment or misconduct of any kind will not be tolerated.

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.

Principle 8: While acting as a tour guide or while representing Old Friends at any public event, I will not over indulge in alcohol or any illegal substance that would result in noticeably impaired judgement or perception, or cause a potential accident, or injury to myself, guests, or horses.

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

Name (print)

Signature

Date