



# Welcome to the Spring 2023 Session for Equest!

We always look forward to seeing old friends and making new ones at the beginning of each session. It's that time to set your volunteer schedule!

If you are new to Equest (and maybe even if you're not!) here is some info that will help you complete the registration form:

- \* **The session for THR, H4H, EAL and volunteer riding lessons will begin on February 13 (Monday) and end on April 29 (Saturday) for all classes. The session for PT/OT will begin on February 14 (Tuesday) and continue through May .**
- \* For new volunteers, we hope you'll have at least two options that suit your schedule, even if you only want to commit to one class. The more options you mark, the better we can work within your availability while filling the volunteer needs for our classes. We do our best to put you in the class(es) you ranked in preference. Keep in mind it is first come, first served so get your forms in ASAP! Forms are processed in the order received, to the best of our ability.

First, review which day(s) you can be available consistently to volunteer. Then, think about how many classes you want to do. Keep in mind most classes are 45-60 minutes from start to end time, plus prep time. If you mark two classes only 30 minutes apart, you couldn't do BOTH of them, so the assumption will be you can do either one. For each day you can come, rank the classes in your preferred order. For example, if you can come on Tuesday, and want to do one (1) class, indicate "1" class on Tuesday, then 1,2,3, etc. by the actual times to indicate your preference on the classes that work for you.

We look at how many volunteers are needed in your 1st preference and how many are already signed up. If there are more than enough already, we'll look at your 2nd preference. We can overbook a little bit as a cushion but want to be sure there's not too many in one class and not enough in another.

Add notes to the "Additional info for Scheduler" area if you'd like to provide more information. You can indicate a preference to work with a specific instructor, client, or type of class, or if you have any restrictions we should know about. You can let us know you can't be available certain dates/weeks. Anything that gives us a heads-up about your schedule/interests/availability is very helpful.

We make every effort to call/email everyone to confirm assignments but if you don't hear from us, feel free to call me - Ellie Grant - at work (972-412-1099 x211) or text/call my cell (214-538-5393) to ask.

- \* Being a substitute: We know things come up, and you can't always be there. Please consider being on the sub list to help out a fellow volunteer. You never know when you might need a return favor. There's no obligation to say "yes" when contacted. Let us know which time block(s) you could be available to sub so we can include you on the appropriate contact list. Even subbing one day in a class before or after your own regular time can help things stay on track.
- \* We can use your time and skills in other ways, too! If you are interested in helping with barn work, fundraising, lending a hand in the office, or becoming a part of our ambassador program, be sure to check the box(es) on the form. Take a look at the list of Important Dates during the session. There are many events that need volunteers. Equest events working with the horses can only accept volunteers with up-to-date paperwork who have completed program training, but there are several non-Equest events at which all volunteers are welcome.
- \* For PT/OT, group/private/semi-private lessons/H4H kids (THR), volunteer arrival time is at least 45 minutes before class start time to help prepare for the class (e.g., groom and tack horses for riding). Come earlier if you want a little extra time as you learn grooming and tacking.  
For EAL (Equine Assisted Learning, unmounted work with horses and horse care), H4H (adult veteran riders) and DPD (Dallas Police Department Youth Outreach Group), volunteer arrival time is same as class time.
- \* When you come for training and classes, we are the lower buildings on the left furthest from the park entrance (office building, then two barns, and then our covered arena). Please do **NOT** park in the first lot on the upper right; that is designated parking for another organization - River Ranch. Please **DO** park in either the lower lot closest to the Equest portico or the far parking lot that slants up the hill by the barns & arena. (MAP ATTACHED)

We appreciate your flexibility and patience as we work through new volunteer sign-ups, specific requests, and class needs. Thank you for being a part of Equest.

Ellie Wellford Grant  
Director of Volunteer Services

# EQUEST VOLUNTEER REGISTRATION - SPRING 2023

**I am a**  
 Returning volunteer  
 New volunteer

**I would prefer to**  
 be a horse leader  
 be a sidewalker  
 no preference

**I am also interested in:**  
 Fundraising events  
 Administrative work  
 Barn work

**Additional info for Scheduler:**

Mr  Ms

\_\_\_\_\_ *First Name*      \_\_\_\_\_ *MI*      \_\_\_\_\_ *Last Name*      \_\_\_\_\_ *Height*      \_\_\_\_\_ *Age (if not 18 as of 2/13/23)*

Contact info: \_\_\_\_\_ *Email*      \_\_\_\_\_ *Primary phone*      \_\_\_\_\_ *Other phone*      \_\_\_\_\_ *(who?)*

**For class assignments (weekly for 11 weeks)), rank your class preference(s) on each day (e.g., "on Tuesdays, #1 is 1st choice, #2 is 2nd choice, etc.) and total number can do for that weekday.**

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>DAYTIME WEEKLY CLASSES</b>					
____ 10:00 -THR private	____ 9:00 - THR private/semi	____ 8:00 - THR private	____ 8:00 - THR private (2)	____ 9:00 - THR group	____ 8:00 - THR group
____ Noon.-THR semi-private	____ 10:00 - PT/OT	____ 9:00 - PT/OT	____ 10:00 - THR private (2)	____ 9:00 - THR semi-private	____ <b>9 :00 - THR group 20!</b>
____ 1:00 -THR private	____ 11:00 - PT/OT	____ 10:00 - PT/OT	____ 11:00 - THR private/semi (2)	____ <b>11:00 - THR group 9!</b>	____ 10:00 - Carriage driving
	____ 11:00 - THR private/semi	____ 10:00 - THR private	____ Noon - THR private (2)	____ Noon - THR private	____ 10:00 - THR group
	____ Noon - PT/OT	____ 11:00 - PT/OT	____ 4:00 THR private/semi (2)	____ 1:00 - THR semi-private	____ 11:00 - THR group
	____ 1:00 - Carriage driving	____ Noon - PT/OT		____ 3:00 - EAL*	____ 11:00 - Literacy
	____ 2:00 - PT/OT	____ Noon - 1:30-H4H EAL*		____ 4:00 - THR semi-private	____ Noon - THR Group
	____ 2:00 - THR private	____ 2:00 - PT/OT			____ 1:00 - Carriage driving
	____ 3:00 - PT/OT	____ 3:00 - PT/OT			____ 1:00 - THR Group
		____ 4:00 - PT/OT			____ 2:00 - THR Group

**\*Volunteer arrival time is same as client arrival time.**

## EVENING WEEKLY CLASSES

____ 7:30 - H4H EAL*	____ 5:00 - THR semi-private	____ 4:45 - Carriage driving	____ 5:00 - THR semi-private	____ 5:00 - THR semi-private
____ 7:30 - H4H THR group*	6:00 - THR semi/group (2)	5:00 - PT/OT	6:00 - THR group	____ 5:30 - THR private
	7:00 - THR group	5:30-7:30 - DPD*	7:00 - THR group	
____ <b>Total classes I can do</b>				

# EQUEST VOLUNTEER SUB LIST - FALL 2022 AND SPRING 2023

**Absences happen! Having a sub list makes filling those vacancies that occur much easier. If you could occasionally come earlier/stay later than your usual class, please consider being a sub. And if you can't commit to being here weekly, you can still be a sub. Check the box to let us know your potential availability.**

**I am a**

Returning volunteer

New volunteer

**I would prefer to**

be a horse leader

be a sidewalker

no preference

**I am also interested in:**

Fundraising events

Administrative work

Barn work

Mr  Ms

\_\_\_\_\_

*First Name*

*MI*

*Last Name*

\_\_\_\_\_

*Height*

\_\_\_\_\_

*Age (if not 18 as of 2/13/23)*

Contact info:

\_\_\_\_\_

*Email*

\_\_\_\_\_

*Primary phone*

\_\_\_\_\_

*Other phone*

\_\_\_\_\_

*(who?)*

You can note specific hours you have available, class preference, anything helpful, in the space provided.

**Monday**     Daytime     Evening     Specific \_\_\_\_\_

**Tuesday**     Daytime     Evening     Specific \_\_\_\_\_

**Wednesday**     Daytime     Evening     Specific \_\_\_\_\_

**Thursday**     Daytime     Evening     Specific \_\_\_\_\_

**Friday**     Daytime     Evening     Specific \_\_\_\_\_

**Saturday**     Daytime     Evening     Specific \_\_\_\_\_

**Additional info for Scheduler:**

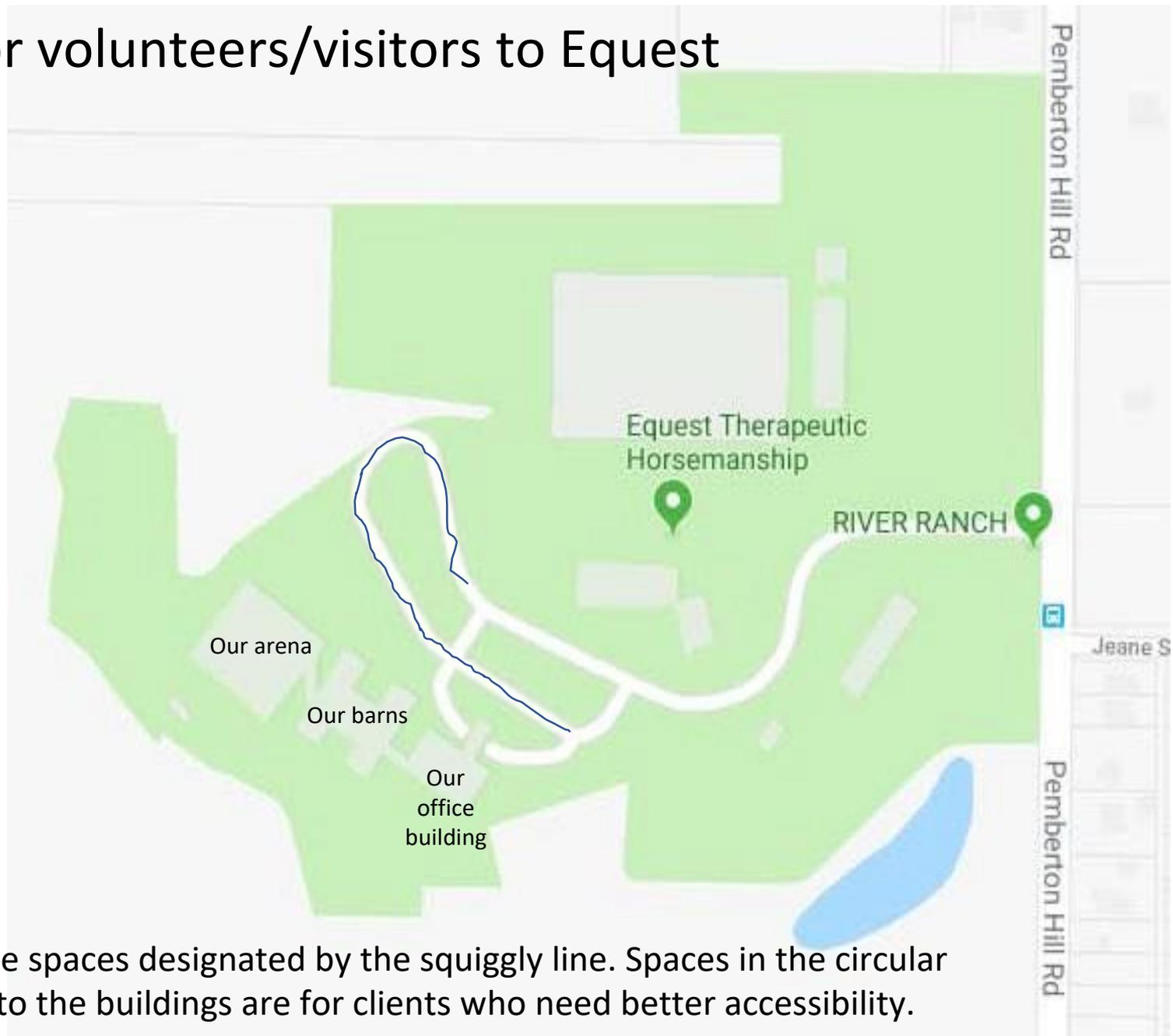
## CALENDAR DATES

Date(s)	To Note	
<b><i>JANUARY</i></b>		
January 9-11, 2023	Chisholm Challenge Horse Show (Fort Worth, TX)	*
January 20, 2023	Instructor Training Course starts	
January 21, 2023	Volunteer Training 8:30 a.m.-12:30 p.m.	*
January 28, 2023	Volunteer Training 8:30 a.m.-12:30 p.m.	*
<b><i>FEBRUARY</i></b>		
February 4, 2023	Horse Leader Training	
February 13, 2023	Spring Semester starts	
February 20, 2023	Staff Holiday - NO CLASSES (barn help needed)	
<b><i>MARCH</i></b>		
March 11, 2023	Instructor Training Course ends	
March 13-18, 2023	Spring Break - NO CLASSES (barn help needed)	*
March 17 -20, 2023	ESMHL(Equine Specialist Mental Health) Workshop	
<b><i>APRIL</i></b>		
April 2, 2023	Area 10 Special Olympics Equestrian Competition	*
April 7-9, 2023	Easter - NO CLASSES (barn help needed)	*
April 29, 2023	Spring Semester ends	
<b><i>MAY</i></b>		
May 1-4, 2023	Make-up week (if needed)/PT/OT continues	
May 2-3, 2023	Maymester PT/OT	
May 5-6, 2023	Spring Horse Show	
May 9-10, 2023	Maymester PT/OT	
<b>May 13, 2023</b>	<b>Volunteer Training 8:30 a.m.-12:30 p.m.*</b>	
May 16-17, 2023	Maymester PT/OT	
May 19-21, 2023	State Special Olympics Equestrian Competition (Bryan, TX)	*
May 23-24, 2023	Maymester PT/OT	
May 30-June 2, 2023	Gala set-up week - NO CLASSES	*
<b><i>JUNE</i></b>		
June 3, 2023	Equest Gala	
June 4-9, 2023	Gala clean-up (NO CLASSES)	
<b>June 10, 2023</b>	<b>Volunteer Training 8:30 a.m.-12:30 p.m.*</b>	
June 12, 2023	Summer Semester begins	

\* Turn in summer volunteer registration ASAP! Session starts on June 13.

**ALL DATES, REQUIREMENTS AND/OR CONDITIONS SUBJECT TO CHANGE**

# Parking for volunteers/visitors to Equest



Please park in the spaces designated by the squiggly line. Spaces in the circular driveway closer to the buildings are for clients who need better accessibility.