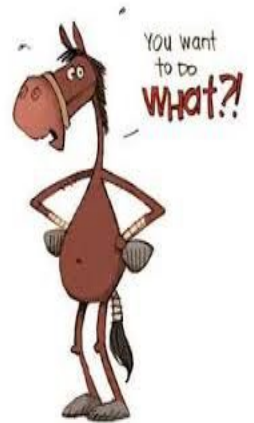




Quick Fact Sheet For New Volunteers



Quick History of Bit-By-Bit

- Started in 1998 and became a nonprofit organization 501(c)(3) in 2002
- Our organization specializes in equine assisted activities and therapies. We are a PATH International Accredited Program.
- Our physical therapists, speech therapists, and occupational therapists are American Hippotherapy Association (AHA) Registered Therapists.
- We help the community and have 10 different services. Check out our website at bitbybittherapy.org for a complete list. We primarily serve children under 18 years old & disabled veterans as part of our free "Horses For Heroes" Program

The Roles of Volunteers

- We depend on our volunteers to help care for the horses before, during, & after sessions
- Volunteers also assist the therapists and instructors with clients during session
- Our volunteers help enforce the barn rules and keep everyone safe
- Volunteers also help us maintain our beautiful property, care for our horses, do office work, and/or help with our many community and special events
- We even offer our volunteers free riding lessons or community service hours
- Our Volunteers are actually AMBASSADORS! Please tell everyone about Bit-By-Bit and the amazing things that happen at the barn. Word-of-Mouth helps others to know!
- We want our volunteers to have a rewarding experience. Ask questions, give us feedback, and take pride in your work. You are a valuable part of the Bit-By-Bit team! We could not help the thousands of riders we see each year without you. Thank you!

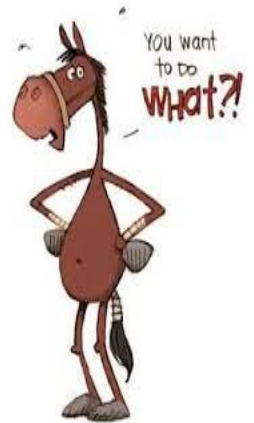
A Few Barn Rules For Volunteers

- Please do not run, shout, or throw objects in barn or around the horses
- Don't enter the stalls unless instructed. Want to go in a horse's stall? Ask a staff member.
- All clients and families must wait by the picnic tables until their therapist is ready to begin. We ask that our volunteers help steer families to the correct and safe areas.
- Be prepared to go when it is your turn to assist with a session
- Please keep your belongings in a single cubby, try not to leave belongings all over the barn
- If you're taking a break, please sit by the picnic tables
- Absolutely no use of cellphones while helping with a session--this is dangerous.
- Respect client confidentiality- volunteers also respect the HIPAA laws. Google it.
- If you make a mess, clean it up & if you start a job, finish it
- If you take something out, please put it back where it belongs. We like things neat!
- If you are unsure how to do something, ASK another volunteer or staff member. We are here to teach, learn, and help each other.



A Typical Day for Volunteers at the Bit-By-Bit Barn.....

- Before sessions begin, the arena and paddocks must be cleared of poop, and the barn swept of dirt and hay
- Horses are then groomed and tacked up
- The barn must be made ready for clients and volunteers:
 - Water, Gatorade, and snacks are put out
 - Reins are put on the mounting block
 - All gates should be opened
 - Please check the Scheduling Boards which will be updated by staff everyday
- Leaders and Side-walkers will be assigned by Volunteer Coordinator on duty
- Volunteers that are not leading or side-walking during a session should check the day's to-do list for chores that need to be done. Typical chores include:
 - Sweeping the barn and offices
 - Dusting everything
 - Cleaning stalls and scrubbing the horse's water buckets
 - Cleaning up poop in the streets --the general rule is if you see a poop, pick it up. :)
- At the end of the day, all horses are untacked, hosed off, and "turned out"
- All equipment should be put back in the tack room or office neatly
- All hoses must be turned off
- **All volunteers must sign out on the Volunteer Spreadsheet---if you don't Sign Out--You don't get credit!**



Common Volunteer Questions:

1. **What should I wear?** T-shirts, tank tops, shorts, jeans. Closed toed shoes, Sneakers and boots are great! Absolutely no flip-flops, sandals, or barefoot shoes!
2. **What should I bring?** Water, food/snack, sunglasses, hat, sunscreen and bug spray
3. **Can I bring treats for the horses?** Our horses are kept on a strict diet, sorry no treats!
4. **Can I bring my friend/sibling and can they ever ride the horses?** All people on site need proper paperwork . If your friend wants to volunteer, go to bitbybittherapy.org and follow the New Volunteer Registration directions. Lessons are available to everyone and prices for lessons are on the website. Make an appointment with the office at 954-246-9171. Volunteers must be over 14 years old but riders can be any age!
5. **How do I earn my free riding lesson?** We have a point system in place where every 30-minute session that you are leading, side-walking, or doing chores earns you 1 point. When you earn 20 points, you are eligible for a free 30-minute riding lesson.
6. **When can I lead a horse?** You must first master side-walking before becoming a horse leader. If you are interested in leading a horse, mention it to the Volunteer Coordinator so we can provide proper training and evaluate your readiness.
7. **Who should I call if I can not make my scheduled Volunteer Time?** Please call or text the Volunteer Hotline at 954-512-7986. Don't forget to tell us your name and day that you will miss. *Please be responsible and always show up for your scheduled volunteer times--we have children that depend on you!*