

# Strategies in Volunteer Management



## HIGH HOPES

Horses and Humans Improving Lives



### Investing in your future



Opportunity, Education & Excellence  
Choose High Hopes - an internationally recognized training facility.

#### High Hopes has 45 years of demonstrated success in the field of EAAT & non-profit management:

- Program, equine, and facility management.
- Business management & fundraising.
- Volunteer management. We have over 650 volunteers serving our program, facility, equines & development.

#### Workshops, certifications and professional development in all aspects of Equine Assisted Activities & Therapies:

- PATH Intl. Premier Accredited Center - 1979.
- PATH Intl. Approved Instructor Training Course since 1996.
- PATH Intl. Master, Advanced and Specialty certified mentors.
- Guidestar Platinum Charitable Status.
- Equus Guardian Status for Herd Care.
- Full service indoor and outdoor facility, extensive sensory trails, dedicated air-conditioned classroom and kitchen facility.



Date:	<b>September 28-29, 2020 or January 25-26, 2021</b>
PATH Int'l CEUs:	Day 1- 7 CE; Day 2- 7 Riding CR - Volunteer Management Track ♦
About:	<b>Each one-day workshop can be taken as an individual day of continuing education, as part of the sixteen-day High Hopes' Approved Training Course, or as part of the two-day Volunteer Management Module.</b> <b>An interactive two-day workshop designed to help you develop strategies and techniques for managing volunteer resources. Day one is suitable for ALL TYPES of non-profit organization.</b>
Who should attend?	- Non-profit organizational staff and trustees - Equine professionals, therapists, and volunteers interested in therapeutic riding - PATH Intl. Instructor in Training Candidates - PATH Intl. Therapeutic Riding Instructors seeking advancement and CEUs
Course overview:	<b>Day 1 Administrative Volunteer Management:</b> Recruit—Train—Schedule—Retain <b>Day 2 Instructional Volunteer Management</b> Program specific training Program volunteer placement (leaders, sidewalkers, etc.), Solution/team base approach to managing volunteers in therapeutic riding
Faculty:	<b>Megan Ellis is a PATH Intl. Advanced Instructor, CTRI, Mentor and Evaluator who has been involved in therapeutic horsemanship for 20 years. She graduated from Wake Forest University and served 4 years on active duty in the US Army and 6 years in the Army National Guard. She has held Program Director roles at St. Andrews University, where she earned a second degree in Therapeutic Horsemanship, and at High Hopes. She works as a Technical Writer &amp; Training Specialist and continues to teach weekends at High Hopes. Megan has written several articles on Therapeutic Horsemanship for Strides Magazine and presented at Regional and National conferences.</b>
Time:	9:00am - 5:00pm daily
Price:	\$125 for one day lectures; \$95/day as part of the 2-day volunteer module; \$80/day as part of the 16-day High Hopes' Approved Training Course.
To Register:	Please complete attached forms and send them with the fee to: High Hopes Therapeutic Riding, Inc. Attn Sarah Miller 36 Town Woods Road, Old Lyme, CT 06371. (860) 434-1974 x115 / smiller@highhopestr.org or register online at <a href="http://www.highhopestr.org">http://www.highhopestr.org</a>
<b>Reg. Deadline:</b>	<b>August 17, 2020 for Sept/Oct 2020 dates</b> <b>December 14, 2020 for Jan/Feb 2021 dates</b>
Course Materials:	Provided at the workshop
Terms:	Please check our website for terms & conditions and cancellation policy at <a href="https://www.highhopestr.org">https://www.highhopestr.org</a>

**Strategies in Volunteer Management 1 or 2 day Workshop**  
**HIGH HOPES THERAPEUTIC RIDING INC.**  
**REGISTRATION FORM**

Name: \_\_\_\_\_ PATH Intl. Member Yes/No \_\_\_\_\_ Membership No. \_\_\_\_\_

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

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

Phone (Day) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_ Email: \_\_\_\_\_

Program Affiliation: \_\_\_\_\_ (e.g. *High Hopes TR, etc.*) Role or position: \_\_\_\_\_

How did you hear about this workshop? Facebook  E-Blast  List Serve  PATH CC  Strides  Other Ad

Please register me for the following workshop(s):

- Volunteer Management Workshop Day 1 September 28, 2020 **Fee: \$125**
- Volunteer Management Workshop Day 2 September 29, 2020 **Fee: \$125**
- Volunteer Management Workshop Day 1 January 25, 2021 **Fee: \$125**
- Volunteer Management Workshop Day 2 January 26, 2021 **Fee: \$125**
  
- Volunteer Management Workshop Days 1 & 2 (full Volunteer Module) September 2020 **Fee: \$190**
- Volunteer Management Workshop Days 1 & 2 (full Volunteer Module) January, 2021 **Fee: \$190**

**Cancellation and Refund Policy:** High Hopes reserves the right to cancel the workshop and/or the skills test/certification up to 5 business days after the registration deadline due to insufficient registrants or unforeseen circumstances. In that case all paid registration fees will be refunded in full. Participant cancellations prior to the registration deadline will be as laid out in High Hopes' Cancellation Policy. More than 90 days before the start of the first day of the course full refund less a \$25 service fee; 90 days or less before start of first day of the course 75% refund or \$25 whichever is the greater; less than 60 days before the start of the first day of the course 50% refund or \$25 whichever is the greater; less than 30 days before the start of the first day of the course NO REFUNDS. See more at <https://highhopestr.org/11/28/training-education-cancellation-refund-policy/>

I consent  I Do Not Consent

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

***Please describe your interest and experience with volunteers:***

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Please mail to: High Hopes Therapeutic Riding, Inc. 36 Town Woods Road, Old Lyme, CT 06371. Attn: Sarah Miller, or register online at <http://www.highhopestr.org>. Upon receipt of this completed form and payment, High Hopes will send you a confirmation email and any additional materials necessary.  
For questions contact Sarah Miller at (860) 434-1974 ext. 115, or [smiller@highhopestr.org](mailto:smiller@highhopestr.org).

**HIGH HOPES THERAPEUTIC RIDING INC REGISTRATION & RELEASE (NEW COMMON VERSION)**

**PLEASE COMPLETE ENTIRE FORM**

Volunteer Participant Veteran's Program Summer Camp Horse Sense Immersion Visitor  
One Day Vol/Group Training & Education Workshop/Certification. Field Trip or Birthday Party Other

Name: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

Gender: \_\_\_\_\_ Height: \_\_\_\_ ft \_\_\_\_ in Weight: \_\_\_\_\_ lbs (Height & weight used in horse & volunteer assignments.)

Ethnicity: White Hispanic, Latino, or Spanish Black or African American Asian American Indian or Alaska Native

Middle Eastern or North African Native Hawaiian or Other Pacific Islander Other race or ethnicity Prefer not to answer

In case of emergency, contact: (Parent if minor) \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate any medical conditions or medications we should be aware of in the event of an emergency: \_\_\_\_\_

**AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT:** In the event emergency medical aid/treatment is required due to illness or injury while being on the property of the agency, I authorize High Hopes to secure and retain medical treatment and transport, if needed, and release records upon request to the authorized individual or agency involved in emergency medical treatment. Date: \_\_\_\_\_ Consent Signature: \_\_\_\_\_

*If applicant is under 18 years of age, parent/guardian signature is required.*

\*If you choose non-consent for emergency medical treatment/aid in the event of illness or injury while on the property of the agency, please request a Non-Consent Form, which requires notarization.

**PHOTO VIDEO & PUBLICITY RELEASE:** By engaging in activities at High Hopes Therapeutic Riding, Inc. I understand that I/my child/my ward may be photographed, filmed, or videotaped and I hereby give High Hopes Therapeutic Riding, Inc. the unqualified right to take pictures and/or recordings of me/my child/my ward and grant the perpetual right to use that likeness, video, image, photograph (collectively "image"), without compensation, for broadcast or exhibition in any medium and to put the finished images/recordings to any legitimate use without limitation or reservation. I hereby waive, release and forever discharge High Hopes Therapeutic Riding, Inc. from and against any and all claims or actions arising out of, or resulting from any use of such image. High Hopes Therapeutic Riding, Inc. shall not be obligated to use, and may elect not to use, any image.

Consent  Do Not Consent Date: \_\_\_\_\_ Consent Signature: \_\_\_\_\_

*If applicant is under 18 years of age, parent/guardian signature is required.*

**CONFIDENTIALITY POLICY:** At High Hopes, we place great importance on protecting the confidential information of our clients, our staff and our volunteers. "Confidential information" includes, but is not limited to, personally identifiable information such as surnames, telephone numbers, addresses, e-mails, etc. as well as the non-public business records of High Hopes. In particular, medical information about clients and information about their disabilities or special needs must be protected as confidential information. I shall never disclose confidential information to anyone other than High Hopes staff. I must seek staff permission before taking any pictures or videos. I have read and understand the High Hopes Confidentiality Policy and agree to abide by same. Date: \_\_\_\_\_ Consent Signature: \_\_\_\_\_

*If applicant is under 18 years of age, parent/guardian signature is required.*

**LIABILITY RELEASE:** I acknowledge the risks and potential for risks of horseback riding and related equine activities including grievous bodily harm. However, I feel that the possible benefits to myself are greater than the risks assumed. I hereby, intending to be legally bound for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against High Hopes Therapeutic Riding Inc., its Board of Trustees, Instructors, Therapists, Aides, Volunteers, and/or Employees for any and all injuries and/or losses I may sustain while participating in activities at High Hopes from whatever cause, including but not limited to the negligence of these related parties. The undersigned acknowledges that he/she has read this registration form in its entirety; that he/she understands the terms of this release and has signed this release voluntarily and with full knowledge of the effects thereof. Date: \_\_\_\_\_ Consent Signature: \_\_\_\_\_

*If applicant is under 18 years of age, parent/guardian signature is required.*