

RYYR Volunteer Application for ranch chores, community service, seasonal ranch tasks & misc activities



Please complete the following application and **EMAIL to: office@ryyr.org** or MAIL to RYYR, 115 Meehan Lane, New Brighton, PA 15066

We will contact you as soon as possible if your interests/talents match a need here at the ranch.

Date of Application ____ / ____ / ____

Name: _____ Email: _____

Address: _____

Telephone(s): _____ Birthday: ____ / ____ / ____

Do you have any medical conditions? If so please list: _____

I'm applying for: (Please check)

- Regular weekly ranch chores** - If you check this option, we will ask you to commit to coming every week (long term) on that specific time and day that aligns with your schedule & ranch schedule.
- Community Service** - If so, how many hours do you need to complete? _____
 What date are your hours due to be completed? _____
 Why do you need to complete community service hours (probation, senior or school project, National honors society)? _____
NOTE: Ranch representatives will sign off when hours are completed but are not required to keep track of the hour log/form, that is the responsibility of the individual needing community service hours.
- Seasonal ranch tasks** - (Please circle all that apply) Cobweb cleaning, painting, weed whacking, shoveling snow, misc cleaning, putting hay away, fundraising or physical laborer for misc tasks.
- Misc activities** - (Please circle all that apply) Administrative duties or office tasks, gardening, photography, carpentry or be a festival booth representative.
- Other** (Please describe what you can help out with at the ranch): _____

Volunteer Roles

1. **Regular weekly ranch chore volunteer** (Must be 18 or older, or at least 13 with an adult supervisor on site)
 Please complete the following section to the best of your knowledge. We understand that schedules change, please indicate when you are available by writing times that you are able to work on days of the week. The following times are when we need people to come and help take care of the horses (filling hay nets & water buckets, stall cleaning, walking horses in/out, sweeping, etc.)

Morning chores start at 8am (this never changes).

Evening chores: (varies depending on time of year & daylight)

Winter: Start as early as 4:30PM ending around 6:30PM (typically November to March)

Summer: Start later at 6pm usually ending around 7:30PM (typically April to October)

Mornings:

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____
 Sunday _____

Evenings:

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____
 Sunday _____



1. Statement of Faith

Ready Yourselves Youth Ranch is a faith based organization. Though the ranch is not associated with any particular denomination, the basis of our beliefs rises from the same Judeo-Christian values that our nation was built upon. The founders, Board of Directors and staff of Ready Yourselves Youth Ranch, believe that Jesus Christ is the one true Son of God, Savior, Redeemer, and coming King. We believe the Bible is the breathed Word of God, perfect in every word and without error. It is our greatest desire to serve God by the demonstration of our faith through action. Faith at the ranch is demonstrated through “living example” to those we work with, it is our highest honor to serve children and families of all backgrounds with the same loving grace that has so freely been given to us.

“ WE believe that one enters heaven by grace through faith (John 3; Ephesians 2:8-10) not by good works or religious actions (Titus 3-5).”

As a result of this foundation, all of our programs and training are structured accordingly. While volunteers are *not* required to share this faith (mentors *are* required to profess faith in word and deed), all volunteers *are* held to the same faith-based values and morals for working in community at the ranch, and living as examples for the children we serve.

2. Volunteer Background Requirements

2.1. Volunteer/Mentor Application

- Anyone that is volunteering on the property of RYYR has to fill out an application.
- Anyone on the property with the intent to enter the barn, arenas, or any area which may or may not contain equine activities MUST also have a waiver signed.
- If an individual who has accepted to abide by these policies and procedures brings **ANYONE** on the property they must also have a signed waiver (this includes both adults and children). Anyone who has signed and accepted these policies and procedures will assume all liability for not enforcing said policies. It is the responsibility of the inviting party to ensure the guest has all paperwork and waivers completed.

2.2. Volunteer Clearances

2.2.1. ACT 153 Clearances for Volunteers

Act 153 defines volunteers as any adult applying for an unpaid position as a volunteer responsible for:

- the welfare of a child or
- having direct contact with children.

All volunteers who are subject to background check clearances are required to recertify their clearances **every FIVE years**.

Act 153 requires volunteers to obtain the following clearances:

2.2.1.1. Report of criminal history from the Pennsylvania State Police:

Go to <https://epatch.state.pa.us/Home.jsp>. There is **NO CHARGE** for requests for the purpose of volunteering. When you visit the website, click the box "New Volunteer Record Check." Input your information and submit. Return to the main site, click "Check the status of a record check" and use the reference number emailed to you to submit your information. Scroll down and click on the blue Control number on the left. Next click on Certification Form, and print or save to PDF and email this page to office@ryyr.org.

2.2.1.2. Child Abuse History Clearance from the Department of Human Services:

Apply online at <https://www.compass.state.pa.us/CWIS>. Once you create an individual account you will receive an email with your password. Log in to the website and complete the clearance application. There is **NO COST for volunteers** once every 57 months. Applicants can choose to receive notification via email, mailed to their home address, or both. When you receive notification, print or save the clearance and email to office@ryyr.org

All volunteers who interact with children on a regular basis must have their clearances before starting any volunteer activity.

3. Barn Rules & Policies

As staff and volunteers of Ready Yourselfes Youth Ranch (RYYR), we are representatives of the Ranch in all our words and actions. Even more so, we are representatives of Christ and a reflection of HIS truth in our life. In each interaction with our community, whether on or off the Ranch, this principle should be kept in the forefront and we should strive to be beyond reproach in all we do and say.

3.1. Cell Phone Use

Cell phones are acceptable on the Ranch during operational hours. Cell phones are required to remain hidden during sessions in pockets or vehicles while leading sessions.

3.2. Smoking / Tobacco Products

Smoking and/or tobacco products are permitted on the Ranch premises but only in your vehicle.

3.3. Alcohol, Illegal Drugs and Marijuana

As a general rule, RYYR does not allow the consumption of alcohol on Ranch grounds and/or during Ranch activities and events. RYYR has a “zero tolerance policy” against marijuana and all illegal drugs.

3.4. Firearms and Weapons

Utility type pocket knives are permissible for ranch staff and approved volunteers only, on Ranch grounds and during activities and events. Blades longer than 4 inches are not accepted. RYYR considers bringing firearms onto Ranch property impermissible and grounds for removal from the Ranch as well as removal from participation in any and all volunteer programs.

3.5. Photographs

Any and all photographs taken on the Ranch property of children or families in or out of sessions may fall under rules of confidentiality and privacy. No pictures may be published, distributed in print, posted on social media (ex: Facebook, Twitter, etc.) or posted on the internet without express written permission of RYYR.

3.6. Profanity

Profane words, gestures, or actions are not tolerated.

3.7. Equipment

Any and all equipment at the Ranch is for Ranch use only (quad, tractors, Kawasaki Mule, etc.). No joy riding is acceptable.

3.8. Accessibility

- 3.8.1. Time at the ranch is to be productive; RYYR does not allow this space to be used as a “hang out” with friends. Time should be spent working or mentoring. If it is not your day to volunteer, do not show up randomly. You may come if asked to help or with permission from Micheline or Rebecca.
- 3.8.2. If you wish to spend time with a horse, get permission from Micheline or Rebecca first and do this when sessions & day camps, or feeding time are NOT in progress as these times require use of aisles and arenas.
- 3.8.3. Sessions take precedence over ALL other activities.
- 3.8.4. Mentoring sessions are between mentors and mentees, please DO welcome mentees when appropriate but DO NOT interrupt the session. Do not talk to or disturb mentors/mentees unless it is urgent.

3.9. Relationship Policy

- 1 Thessalonians 5:22 states we are to avoid even the appearance of impropriety.
- 1 Timothy 4:12 states youth are to be an example of the believer.

In obedience to these verses the following policy is implemented:

1. Youth who are in a relationship are not permitted to volunteer or work together while at RYYR.
2. While there are many activities at RYYR that are healthy for a couple, they are not permitted to come to the ranch for the sole purpose of hanging out or participating in an activity that could be determined to be a date.

EXPLANATION:

1. Any paid staff member has the ability and authority to determine:
 - a. if youth are in a relationship
 - b. if the relationship is not an example for the believer
 - c. if the relationship has the appearance of impropriety
2. Youth is defined as one who is under the age of 21 or still in high school or still under the authority of an adult. RYYR reserves the right to apply this policy to adult relationships as necessary if there are issues of example or propriety.

VIOLATIONS

1. A couple who a staff member determines is in violation of the above verses will be given a warning and required to no longer volunteer at the same times or participate in the same activities together or be in the same general location together. They are encouraged to continue to volunteer individually while the other is not present.
2. Should the couple continue to volunteer or be at the ranch together as a couple they both will be asked to cease any and all participation at RYYR for 30 days. At the end of this period each person individually may request to return as a volunteer. The staff has full discretion to grant or deny such a request or apply individual specific conditions.

3.10. Dress Code Policy

Ranch management reserves the right to add to, take away from, or interpret the following list at any time.

- Mentors should be neat and tidy and on time.
- It is expected that all mentors arrive well groomed.
- Shorts are allowed during the hottest parts of the summer but the hemline must hit below the fingers when hands are at the side.
- Tank tops may be worn as long as the straps are thicker than 1 inch. Cleavages and bra strap parts of any sort are not to be seen.
- Closed toe and closed heel shoes that rise to the ankle bone or above are required when working with the horses or in the arena where horses may be out.
- Jeans should be appropriate rise and not expose any skin.
- Shirts should be long enough to avoid exposing the midriff. If there is difficulty with the length of Ranch t-shirt, volunteers are asked to wear longer undershirt or higher jeans.
- Men are not to remove their shirts while on the Ranch.
- Hats are optional. They should be worn so as to not obscure the eyes.
- Ranch shirts should be worn during mentor sessions or at ranch activities by mentors.
- Jeans or long pants are required when riding.

You are expected to be providing a positive influence for the children, including appropriate attire.

3.11. Volunteer Riding Policy

Volunteers must volunteer at least 1 time a week for a minimum of 1 year in order to ride the horses during scheduled riding opportunities (usually in fall). An online sign-up for available riding times will be sent out to all eligible volunteers, who may sign-up on a first come, first serve basis. Every 4 chore times worked earns 1 possible riding opportunity.

If riding the horses is your sole motivation for volunteering at RYYR, then we suggest you search out volunteering opportunities elsewhere. RYYR exists to serve others, and not our own needs. We allow our volunteers to ride as a reward for their hard work. It is a privilege not an entitlement.

****SIGNATURE REQUIRED****

I understand that it is my responsibility to comply with the requirements, rules, and policies stated above and any other published policies or procedures of the ranch, and any revisions made to them. Anyone who violates any of these rules will be subject to discipline, which might include, but is not limited to, expulsion from the ranch. I understand and agree to comply with all requirements, rules, and policies as described.

Print Name: _____

Signature: _____

Date: _____

EQUINE ACTIVITY RELEASE, HOLD HARMLESS AGREEMENT AND PHOTO RELEASE

1. I, _____, the undersigned, on behalf of myself and/or, as parent and natural guardian of the minor known as _____, have read, understand and freely and voluntarily enter into this Release and Hold Harmless Agreement with RYYR understanding that this Release and Hold Harmless Agreement is a waiver of any and all liabilities.

2. I understand the potential dangers that I or my minor child can incur in mounting, riding, walking, boarding, feeding any horse; including but not limited to, interactions with other horses. I understand these risks and I hereby release RYYR, its owners, managers, employees, family, and anyone directly or indirectly connected with RYYR from any liability whatsoever in the event of injury or damage of any nature, including death, to me, or anyone else caused by or incidental to my electing to mount, ride, or interact with horses in any way, on RYYR's premises.

3. I understand and recognize and warrant that this Release and Hold Harmless Agreement, is being voluntarily and intentionally signed and agreed to, and that in signing this Release and Hold Harmless Agreement I know and understand that this Release and Hold Harmless Agreement may further limit the liability of equine professionals in my undertaking in any equine activity whatsoever, including death, personal injury and/or damage to any property.

4. I recognize and agree that I have selected the equine professional(s) I will be working with, and acknowledge that I agree said equine professional(s) has/have made reasonable and prudent efforts to determine my ability to engage in the equine activity, and has/have sufficient knowledge of my equine and horseback riding skills as to relieve, release and hold harmless said equine professional(s) from any continuing duty to monitor my equine activities.

5. I further voluntarily agree and warrant to Release and Hold Harmless these equine professionals from any liability whatsoever, including, but not limited to, any incident caused by or related to said equine professional's negligence, relating to injuries known, unknown, or otherwise not herein disclosed, including, but not limited to, injuries, death or property damage from equipment failure; mounting, riding, jumping; dismounting; walking; grooming; feeding; use of horse barn, electric fencing, paddock, trails or horse arena/ring, in any capacity; falling off horse whether horse is bucking, flipping, spooked, or my failure to understand any equine professional's direction relating to my riding or otherwise use and control, or lack thereof, of my horse or the horse I have been assigned to.

6. I understand and acknowledge that I have been provided an opportunity to inspect, survey and traverse the premises to be utilized, by the equine professional (RYYR) and I have accepted the premises in the "AS IS" condition.

I also acknowledge these inherent risks of equine activities:

1) The propensity of an equine to behave in a manner, which may cause injury, harm or death to a person on or near it.

2) The unpredictability of an equine's reaction to sounds, sudden movements, unfamiliar objects, individuals or other animals.

3) An equine's reaction to certain natural hazards, such as surface and subsurface ground collisions.

4) A collision with other equines or objects.

5) An equine's response to the participant's manner of handling or controlling it or inability to handle or control it.

7. Pennsylvania has adopted an Equine Activity Immunity Act. That Act recognizes the inherent risks involved in equine activities. I have voluntarily chose to participate in these equine activities despite being aware of the risk involved.

PHOTO RELEASE - I hereby grant to RYYR the unrestricted and absolute, perpetual, worldwide right to reproduce, exhibit, display, perform, transmit, broadcast, distribute, modify, create derivatives, and otherwise use the photograph(s) of myself and any minor(s) identified below (the "photograph(s)") for any purpose whatsoever ("Grant"). I acknowledge that the purposes for which the photographs may be used include without limitation, RYYR publications, videos, books and newsletters. I agree that this Grant includes, without limitation, the right to use the photograph(s) - or part of it - in combination with, or as a composite of, other matter, including, but not limited to text, data, images, photographs, illustrations, animation and graphics, video or audio segments of any nature, in any media embodiment, now known or hereafter developed, including, without limitation, print, film, video tape, DVD, broadcast, digital transmission and electronic/online media. I acknowledge that this Grant includes the right to use the name of the minor(s) identified below, whether in original or modified form, or fictitious name, in connection with the photograph(s). I hereby voluntarily release and forever discharge - for myself and on behalf of the minor(s) identified below - RYYR from any and all claims, demands, or causes of action for libel, defamation, invasion of privacy or right of publicity infringement of copyright, or violation of any other right arising out of or relating to any utilization of the photograph(s) or the name of the minors identified below. Such claims, demands, and cause3s of actions include, without limitation,

inadvertent errors, such as blurring, distortion, or alteration, or based upon any decision not to make use of the photograph(s). I understand that RYYR and its licensees and assigns are relying on my consent to use the photograph(s) with respect to the promotion of various services or products. I acknowledge that neither myself nor any minor(s) identified below shall receive compensation with respect to any matter referred to in this Photo Release. All images, electronic or non-electronic, negative, positives and prints - are owned by RYYR. RYYR is free to assign and license any and all of the rights granted in this Photo Release. I acknowledge that in no event will I have the right to enjoin the distribution or exploitation of the photograph(s). I hereby relinquish any right that I may have to examine or approve the completed product(s) or advertising copy or printed matter that may be used by RYYR or its' licensees or assigns.

TRANSPORTATION VIDEO MONITORING - In the event that I utilize RYYR's transportation services, I understand and acknowledge that RYYR reserves the right to employ video monitoring and recording devices within RYYR vehicles when transporting participants, including minors, to and from RYYR's facilities. I hereby consent to the use of video monitoring and recording for the sole purpose of ensuring the safety and security of participants and staff during transportation. I understand that these recordings are intended to protect the wellbeing of all individuals involved and may only be used for internal review, security purposes, or as required by law. I further acknowledge that any audio monitoring features in these recordings will be disabled in compliance with Pennsylvania law, and I expressly waive any objections or claims related to the absence of audio recording. I hereby release for myself, and on behalf of the minor(s) identified below, RYYR, its employees, agents, and representatives from any and all liabilities or claims arising from the use of video monitoring during transportation, including but not limited to invasion of privacy and the absence of audio monitoring.

I UNDERSTAND THAT THIS IS A VOLUNTEER (UNPAID) POSITION.

Persons voluntarily entering into this Release and Hold Harmless Agreement:

Signature

Date

Printed Name

Date of Birth

If minor, person representing himself/herself to the lawful Guardian under this Release and Hold Harmless Agreement:

Signature

Printed Name



Confidentiality Agreement

As a volunteer of Ready Yourself Youth Ranch hereinafter referred to as “the ranch” do hereby certify that I will respect the confidentiality rights of every child who attends the ranch and/or volunteer/staff. I understand that the confidentiality of each child’s information is strictly maintained to protect the privacy rights of the parents and children. I pledge that I will not discuss or otherwise communicate any form of information concerning the care or condition of any child or parent with unauthorized individuals or any authorized volunteer unless it is required to provide services. I understand that failure to abide by the confidentiality requirements may result in my expulsion as a volunteer and I will be held personally liable for any damages incurred.

As a volunteer at the ranch, you may have access to “Confidential Information”. The purpose of this agreement is to help you understand your obligations regarding confidential information.

Confidential information is protected by Federal and State laws, regulations, including HIPAA, and strict ranch policies. The intent of these laws, regulations, standards and policies is to insure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish the purpose for which it is needed.

As an employee/volunteer, you are required to conduct yourself in strict conformance with applicable laws, standards, regulations and ranch policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these rules. Anyone who violates any of these rules will be subject to discipline, which might include, but is not limited to, expulsion from the ranch. In addition, violation of these rules may lead to civil and criminal penalties under applicable local/state/federal laws including HIPAA regulations and potentially other legal action.

As a volunteer, you may have access to confidential information, which includes, but is not limited to, information relating to:

- Medical record information (child patient data (allergies, need to know medical conditions, etc), conversations, demographic information).
- Protected Health Information (PHI) as defined by HIPAA includes, but is not limited to, names, all geographic subdivisions; all elements of dates (except year) for dates directly related to an individual, telephone numbers, fax numbers, electronic mail addresses, social security numbers, medical record numbers, health plan beneficiary numbers, account numbers, certificate/license numbers, vehicle identifiers, device identifiers and serial numbers, web universal resource locators (URLs), internet protocol (IP) address numbers, biometric identifiers, including finger and voice prints, full face photographic images and any comparable images; and any other unique identifying number, characteristic, or code.
- Personal information, described in United States legal fields as either personally identifiable information (PII), or sensitive personal information (SPI), [1][2][3] as used in information security and privacy laws, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
- Volunteer information (i.e., social security number, volunteer records, and disciplinary actions).
- Ranch information (i.e., financial and statistical records, strategic plans, internal reports, memos, contracts, and communications).

In the event that you do have access to confidential information, you hereby agree as follows:

- You will only use confidential information/data as needed/necessary to perform your duties as a volunteer affiliated with the ranch.

- You will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information/data except as properly authorized within the scope of your professional activities affiliated with the ranch.
- You will not misuse confidential information/data or be careless with it.
- You will safeguard and will not disclose your computer password or any other authorization that allows you to access confidential information/data. The ranch reserves the right to monitor access to the network, including your account, if deemed appropriate.
- You accept responsibility for all activities undertaken using your assigned access code and/or any other authorizations.
- You will report activities by any individual or entity that you suspect may compromise the confidentiality of information. The ranch will make all attempts possible to keep good faith reports confidential. However, absolute confidentiality cannot be guaranteed.
- You understand that your obligations under this Agreement will continue after your affiliation with the ranch terminates.
- You understand that any of your access privileges to confidential information/data are subject to periodic review, revision, and, if necessary, modification and/or termination.
- You understand that you have no right or ownership interest in any confidential information/data.
- The ranch may at any time revoke your access code, or any other authorization that allows you to access confidential information/data.
- You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard confidential information/data or your password or any other authorization that allows you to access confidential information/data.
- The ranch may take disciplinary action against you up to and including termination or expulsion from the ranch in the event you violate this Confidentiality Agreement. In addition, the ranch may initiate legal action including but not limited to civil litigation or criminal prosecution.
- You understand the ranch reserves the right to monitor and record all network and application activity including e-mail, with or without notice, and therefore users should have no expectations of privacy in the use of these resources.

“I certify that I have read and understand the Confidentiality Statement printed above and hereby agree to be bound by it. I further agree that if I continue my involvement (in any capacity) with the ranch following any modifications to this agreement, I thereby accept and agree to such changes.”

Print Name : _____

Signature : _____

Date : ____/____/____