



Dear Kelsey Creek Kicker Volunteer,

Thank-you for your interest in the Kelsey Creek Kicker Horsemanship Program. We are excited to offer this program to you. Whether you're a horseless horse lover or a horse owner, you are welcomed and encouraged to participate in this program.

This program includes volunteering a minimum of twelve days during the summer. Due to the large number of applicants, please consider carefully your decision to apply.

We must receive your completed applications and all other forms, including the WSP and finished calendars, by June 12th.

Volunteers must attend mandatory training and meet set standards of the program. You may attend more than one session if you would like. Remember you will be outside, so please dress appropriately. Do not wear open-toed shoes. Remember to bring water.

The training session for 2009 are:

- * Saturday, May 16 from 9-12am
- * Wednesday, June 10th from 2-5pm
- * Saturday, June 20th from 9-12am and/or 1-4pm

If you select the Saturday session and plan to attend both parts, *bring a lunch* to eat during the break.

The following are guidelines for the program. Please read them carefully prior to making your decision to volunteer.

Kelsey Creek Kickers Guidelines

General:

- You must volunteer a minimum of 12 days in summer.
- Provide Kicker leaders with calendar indicating vacation days and days available by established deadline.
- Respond to correspondence within one week of receiving it.
- Wear proper name tag identification and volunteer shirt that we will provide for you, at all times when volunteering.
- Wear clothing appropriate for your duties. (Unacceptable attire includes sandals or open toed shoes, bathing suits, ripped jeans, sagging pants or very short shorts.)
- For liability and safety reasons, no friends or family members are allowed to come and work with you on your assigned days to volunteer.

- If you cannot come on your assigned day, you must call us at 425-452-7688. This phone line has 24-hour voicemail, so be sure to call and leave a clear, detailed message regarding your absence.
- Be on time for programs.
- You are responsible for attending a training to learn safety and horsemanship skills. After the initial training period, you must pass a skills test in order to stay in the program.
- Be sure to sign in and out every day. You are responsible for keeping your timesheet current.
- Cell phones must be turned off, and you may not use them while volunteering. There are phones available for your use. Check with your supervisor and you will be directed to the nearest phone.
- We are not responsible for lost or stolen items.

Class responsibility and horse handling:

- Assist with set up and take down of pony classes, trail course and crafts.
- Be an active participant during pony classes and day camps.
- Pay close attention to students; do not over socialize with other volunteers during class or trainings.
- Be aware of positioning to keep the students safe from the horses' hooves and mouths.
- Talk to and involve the students, make it fun! You are the teacher.
- Complete assigned jobs/tasks.
- Keep tack room clean and organized before, during, and after the classes.
- Be respectful and aware of your horse and its actions.
- Ask questions at any time; questioning is a great way to learn.
- Be sure your equipment is well fitted and in good repair.
- No leaning on the horses/ponies, as they can get tired, too.
- Continue to improve your equine partnership.

We look forward to meeting you and developing your understanding of horses and ponies.

Happy Trails!

Kelsey Creek Farm * City of Bellevue * P.O. Box 90012 * Bellevue, WA. 98009
425-452-7688

