



## GAIT THERAPEUTIC RIDING CENTER

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# Volunteer/ Staff Application Forms

Please complete and sign all **six (6)** enclosed forms. **All forms must be signed by parent/ legal guardian/ caregiver if under the age of 18.** These forms are valid for the current year only, and must be updated each year. Calendars and application forms are available via GAIT's website [www.gaittrc.org](http://www.gaittrc.org).

## POLICIES OF GAIT TRC

GAIT TRC is a PATH, Intl. Premier Accredited Center and abides by all PATH safety standards. In order to provide the safest conditions possible and quality services, we ask that all staff and volunteers adhere to our policies. Please review the following policies for GAIT TRC and sign all necessary forms. If you have any questions regarding this packet, please refer to the Volunteer Training Manual and or contact the office.

### I. Volunteer Requirements & Safety Guidelines

- All volunteers and staff are required to attend one Safety and Orientation Training each year
- Minimum age for volunteers is 12 years old
- Volunteers/ staff over 18 are required by PA law to obtain required background checks
- No smoking anywhere on the property
- A PATH Certified Instructor must be present during any interaction with the horses
- Please do not hand feed or walk behind horses
- Please read and adhere to GAIT's Confidentiality Policy
- Off street parking lot available near entrance. Accessible parking is reserved for participants first

### II. Attendance & Class Cancellations

- The majority of assistance needed from volunteers is during riding lessons. Please check the GAIT calendar/ class schedule for current dates/ class times
- Please arrive 15-30 minutes prior to class (*1 hour for groomers*) and plan to commit to an entire session if possible. If you are unable to commit to a particular day/ time, or are unable to come during your usual schedule, please email or call the office
- GAIT TRC will remain open during holidays and classes will continue as scheduled. In the event of bad weather, classes will resume inside the indoor arena. Cancellations will only be made in the event of an emergency

### III. Attire

- Dress appropriately for outdoor weather conditions and barn work
- No open toed shoes or sandals. Please wear boots (*no steel toe*) or sneakers
- Please wear long pants and t-shirts (*no tank tops or inappropriate logos*)
- Tuck scarves/ jewelry into clothing to prevent being snagged on equipment
- Please avoid ponchos, noisy clothing (ex: swishy pants), or baggy pants



# Contact Information and Health History

(Form 1)



## I. Contact Information:

Volunteer/Staff Full Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
Employer/School: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

**Preferred Method of Contact:**  Home Phone  Cell Phone  Work Phone  Email

*Please provide a current email address to receive info on current events and other important notifications.*

*For communication purposes, please be sure to notify GAIT of any changes to contact information ASAP*

## PARENT/LEGAL GUARDIAN NAME AND ADDRESS (IF UNDER 18):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## II. Health History:

Responsibilities may include communicating with others, following directions, walking for extended periods of time, jogging short distances, working in hot/cold conditions, lifting, working with or around large animals, and working with participants whose special needs may range from mild to severe challenges.

Please describe your current health status, particularly regarding the physical/emotional demands of working in a therapeutic riding program. Address any fitness, cardiac, respiratory, bone or joint function, recent hospitalization/surgeries or other lifestyle changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*GAIT TRC considers applicants for volunteering/ employment without regard to race, religion, national origin, sex, orientation, disability, or any other status. Reasonable accommodations that do not impose an undue hardship on GAIT and/or its participants may be provided or approved for qualified individuals with differing abilities.*

### RECENT MEDICAL TESTS:

Tetanus Shot: \_\_\_\_\_ Tuberculosis Test: + - Date: \_\_\_\_\_  
(Consult your physician or local health department if you are not up to date with these shots/tests)  
Allergies: \_\_\_\_\_  
Medications: \_\_\_\_\_

***I understand that the information provided above is accurate to the best of my knowledge. I know of no reason why I should not participate in GAIT TRC's programs.***

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

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



# Volunteer/ Staff Information and Opportunities

(Form 2)



## I. Personal Information:

Please indicate if you are a:       **New Volunteer**       **Returning Volunteer**       **Staff**

- What year did you start working/ volunteering at GAIT TRC? \_\_\_\_\_
- If you are a returning volunteer, what level of training have you currently earned at GAIT TRC?  
***New volunteers are an automatic LEVEL 1 status*** \_\_\_\_\_  
*(Level 1= Side-Aide, Level 2=Groomer, Level 3=Leader, Level 4= Mounter, Level 5=PATH Certified Instructor)*
- How did you learn about GAIT THERAPEUTIC RIDING CENTER? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you have any horse experience?     **No**     **Yes**    If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you have any experience working with individuals with special needs?     **No**     **Yes**  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What other skills do you have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. Volunteer Opportunities

Please check any areas that you would be interested in:

### Program

- Side-walking with a Student
- Horse Handling
- Landscaping/ Gardening
- Facility Repairs
- Activities Program

### Special Events

- Fundraising
- Annual Car Wash
- Volunteer "Barn Day"
- Horses' Birthday Party
- Educational Workshops

### Administration

- Public Relations
- Mailings
- Flyer Distribution
- Volunteer Recruitment
- Photography/Video

### ***VOLUNTEER AVAILABILITY:***

Please indicate which day or days that you are available to volunteer: *(check all that apply)*

- Monday **PM**     Tuesday **AM**     Wednesday **PM**     Thursday **AM**     Saturday **AM**
- Flexible \_\_\_\_\_



# Authorization for Emergency Medical Treatment

(Form 3)



## AUTHORIZATION:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Preferred Medical Facility: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Allergies to medications: \_\_\_\_\_

Current medications: \_\_\_\_\_

**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 GAIT TRC, I authorize GAIT to:**

1. Secure and retain medical treatment and transportation if needed.
2. Release client records upon request to the authorized Individual or agency involved in the medical emergency treatment.

## CONSENT PLAN

This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "lifesaving" by the physician. This provision will only be invoked if the person(s) above is unable to be reached.

Consent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Volunteer/Staff/Parent/Legal Guardian/Authorized Caregiver)

## NON-CONSENT PLAN

**Parent/Legal Guardian/Authorized Caregiver must remain on site at all times during equine assisted activities.**

I do not give my 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 GAIT Therapeutic Riding Center

In the event emergency treatment/aid is required, I wish the following procedure to take place:

\_\_\_\_\_

Non-Consent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Volunteer/Staff/Parent/Legal Guardian/Authorized Caregiver)



# GAIT TRC's Confidentiality Policy (Form 4)



**Volunteers under the age of 18 must have their parent/ legal guardian sign this page and ensure their child understands and adheres to this policy.**

**Confidentiality Policy:** Participants and their families have a right to privacy that gives them control over the dissemination of their medical or other sensitive information.

- I. GAIT TRC shall preserve the right of confidentiality of all individuals in its programs, including volunteers and staff.
- II. The volunteers and staff of GAIT TRC shall keep confidential all medical, social, referral, personal and financial information regarding a person and his/her family.
- III. The volunteers and staff of GAIT TRC shall keep confidential names/ diagnoses of participants as well as any behavioral challenges that participants, volunteers, staff, or horses may have.
- IV. Anyone who works, volunteers, or provides services to GAIT TRC shall be bound by this policy. This includes but is not limited to:
  - Full and part-time staff
  - Independent contractors
  - Temporary employees
  - Volunteers
  - Interns
  - Board Members
  - OSWC and ESMHL Workshop participants
- V. As a general rule, infants and children under the age of 18 **DO NOT** have the legal authority to consent to disclosure of medical or other sensitive information. Only parents, legal representatives, or others defined by state statute generally have this authority.
- VI. Please report any sensitive information and/or breach of confidentiality to one of GAIT's Certified Instructors or to the Executive Director, who will then follow GAIT protocol.
- VII. Penalties that can result from breaching confidentiality may include reprimand, loss of certain job responsibilities, and termination.

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## Statement of Confidentiality

I have read and will observe the above Confidentiality Policy of GAIT TRC. I understand that all information (*written and verbal*) about participants at this PATH Int'l Accredited Center is confidential and will not be shared with anyone without the expressed written consent of the participant and their parent/legal guardian or authorized caregiver, in the case of minor.

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

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

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

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



# PA State Background Check Requirements (Form 5)



## Background Check Information:

In order to comply with PA State Law **Act 114 – 24 PS 1-111**, employees and volunteers over the age of 18, who have direct contact and routine interaction with children, are required to obtain the following clearances:

- **PA Child Abuse Clearance**- *fee waived for volunteers*
  - Child Welfare Portal  
<https://www.compass.state.pa.us/cwis/public/home>
- **PA State Police Criminal Background Check**- *fee waived for volunteers*
  - Pennsylvania Access To Criminal History (PATCH)  
<https://epatch.state.pa.us/Home.jsp>
- **FBI Criminal Background Check**- *reduced fee for volunteers- approx. \$25*
  - IdentoGO  
<https://uenroll.identogo.com> *service code required to schedule an appointment: 1KG6ZJ*

**All new volunteers are required to obtain the above clearances prior to volunteering during a class.** These clearances will expire after 60 months, at which time they will need to be renewed. Copies of all clearances shall be maintained by the agency, are confidential, and may not be released to other individuals.

## DISCLOSURE STATEMENT:

I, \_\_\_\_\_ (print name), affirm that I  **Have**  **Have Not** been convicted, or pending conviction, of a crime in any state or country. *If yes, please describe:*

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I hereby affirm that the information I provide is true and correct. I further affirm that in the event that I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity, or service under the Child Protective Services Law, or am named as a perpetrator in a founded or indicated report, I must provide written notice to GAIT TRC no later than 72 hours after the arrest, conviction, or notification that I have been listed as a perpetrator in the statewide database. I understand that failure to disclose this information is a misdemeanor and shall be subject to discipline up to and including termination or denial of volunteer/ employed position.

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

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

**Staff Signature:** \_\_\_\_\_

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



## GAIT TRC's General Release Forms (Form 6)



### RELEASES:

There are 3 separate releases on this form. Please sign and date for each release separately.

#### 1. **LIABILITY RELEASE:**

I would like to participate in GAIT TRC's program. I acknowledge the risks and potential for risks of horseback riding or working with or around horses. However, I feel that the possible benefits to me/my son/my daughter/my ward are greater than the risk assumed. I hereby, intending to be legal bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against GAIT TRC, its Board of Directors, Instructors, Therapists, Aides, Volunteers and/or Staff for any and all injuries and/or losses I/my son/my daughter/my ward may sustain while participating in any GAIT programs.

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

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

**2. MEDIA RELEASE:** for all promotional materials including (but not limited to) photographs, audio/videos, testimonials for our use on our website or Facebook page and/or for print:

I, \_\_\_\_\_ (print name),  **DO**  **DO NOT** (check one) consent to and authorize the use and reproduction by GAIT TRC of any and all audio/visual materials taken of me/my son/my daughter/my ward for promotional material, education activities, website, or for any other use for the benefit of the program.

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

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

#### 3. **AUTHORIZATION FOR GAIT TRC TO HAVE A BACKGROUND CHECK:**

I, \_\_\_\_\_ (print name), authorize GAIT TRC to receive information from any law enforcement agency, including police departments and sheriff's departments, of this state or any other state or federal government, to the extent permitted by state and federal law, pertaining to any convictions I may have had for violations of state or federal criminal laws including but not limited to convictions for crimes committed upon children or animals.

I understand that such access is for the purpose of considering my application as an employee/volunteer, and that I expressly DO NOT authorize the PATH Int'l center, its directors, officers, employees, or other volunteers to disseminate this information in any way to any other individual, group, agency, organization, or corporation.

**Current Driver's License:**  **No**  **Yes** License Number: \_\_\_\_\_ State: \_\_\_\_\_

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

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