

Animal Guardians Horse Rescue, Inc.

Voluntary Member Handbook

(Revised 1/15/18)

Key Objectives:

- Know the Mission Statement
- Know the Basic Requirements of Voluntary Membership
- Know the Types of Voluntary Positions Available
- Know the Waiver & Confidentiality Requirements
- Know the Foster Caregiver Standards of Care Requirements
- Know the “No Kill” Philosophy in Detail
- Know the Rules & Regulations for Volunteers & Horse Handlers
- Know the Policy on Minor Child Participants Under the Age of 18
- Know the Dress Code & Safety Requirements
- Know the Board of Directors Requirements

Mission Statement

Animal Guardians Horse Rescue, Inc. (AGHR) is dedicated to improving the lives of companion & pleasure equines in our community, finding permanent, loving adoptive homes for horses in our care, and promoting partnership & positive relationships between horses & humans. To achieve our mission, we work towards the following short-term objectives, and long-term goals below:

1. Develop a rescue/transfer program of high standards (short-term objective – met)
2. Provide a safe haven for equines in transition (short-term objective - met)
3. Educate the public about compassion & responsibility in horse ownership (short-term objective - met)
4. Advocate for horses & people in need of assistance with their horses (short-term objective - met)
5. Work to enforce anti-horse slaughter legislation & increase awareness of the inhumane practice of slaughtering horses for meat packing (short-term objective - met)
6. Provide resources to horse owners in need, as a networking agency for support (short-term objective – met)
7. Serve as a networking agency to promote horses impounded in the local animal shelters & try to find them permanent qualified adopters (short-term objective - met)
8. Serve as an honorary Member of The Homes For Horses Coalition, and a Humane Society United States Safe Stalls Network Program (short-term objective - met)
9. Build collaborative relationships with professional equine Veterinarians, Farriers, Alternative Medicine Specialists, Trainers, & Transport Companies, to better serve the horses in our community & support new adopters, fosters, & horse owners in need (short-term objective - met)
10. Obtain Federal Tax I.D. & Complete our 501c(3) Status for Federal Tax Exemption (short-term objective – met)
11. Create an equine retirement sanctuary which meets or exceeds the standards of the HSUS and the Global Federation of Animal Sanctuaries (long-term goal - ongoing)
12. Obtain Certification with the Humane Society of the United States Forever Foundation Plan 4 Progress Training Program (long-term goal – met)

Our organization strives to assure all incoming equines receive medical treatment and are rehabilitated physically, emotionally, and behaviorally as needed. AGHR is a CA state registered charitable organization with a 501(c)3 public nonprofit charity tax-exemption status. We maintain the highest standards of care available for our horses to ensure that they receive a quality of life which meets our safety standards of care guidelines. Our organization is a voluntary non-profit membership based group, and we rely solely on charitable donations, sponsorships, & volunteerism to operate this agency. Our number of equines fostered or kept in permanent retirement depends upon the available foster care space and sponsorship funds we have at the given time.

Our rescue typically houses between 1 (one) and 10 (ten) rescue horses at a time, in order to ensure that each equine will receive the following care: at least 2 (two) full meals of hay forage or pellets, supplements as needed, feed as needed, per day, fresh water daily, at least 1 (one) annual veterinary wellness exam, including but not limited to a teeth check/float as needed, sheath cleaning for geldings, and lameness exam/xrays as needed, 6 (six) month vaccines, including a 5 Way + WNV Vaccine once a year, and a WNV Vaccine twice a year as directed by the equine veterinarian, dewormer rotation at least 4 times per year, hoof care by a licensed/qualified farrier every 4 to 6 (six) weeks, shavings & dry bedding/footing as needed. All of our fostered equines receive daily adequate exercise & interaction with humans & horses, to ensure their physical & emotional/behavioral well-being, & enhance their relationship skills to become more adoptable. Some of our fostered equines receive professional training & professional bodywork & alternative medicine services as needed for quality of life purposes.

Our organization does not own our own stable/ranch facility to house our rescue horses; all fostered equines are housed in approved boarding stables & foster care homes, providing for their daily needs, as directed by our rescue Directors & equine Veterinarians. Rescued equines stay with us in foster care and boarding for a minimum of 1 month, maximum of lifetime of the equine, depending upon the level of severity of rehabilitation needs. Many of our equines are adopted within a 9 to 12 month time frame. Equines determined to be best adopted as a companion are given the opportunity to find a companion home first. However, equines with special needs, or whom are determined to be “unadoptable” are donated to reputable CA state equine retirement sanctuaries or therapy programs when there is available space. We are only able to keep and retire our rescue horses if they have sponsorship and we have adequate space & funds to keep them. We do not euthanize horses for lack of funds or space.

We are a member of The Homes For Horses Coalition, and the Humane Society United States (HSUS) Safe Stalls Network, and the ASPCA Horse Action Team. We have also participated in the HSUS Forever Foundation Training Program 2014 - 2017. We are an equine adoption partner with the Los Angeles County Animal Care & Control Department, Santa Barbara County Animal Services, the San Bernadino County Animal Services, & the Ventura County Animal Services. We adopt their horses to rehabilitate and rehome them through our rescue, and serve as a networking agency to help them promote their horses and find good permanent adopters for them, thereby avoiding euthanasia at the shelters.

Because we are limited by funds and space, we are unable to take in most privately owned horses on surrender to our rescue. However, we serve as a networking agency to assist horse owners in finding good placements for their horses, rather than selling them at auctions or abandoning them at boarding stables. We have been very successful in helping private owners find good homes for their horses, by referrals through our program. A majority of our horses come directly from the Animal Shelters when

the shelters are full and are in need of euthanasia. With increased fundraising support, we hope to build our own equine retirement sanctuary in southern CA, a much needed service for senior horses & horses with special needs. This is our long-term goal.

Welcome!

Welcome to our rescue family! We appreciate your interest in becoming involved. As our community grows, so does our need for dedicated volunteers to assist us with our horses available for adoption in the foster care homes, and to participate in fundraising and educational / adoptions outreach programs.

Being a voluntary member of AGHR is a very educational, rewarding, fun, and important experience. We hope it will touch your heart and change your life for the better. Your time and effort makes a tremendous difference in the lives of homeless and unwanted horses in need. Raising funds, rehabilitating a neglected/abused/abandoned equine, giving a horse a carrot and a warm blanket on its back for night time, and finding the right scratch spot to make the horse's lips quiver; well, if that does not warm your heart and lift your spirits, we don't know what will. Horses ask for nothing but our unconditional love. And yet, so many humans mistreat them if they are unable to perform or make money for their owners immediately as expected. It is really sad. However, it is very rewarding to see how our rescue horses warm up to our voluntary members within a few visits and crave the love and attention they did not get in their former homes. In many cases, this is the first time anyone ever really cared for them at all. It is amazing what we can do together for these majestic animals. They are so deserving. In reading about our history below, we hope that you will be enthused by the opportunity to join our good cause & support our organization long-term.

AGHR began in 2009 in Gloucester County, VA, with the rescue of Nizhoni Red Rose (Rosie), our first true SURVIVOR. Rosie was dumped off a meat hauling tractor trailer at the Camelot Feedlot Auction (slaughter auction) in Cranbury, NJ. She was sold for peanuts to a kill buyer and stood on death row for 2 weeks while awaiting "shipping" to slaughter in Canada. Rosie survived the EHV1 virus outbreak in the Camelot "Sale Yard", and came to VA in a broken down little 2 horse trailer, which blew 2 tires en route. She loaded and unloaded just fine, as if she knew she was being saved and the end result was worth the wait. Settled in at home, she was there to stay. Rosie was fully sponsored by her current adopter/owner, Chris, and lived happily for many more years in Hayes, VA. She was our first true "rescue" as a private rescue program. Chris, our first adopter, has since lost Rosie from old age, but was inspired to move to an 8 acre property in Dinwiddie, VA, and has begun an equine sanctuary of his own, called "Nizhoni Equestrian, LLC". We are proud to continue our affiliation with him.

Sadly, this is a rare case for abused and abandoned auction horses all over the U.S. One of our missions is to spread the word about the dangers of selling one's horse at an auction. Many people do not realize the long list of "kill buyers" who frequent the local auctions, even here in Los Angeles. Even more so, many don't realize that horses who go into the shelter remain at high risk, regardless, even if adopted. Even though the shelters do their best to screen potential adopters, many horses are bounced from home to home to home, with no follow up, and sometimes end up right back where they were in the shelter. This is a harsh reality that must be faced. As well, USDA statistics show that over 80% of the horses euthanized in shelters & slaughter by meat packers are YOUNG, HEALTHY, and GENTLE.... This is outrageous, and uncalled for! As responsible humans, we all must do our part to end this vicious cycle

of abuse, neglect, abandonment, and needless slaughter of horses. All horses deserve a second chance at a better life with a permanent home.

Our rescue relocated from VA, to Simi Valley, CA, in 2010, in hopes of saving more lives and stopping the vicious cycle of abuse of equines. We obtained our 501(c)3 status & state registry in 2013. Because of the efforts of the volunteers, voluntary foster caregivers, generous sponsors & donors, and pro-bono professionals involved with our rescue, our horses are more loved, cared for, and permanently placed than we could imagine. These are mostly horses that would have been euthanized in the local animal shelters, sold at auctions, died in abandonment, or euthanized by private parties for no reason other than they could not afford to keep them. Now saved, rehabilitated, retrained, they are given a second chance to live again; leading healthy, happy lives. Thank you for giving your time, energy, and financial support, to help make the lives of our equine friends meaningful! You make a world of difference!

Board of Directors & Committee Chairs with Our Organization

AGHR consists of a Board of Directors, including the Executive Director/Founder, the President, the Treasurer, the Secretary & the Director of Development. These positions are filled by general membership vote annually. The President oversees the entire operations for the rescue. The Secretary is responsible for minutes at the Board Meetings, correspondence with members, and the quarterly newsletter. The Treasurer is responsible for the book-keeping records. The Director of Development is in charge of recruitment & development for individuals to assist the organization with critical fundraising campaigns & bequests from large & corporate donors & sponsors. These are critical positions to operate our rescue. Any long-standing active member can run for these positions, and take an important role in our rescue annually. These are 12 month terms, and can be filled by the same members for up to 3 years. We also utilize the special skills and talents of our voluntary members in the important roles of Volunteer Training Mentor, Fundraising Committee Chair, Educational/Adoptions Outreach Chair, Advisory Board Chair, and other leadership positions. Everyone involved makes a tremendous difference and is greatly appreciated.

Member Benefits

Animal Guardians Horse Rescue, Inc. is a member-based organization. Annual membership dues donations are fully tax-deductible. They come with great benefits! Membership Dues are leveled for a choice of : Bronze Horseshoe Member = \$25/year (comes with Rescue Tshirt & free enrollment / admission to all trainings, clinics, events), Silver Horseshoe Member = \$50/year (comes with Rescue Tshirt, Pen, & free enrollment / admission to all trainings, clinics, events), and Golden Horseshoe Member = \$75/year (comes with Rescue Tshirt, Pen, & Hat & free enrollment / admission to all trainings, clinics, events). Membership dues donations are tax-deductible and voluntary, and include all of the following benefits:

- **Regular** hands-on training in natural horsemanship desensitization & horse husbandry, including clinics & workshops in equine massage, training, dental care, nutrition, etc., with horse-related professionals – (Members = Free Admission / Non-Members = \$5 per person tax-deductible donation per training/clinic).
- Rescue TShirt – (Members = Free Tshirt / Non-Members = \$20 per shirt per person tax-deductible donation)

- Free Subscription to Our Quarterly Newsletter Publication &/or Our Monthly Online Newsletter
- Free Admission to all AGHR hosted Equine Events that Participate In (i.e. Annual Day of the Horse, ACTHA Challenge Rides, ETI Shows, Etc.) (Members = Free Admission)
- Annual Holiday Party with Gifts & Outstanding Members Awards Ceremony
- Professional or College Letter of Reference upon request, for Members who serve 6 or more months of continuous service with good attendance
- Participation in the Humane Society of the United States Plan 4 Progress Training Program (with Carter Ranch Horse) as Applicable for Years We are Accepted into the program with a scholarship – (Members = Free Participation / Non-Members = Free Participation in the Virtual Trainings as appropriate; \$5 per person to attend the Hands-On Experiential Learning Trainings)
- Visits to Our Rescue Horses in Foster Care & Assistance with Retraining, Rehabilitation, & Care (as appropriate to Member's skill level) (Members & Non-Members = Free Participation) (Must Participate in Hands-On Experiential Learning Trainings)
- Participation in Preparation, Planning, Execution, & Evaluation of Fundraising Events, Social Media / Advertising / Online Networking, Shelter Adoptions Outreach Events, Leadership Experience, Equine Husbandry Experience, Natural Horsemanship Training Experience, Foster Caregiving Experience & Training, Veterinary Science, Farrier Care, Equine Nutrition, Etc. (Members & Non-Members) (Members = Free Participation / Non-Members = \$5 per person tax-deductible donation per clinic/training)

Volunteer Job Descriptions

Foster Caregiving: Open your home and heart to a rescue horse with special emotional & physical needs. You may care for a horse that has been abandoned and needs nutritional health rehabilitation care, or a horse that has been abused/neglected and needs additional emotional support and retraining from a prior negative/traumatic experience. You may also be asked to take in a horse who is already well trained, well socialized, that simply needs a new home now. Participation in our voluntary Foster Caregiving program requires a Foster Care Agreement Contract, which requires tax-deductible sponsorship of your fostered equine(s). It requires home visits by AGHR Directors & assigns, and may require volunteer support with direct horse care. Many Foster Caregivers are matched with a horse they would eventually like to adopt, and so this horse becomes part of their family prior to adoption, which is very rewarding and comforting, knowing that the Foster has time to make an educated decision prior to adopting a rescue horse. Adoption by voluntary Fosters is not mandatory. In some cases, the rescue is able to secure outside sponsors to offset some sponsorship expense for the Foster. The rescue provides funds for emergency vet calls & humane euthanasia if the need arises. The Foster provides the daily maintenance & love. We work together as a team for the benefit of the fostered equine.

Direct Horse Care Volunteer: The Direct Horse Care Volunteer is responsible to pay weekly (or more) visits to the fostered & boarded equines. During the visits, this volunteer is responsible to lightly exercise, groom, bathe, and perform general socialization and basic natural horsemanship desensitization training with the horses as directed by the Training Program. Volunteers may be asked to muck & clean paddocks & stalls as needed, maintain water troughs as needed, blanket or fly sheet / mask horses as needed, clean & maintain equipment, barns, feeder troughs, mats, and assist with stocking hay, shavings, and supplies as needed, and to assist with loading horses & supplies for transport as needed. Volunteers may be asked to help with holding horses for Vet & Farrier visits, as well as to mentor more inexperienced Volunteers or provide orientation walk-throughs as needed, as

directed by the Volunteer Mentor / Rescue Directors. Volunteers are asked to view the Volunteer Purpose Training Videos as directed by the Volunteer Coordinator / Directors and complete “Challenge Activities” as needed.

Volunteers are responsible to maintain a regularly scheduled visitation program, to report their monthly visits in advance, by the 3rd day of each month, and post their schedules with the Board of Directors, as well as the Volunteer Coordinator/Mentor & Foster Caregiver or respective Boarding Stable Manager/Owner. Direct Horse Care Volunteers are required to attend all Experiential Learning Trainings, which are regularly scheduled 4 to 6 times per year, on a weekend for 3 hours. This is mandatory, with the exception of illness or pre-notified emergency. Volunteers will not be permitted to conduct visits to the fostered horses without attending the scheduled Trainings.

Volunteers are not authorized to ride, nor feed, the fostered equine, nor any other equine housed within the premises looking after the fostered equine, unless specifically directed to do so by the Board of Directors &/or Volunteer Coordinator / Mentor. Foster Caregivers may request assistance with grooming & ground training only, no riding. Volunteers are not authorized to feed the fostered horse; this is the responsibility of the Foster Caregiver &/or Stable Manager only.

Volunteers must be at least 18 years of age. Minor child participants may accompany Volunteers, only if signed on the Volunteer’s liability waiver. Minor child participants must wear a safety helmet and be supervised at all times while around the horses. Minor child participants under the age of 14 are not permitted to handle the horses’ feet. Adult Volunteers must pick the feet as directed by the Board of Directors, Foster Caregivers, Volunteer Coordinators/Mentors, & pro-bono professional Trainers, as appropriate for each individual horse.

Direct Horse Care Volunteers are required to provide at least 6 to 10 service hours per month in visits with our rescue horses. This does not include the Experiential Learning Trainings or Special Events. Volunteers are encouraged to attend all special events, fundraisers, & outreach programs to help promote our horses to potential adopters. They form a bond with the horses & are valuable members of the team.

There are 2 levels of Direct Horse Care Volunteers: 1.) General Horse Care Volunteers (Basic Grooming & Basic Handling for Assigned Equines Only), 2.) Advanced Horse Rehabilitation Care Volunteers (Basic Grooming & Handling for All Horses, Working on the Desensitization & Retraining / Behavior Modification for Horse Challenging Equines, Serving as Volunteer Mentors for Lesser Experienced Volunteers, Assisting Rescue in Trailering & Vet / Farrier Challenges). Advanced Horse Rehabilitation Care Volunteers are required to dedicate a minimum of 10 hours per month service time to our horses and may be asked to accompany us in picking up / moving more difficult horses between locations. Advanced Rehabilitation Care Volunteers are asked to participate more actively in detailed trainings with the HSUS Forever Foundation Training Program as applicable, and may be asked to attend webinar conferences, as well as post photos / videos of themselves working on specific tasks with assigned horses.

As applicable, if the organization is accepted on scholarship into the program, then All Direct Horse Care Volunteers are required to participate in the HSUS Forever Foundation Training Program, which requires weekly video training lesson viewing, documentation of your activities online, and self-analysis / actualization with hands-on experience with our horses. All participants who complete the entire year program will have the opportunity to participate in conference calls with rescues around the United States, as well as the opportunity to attend the live Ground Work, Advanced Ground Work, and /or Riding Clinics on rescue scholarship, as applicable for that year. When we are accepted into the program, our rescue trains our Volunteers using this program exclusively. So come prepared to use this program in all interactions with all of our horses.

Special Committees Chairpersons / Committees Members: Special Events, Fundraising, Educational Outreach, Social Media, Clerical, Shelter Adoptions Outreach, & Web Master volunteers are needed. We also need Humane Educators, Special Projects Coordinators, & Flyer Distributors. These are fun and interesting ways to get involved if you cannot get to the foster care homes weekly. This job requires a minimum of 10 hours per month, including our Planning Meetings, which quite often follow directly after our Experiential Learning Trainings on the 1st or 2nd Sunday afternoon of the month. By serving on a Special Committee, you will also meet people, make friends, and work directly with equine-related professionals in the community, including Members of the ETI Corrals, the CVAHA, the ACTHA, the HSUS, and Parelli Education Institute. This is a great way to reach out and get involved beyond our fostered equines, and have fun & educational experiences while helping a great cause! All Members are encouraged to get involved in these events. Members whom have paid Annual Dues Donations receive free admission to many of these fun events, including ACTHA & ETI Sanctioned Trail Trial Events, Family Fall Fun Days, CVAHA Vendors Fairs, ETI Corral Annual Day of the Horse Festival, Santa Clarita Cowboy Festival, and the Ventura County Fair, Parelli clinics, to name a few.... The more people whom participate in advertising, social media, & attending these events, the more publicity & social good we do for these horses in need!

Pro-Bono Professional: AGHR needs pro-bono professional services, such as veterinary, farrier, legal, accounting, horse transport, carpenters, electricians, plumbers, animal photographers & videographers, personalized tshirt makers, stationary/clerical print shops, ink donations, bakers, painters, natural horsemanship trainers, & landscapers. We also need corporate sponsors from local hay, feed, tack, & supplement distributors. If you, or someone you know, would like to join our Rescue Family, and help horses in need, we will be able to save more horses from needless euthanasia at the Animal Shelters. Any & all charitable donations & services are fully Tax-Deductible under the Section 501(c)3 Code of the Internal Revenue Service. This is a wonderful way to make a huge difference in the world of equine welfare. And it will really help promote your business as well. We are happy to sponsor advertising for you on our website, which is viewed by over 1,000 networking partners in the state of CA alone, and nationwide. We are also happy to promote pro-bono professional on facebook and other online venues, promote live trainings & clinics to help you build clientele in our area, and post your flyer / business card at the local venues in our neighborhood. This is proven to be an excellent partnership opportunity and way to help your business / yourself, while helping horses in our rescue and the local shelter adoptions programs. Join us today and help us in "Joining Hearts & Hands to Hooves!"

Volunteer Requirements

1. Volunteers must be at least 18 years of age. Individual Membership Dues status is for participants over the age of 18. Child minor participants under the age of 18 will be considered Participants under the Membership of their Parent or Guardian. All minor participants under the age of 18 must be accompanied by a parent or guardian Member AND must be included on the Parent's Liability Waiver Form. The parent must be a Member in good standing. All participants under the age of 18 must wear a safety helmet at all times while around the horses. All Members working directly with our horses (regardless of age) MUST attend our Experiential Learning Trainings as scheduled. No exceptions
2. All Volunteers are required to serve a minimum of 6 (six) to 10 (ten) hours per month in direct work with our horses, with a minimum time commitment of 3 (three) months. This does not include the Experiential Learning Trainings, or Special Events, Fundraisers, or Clinics. Travel &

fuel expenses and/or paid admission to events we attend are the responsibility of the Members. Donations to the rescue and fuel expenses for travel time can be tax-deductible upon request.

3. Direct Horse Care Volunteers (General or Advanced) MUST attend all Experiential Learning Trainings scheduled in order to work directly with our horses. No exceptions. Trainings are held regularly 4 to 6 times per year, on a weekend for 3 hours. All Members are encouraged to attend our Trainings, but those in direct contact with our horses are Required to attend. Trainings are Free of Charge for Members whom have paid Annual Membership Dues Donation / \$5 Per Person Per Training for unpaid Members. Members will be evaluated for their skills level. Some Members may be required to participate in the HSUS Plan 4 Progress Virtual Training Program prior to visiting some of our horses. You will be matched with horses that you are capable of handling unsupervised safely, and effectively. You will be trained through this ongoing program, and expected to complete your video trainings & log your activities on the client portal page regularly.
4. Volunteers are required to sign a Volunteer Application, a Voluntary Membership Application, a Liability Waiver & Hold Harmless Agreement, & a Confidentiality Affidavit Form prior to beginning their volunteer experience. Volunteers are Required to post their Monthly Horse Visit Schedule on the Master Calendar & the Calendar posted in the red communication binders at the sites, by the 3rd day of every month. No Exceptions. Volunteers are Required to sign in/out on the red communication binder at each foster care site during their visits, and report back to the Fosters / Boarding Stable Managers & Board of Directors any extra-ordinary circumstances encountered while on the site, within 24 hours of their visit. No Exceptions. Volunteers are Required to review the AGHR Rules & Regulations pages prior to visiting any foster care or boarding stable site, and are Required to conduct themselves in a professional, courteous, safe, trustworthy manner while on the site. Volunteers work mostly independently with our horses, but it is the responsibility of the Volunteer to notify the Board of Directors / Volunteer Coordinator/Mentor if there are questions, concerns, or they need more support or training in any area of interaction with the fostered horses. Fosters & Stable Managers will post their individual rules & requirements for our visits.
5. Volunteers are required to use their own personal vehicle to transport themselves between foster care home sites and events with our rescue. Carpooling is helpful, and the responsibility of Volunteers to arrange.
6. Voluntary Foster Caregivers are required to sign a Foster Caregiver Agreement Contract, Sponsorship Form, Liability Waiver & Hold Harmless Agreement, & Confidentiality Affidavit Form. Sponsored Fosters will be provided with adequate training & support to open their facility to 1 or more fostered horses in need of adoption. Volunteer support is often provided, but not guaranteed. Foster Caregivers are responsible to feed, clean after, water, exercise, groom, & hold horses for vet & farrier. They are required to sponsor their fostered equine's hay, feed, shavings, first aid supplies, grooming supplies, barn supplies, and farrier care. The rescue covers the fostered equine's veterinary expense, expense of supplements, dewormer, vaccines, and extraordinary body work or training which may be necessary for quality of life. All sponsorship

donations are tax-deductible. Foster caregiver is given the first choice to adopt the fostered equine if the Rescue feels it is a good match. Adoption agreement contract & adoption fees apply to Foster Caregivers the same as the general public, but donation expenses may be taken into consideration for the adoption fee to Foster Caregivers. Foster caregiving is completely voluntary and unpaid. It is not "boarding" the horse. The horse is treated as the Foster's own horse, but under the health & soundness direction of the Rescue's Directors, Vets, Farriers, and Trainers.

Time Commitment, Attendance, & Schedules

Because AGHR staff workload is dependent upon a volunteer's time commitment, volunteers are expected to work according to self-established schedules. They are not permitted to come and go on the foster care sites whenever they desire. We ask that schedules be coordinated in advance with the Foster Caregivers, and that they are consistent, as much as possible. Schedules must be posted in advance on the Calendars provided, to the Fosters, Stables, & Board of Directors, by the 3rd day of each month, in order to maintain consistent & organized Horse Visits.

We ask that Volunteers commit to a minimum of 6 to 10 hours per month for at least 3 months. All hours must be recorded with the foster care home you are assigned to. Please notify the Volunteer Coordinator if you are going to be absent for a period of longer than one month, so we can reassign another available volunteer to the foster care home for continued support to the horse depending on you. Schedules need to be turned in 1 week in advance, and at least 1 hour blocks are required for care with the horses. Thank you for your cooperation in keeping things consistent in the foster care homes.

Hours of Operation: Generally visits are scheduled from 9am to 6pm, Mon. through Sun. – Each foster care home assigns the specific hours they wish to have visitation by volunteers. This is site-specific, as many are private residences. Some of our special events, fundraisers, & outreach programs may begin as early as 7am, and may end later than 6pm. All events are voluntary, and hours are offered in 3 hour shifts to coordinate schedules to be most convenient for all Volunteers involved, but also provide adequate coverage for set up & clean up, and for taking our horses to and from the respected event locations. We ask that you remain as flexible and dedicated as possible, so we can maximize the amount of fun & publicity we can gain, but minimize the amount of stress and work it would be for only 1 or 2 Board Members to conduct our events alone. Most Volunteers are available on weekends, and that is why we schedule our monthly Experiential Learning Trainings & Planning Meetings on Sunday afternoons. If you need to request a change in day, please do not hesitate to ask, and let us know in advance, and we will do our best to accommodate your personal schedules. Some of our Volunteers carpool to & from Horse Visits and events. This can be arranged directly between the Volunteers. Directors may be able to carpool as well, as scheduled in advance.

No Kill Philosophy

AGHR, Inc. is a registered 501(c)3 public non-profit charity organization that serves as a “No Kill Shelter”, thus we do not have an open door policy. AGHR, Inc. will not euthanize horses to make space for incoming horses. AGHR, Inc. will operate within its limited capacity for the safety and health well-being of the current horses in foster care, and volunteers involved. We reserve the right to accept or decline any horse at any time. We will not accept animals for the purpose of euthanasia only. It is the owner's responsibility to weigh the pros/cons of surrendering an equine into our foster care program.

We will make every attempt to shelter, foster, and adopt out most adoptable equines. Adoptable equines are defined as healthy or treatable, properly socialized, non-aggressive animals. When the rescue is full, or a horse needs treatment or care beyond our means, we will seek other reasonable solutions to assist

in placing the horse in a safe environment. AGHR reserves the right to limit or deny any breed, breed mix, foal, broodmare, or stallion intakes. Preference is given to horses impounded in the animal shelter, or in need of rescue due to desperate environmental risks such as abandonment, starvation, abuse, & neglect. We will network and help owners find other rescues or safe adopters for surrendered horses if we do not have space.

Owner-surrendered horses must be sponsored, either in full by a full care sponsor, or by a hay sponsor. We will not accept owner-surrendered horses without a sponsor. Owner will choose between one of the following options: 1.) donate a \$900 charitable gift with their rideable/adoptable horse under the age of 18 to cover the cost of hay for 3 months, or b.) sponsor their non-rideable/unadoptable horse over the age of 20 for \$300/mo. for permanent sanctuary retirement with our rescue if there is available pasture boarding space available to us. We may be able to offset owner expenses through outside sponsorship, but this is not guaranteed, and private horse owners need to commit to sponsorship for the lifetime of their retired equines if they wish to have private sanctuary retirement boarding through our rescue. All sponsorship donations are tax-deductible. AGHR does not pay fees to private owners for their horses. Nor do we trade, sell, or lease out horses in our care. AGHR may pay adoption fees to “kill buyers” at auctions or to shelters. But we do not purchase horses from private owners for the purpose of resale. Owner surrendered horses must come with proof of full vaccinations including 5 Way & WNV, proof of deworming, 1 current hoof trim / shoe job, proof of a teeth float / check, and all remaining hay/feed, medications/supplements, within 12 months of surrender.

Any adoption fees paid by AGHR to the Shelter are included in the adoption fees accrued to AGHR adopters. At this time, AGHR will not accept horses that are chronically foundered, or suffering beyond quality of life, as this is considered to be unnecessary prolonging suffering. Horses with conditions such as significant laminitis, significant ringbone, or significant painful arthritis and the inability to walk, are referred to veterinarians and other animal rescues more equipped to deal with quality of life concerns. Though we are a “No Kill Shelter”, we do support humane euthanasia in extreme suffering cases. We do not pay for humane euthanasia, or give discounted euthanasia clinics, for horse owners who require these services, but we do give support and suggestions for resources to have this humanely done. This is infrequent, but does happen. We need our Volunteers to know that Rescue is not always pretty, and can be extremely sad, emotional, and stressful in some situations for horses and humans. This is one of the primary reasons our rescue recruits Volunteers over the age of 18 only. It is rare that Volunteers will encounter this difficult decision our Rescue needs to make, but they may encounter a horse that is injured, chronically lame, or abused/neglected beyond rehabilitation, at one of the Animal Shelters, or in foster care with us. And this is a reality to what we sometimes need to do. So this is noteworthy to tell Volunteers in advance. Our Rescue horses do not live beyond their quality of lives. We do not keep Rescue horses alive when they are suffering. Volunteers must understand that AGHR reserves the right to conduct humane euthanasia on any of our horses if the Vet recommends this for quality of life. Therefore, it is important that volunteers do not become overly attached to horses whom are suffering. This is a cruel fact that our rescue must follow. We ensure the best quality care possible, and we do not force endured suffering to extend life.

Once a horse is accepted into AGHR, there are several factors that determine if and how long the horse will remain available for adoption. These include, but are not limited to, health and overall condition of the horse, medical issues, and the behavior of the horse. AGHR will honor and respect the fact that horses surrendered go through a detachment phase. Some horses adjust more quickly than others to their new foster care environments. Because adopting out an aggressive or overly dominant horse, an unknown stallion, or a mare in foal, is a liability risk for all, we will not foster or adopt out these animals.

If the horse's health or behavioral concerns become questionable for any reason, at any time, AGHR finds that the animal cannot be safely fostered or adopted, the following 2 options are available:

- 1.) Owner can claim their horse within 48 hours of notification that the horse cannot be safely adopted or fostered by AGHR or
- 2.) Owner will sign the surrender form and understand that the horse may be humanely euthanized due to medical/behavioral issues that may be present or found at any time, which have a significantly adverse impact on the animal's quality of life.

Stray horses turned in will be reported to the local Animal Control. Those who surrender a stray horse must sign a form acknowledging that the horse was abandoned and does not belong to anyone they know or have met. Horses are considered to be personal property, and many are registered and licensed with breed registries. Therefore, to surrender an abandoned horse without clearance by Animal Control is considered to be unlawful and will not be tolerated by AGHR. Any/all attempts to locate the horse's lawful owner will be made. After a waiting period of 15 days upon reporting the found abandoned horse to Animal Control, AGHR will put the horse up for adoption. It is essential that each volunteer understand and fully support the fact that some horses will not be taken into the foster care program, and some horses will be necessarily humanely euthanized due to permanent quality of life damage.

It is important for volunteers to understand that AGHR is in place to support abandoned horses, not humans who are unwilling to accept the financial responsibility that comes with owning a horse. AGHR does not offer low cost wellness and preventative health programs, low cost gelding or euthanasia, for private owners. However, we can try to help make referrals to other agencies which may be a resource to help horse owners in financial need. It is also important to understand that AGHR does, and will, report horse owners who mistreat, neglect, abuse, or abandon their equine to the legal authorities in the county where the horse resides. This includes adopters, foster caregivers, and horse owners related to our own rescue. This is a cruel and necessary reality at times. This is why it is critical that all members read, understand, and sign the Confidentiality Affidavit Form. This prevents our rescue family from any legal suits or claims for slander and libel, and keeps us all aware of our legal rights and responsibilities.

Voluntary Member Experiential Learning Trainings

All Members involved with our horses are encouraged to attend the Hands-On Experiential Learning Trainings when scheduled. All Direct Horse Care Volunteers (General & Advanced) MUST attend the Trainings in order to work directly with our horses. The sessions cover safe horse husbandry, proper horse handling & care, adoption & foster care facility specifics, outreach information, special events training, handbook review, and policy / procedure review. We have special topics such as basic equine disease management, basic first aid, nutritional care for horses, alternative therapy medicines, equine massage, etc. The Trainings are regularly scheduled 4 to 6 times per year, on a weekend for 3 hours, and may be followed by a committee or event planning meeting. The Trainings are held in Simi Valley, unless otherwise specified. Trainings have free admission to Members who have paid their annual Membership dues donation. They are \$5 per person, per Training for non-contributing Members or \$10 for auditors who would like to come and watch.

Liability Waivers must be submitted prior to attending a Training. Minor Participants under the age of 18 must be accompanied by a Volunteer parent/guardian & must wear a safety helmet (riding helmet preferred, bicycle/motorcycle helmet acceptable) at all times around the horses. No exceptions. It is recommended that all participants wear safety helmets while around the horses. Proper attire must be

worn & no smoking, alcohol, or pets in attendance. Direct horse care volunteers who work directly with horses who have significant behavioral challenges due to trauma from abuse & neglect, or new horses who have lack of training & handling, and who have no or little prior experience working with horses, are asked to participate in the HSUS Forever Foundation Training Program. You will be asked to watch up to 20 short training video lessons online or by DVD, conducted by Carter Ranch Horse, and complete certain practice activities called “Challenges” after each video. You will also be asked to participate in facebook discussions, call in to listen to monthly conference calls, and participate in hands-on experiential learning trainings, to further your knowledge and skills in handling horses safely. This will be free of charge to Members through our scholarship with the HSUS, as applicable per year. Direct horse care volunteers will be assigned to horses based on their individual skill level & commitment to the cause, not based on location & proximity to their home. Keep in mind that our horses are currently housed in Simi Valley, Valencia, & Mountain Center, CA, and we encourage carpooling whenever possible. Tax i.d. receipts may be provided for your mileage in commuting to/from home/horse site provided your fuel receipts & days/number of miles, at the I.R.S. rate of 14 cents per mile for charitable purposes or current rate for the year applicable, upon request. Please make requests for tax-deduction purposes to our rescue Treasurer with your documentation prepared for tax-filing purposes.

Accident Policy

AGHR makes every effort to provide a safe working environment for all voluntary Members. However, occasionally accidents occur. As a voluntary Member, you are required to sign a Liability Waiver and must report any accident to the Volunteer Coordinator & President immediately. Volunteers under the age of 18 MUST wear an approved/certified riding helmet at all times while working around the rescue horses. Some foster homes may require that all handlers, regardless of age, wear an approved/certified riding helmet. We must respect all safety rules and regulations to avoid accidents as much as possible. All Voluntary Members are required to carry and maintain their own liability and/or medical insurance for themselves and their child minor participants.

Conduct

It is rare that we need to ask a Volunteer to discontinue service with our Rescue, but it is critical for each Volunteer to know that we will, if misconduct becomes an issue. We are a model Rescue with a high reputation of excellence through the HSUS and the L.A. County Animal Care & Control Shelter Agencies. Although there are no paid positions as a Volunteer with our organization, we are serious about our professionalism and mannerisms.

As a representative of AGHR, it is important that you are familiar with its policies and procedures. When dealing with adopters, foster care homes, sponsors, and the public, as well as with Directors and fellow volunteer Direct Horse Care Volunteers, you must be polite, courteous, and helpful. You must respect the Rules & Regulations posted clearly and distributed to you when you joined our organization.

This includes NO RIDING horses on the foster care sites. This is critical. Even if the Foster Caregiver approved or encourages you to ride our fostered equine, or another horse on the property, this is AGAINST our policy and you will be dismissed from our program for liability purposes. Please follow

the Rules of the Rescue, even if the Foster Caregiver or Boarding Stable does not. This is non-negotiable and will be dealt with on an individual basis, but is cause for dismissal due to insubordination, breach of contract, and irresponsibility to the liability risk factor involved.

Please understand this when you join. This Rescue, and its Rules & Regulations, is put in place to keep everyone safe and happy, especially our horses, whom are available for adoption and at risk for injury by you. Please take this seriously and act in a mature and responsible manner when conducting business on the foster care sites.

It is the policy of AGHR to provide a workplace that is free from discrimination, harassment, and on that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, religion, skin color, national origin, gender, sexual orientation, HIV status, etc., is prohibited. Horse rescue can be a very emotional and stressful job; however, please refrain from using any slang or foul language when dealing with negative people, known kill buyers, abusers, or uncaring surrendering owners. Each volunteer is expected to represent AGHR to the public in a positive manner. Failure to support the code of conduct and the policies & procedures in detail may result in the termination of your volunteer service.

Rules & Regulations Include:

1. Adoptions by Volunteers - Voluntary Members (including fosters, sponsors, & direct horse care volunteers) who adopt are required to go through the same process as the general public, and pay adoption fee set forth as determined by the Board of Directors.
2. Dress Code - Volunteers are representatives of AGHR. A volunteer must wear a provided name tag at AGHR special events. Voluntary Fosters & Direct Horse Care Volunteers are required to wear long pants (jeans or breeches preferred), appropriate closed to footwear (work boots or riding boots preferred), no dangling jewelry, no loose clothing, all long hair tied back. All participants under the age of 18 must wear a safety helmet at all times around the horses. It is encouraged that all volunteers wear a safety helmet at all times while around the horses, even when not riding. This is for the safety of the volunteers working directly with the horses.
3. Smoking - Volunteers are not permitted to smoke on or around the foster care premises.
4. Alcohol/drug Use – AGHR is a drug & alcohol-free workplace. The following activities are prohibited on any premises associated with AGHR or while conducting AGHR services: the lawful manufacture, distribution, possession, or use of a controlled substance. Voluntary Foster Caregivers and Volunteers are not allowed to be on duty after having used a controlled substance which has not been legally prescribed by a health care practitioner. Violation of this policy will result in immediate dismissal from the volunteer program.
5. Violence – All volunteers & visitors should be treated with courtesy & respect at all times. Conduct that threatens, intimidates, or otherwise emotionally or physically harms a human or animal within an AGHR setting will not be tolerated, and the volunteer will be immediately dismissed from service.
6. Privacy – Any information pertaining to AGHR records, cases you may become privileged to (including names, addresses, phone numbers, email addresses, etc.) as a result of your position is confidential and may not be discussed or reproduced. Under certain circumstances you may be prohibited from discussing certain details regarding cases that are under investigation or pending criminal court action of protective custody of a horse. Volunteers are specifically prohibited from discussing any aspect of AGHR records & cases with any representative of the media or public. Personal contact information of any rescue members shared via email shall not be reproduced or shared with any public entity who is not specifically an active member of AGHR. A Confidentiality

Affidavit Form must be signed. Please note, AGHR Directors reserves the right to publish & post photos or short video clips of volunteers and horses from trainings & special events to our website, facebook page, and other social media means. It is the responsibility of the volunteer to contact the rescue Director if he/she prefers not to appear in photographs or videos of our organization. Names will not be used / published unless specifically indicated with permission by volunteer. Also, AGHR does not take responsibility for photos / video clips published by volunteers on their own facebook / social media pages. We encourage all volunteers to notify the rescue Directors prior to publishing materials, but do not have control over what is published. Honesty, respect, and confidentiality is the “best practices” with our organization. In such, Members are encouraged not to send emails regarding personal issues, and always to discuss personal issues with the Director first prior to communicating with the general Membership.

7. Violations of these rules is due cause for AGHR to reserve the right to terminate association with any volunteer. Poor performance, disruptive behavior, habitual tardiness or absenteeism, or falsification of work hours will be brought to the attention of the Volunteer Coordinator & President. Every effort will be made to provide clear warning & notice to the volunteer, conduct an investigation to determine truth prior to terminating the volunteer, apply the termination rule fairly and equally, and find alternatives to termination wherever possible. We strongly encourage volunteers to complete the term of their commitment. However, if circumstances make this impossible, please notify the Volunteer Coordinator & President as soon as possible if you are unable to fill your term.

To complete your Volunteer Membership & get started, Volunteers should please fill out the following forms to return to the Director by the 1st day of the month:

AGHR Volunteer Application

AGHR Membership Application

Equine Liability Waiver & Hold Harmless Agreement

AGHR Confidentiality Affidavit Form

Once received, you will be contacted by the Board of Directors / Volunteer Training Mentor register you in the HSUS Forever Foundation Training Program. Once you have completed the initial Volunteer Training Modules (approximately 3 hours total), you will be contacted by the Volunteer Training Mentor to schedule your attendance at the next Experiential Learning Training. After attending the training, you will attend the next Volunteer Orientation at your assigned sites.

Direct Horse Care Volunteers must post their Horse Visit Schedule on the Calendar in the red communication binder on site by the 3rd day of every month and with the Board of Directors / Volunteer Training Mentor and Foster Caregivers / Boarding Stable Managers involved, in order to work directly with our rescue horses. The Master Calendar of Events & Trainings is posted and kept up to date on our website. It is the responsibility of all Members to keep themselves up to date on posted information by checking the Calendar regularly. Information posted in the red binder at the sites may not be current. All Volunteers should check the Master Calendar on our website on a regular basis. Training information will be provided directly from the Volunteer Training Coordinator / Pro-Bono Professional Horse Trainer, &/or the Directors. It is the responsibility of all Direct Horse Care Volunteers to attend all scheduled Experiential Learning Trainings, and to get

involved with the HSUS Forever Foundation Training Program or other training program being used with our horses.

Thank you for joining our Rescue Family! We are glad to have you on our Team!

Our Contact Information

Animal Guardians Horse Rescue, Inc. (AGHR)
P.O. Box 941494
Simi Valley, CA 93094
(805) 368-9123 (9am – 5pm, Mon. – Sun. - after-hours for emergency)
animalguardianshorsescue@gmail.com
www.animalguardianshorsescue.org

