

**Southern Colorado Animal Rescue (SCAR) Tax ID #84-1477578**

**DBA: Black Forest Animal Sanctuary (BFAS)**

*Respect – Patience - Healing*

**General Volunteer Guidelines**

These guidelines are designed to ensure a safe environment for the animals here at Southern Colorado Animal Rescue (SCAR) DBA Black Forest Animal Sanctuary (BFAS), and also for our visitors and volunteers. Please study and abide by them. They should not be expected to cover every situation. Please use common sense!

- We shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.
- BFAS is a network of foster homes and private farms. Guest visits and adoptions are by appointment only. Visitors and guests that are not approved volunteers are not allowed without expressed permission and a BFAS leadership representative on site. Should you see a stranger, please identify yourself as a volunteer and notify them of this policy.
- Events & Disasters: When attending or participating in events you are representing our organization. Please be courteous and on your best behavior. Always keep the animal's safety and the public's safety in mind. At many events you will be required to wear a uniform shirt. Shirts are available for purchase. Members of the Animal Response Teams are required to provide specific uniforms and gear for deployments. They are also membership requirements and certifications to be on the team. Contact the board if you need more information.
- Every time you arrive on the BFAS property or a foster home or foster farm, please check in with the BFAS representative on duty. You are required to sign in and out on the volunteer log and report any notes in the log book. Please read the bulletin and white boards and the log book notes when you arrive.
- Let us know if you have any health or physical issues of which we should be aware. Due to the nature of a volunteer group, you may come in contact with or become exposed to food allergens (ex. nuts), latex, viruses and bacteria.
- When volunteering in an animal area or with any and all tasks, don't go beyond your own "comfort zone". Only work with animals that you are comfortable with. If you are not familiar with a specific animal ask before entering the environment. We cannot predict all behaviors. Tell the volunteer coordinator if you would like to change to a different task.
- You are responsible for your own medical treatment as the result of any injury or death resulting in volunteer work and are required to have health insurance. **You are volunteering at your own risk!** All animals can bite, kick, and have unpredictable behavior. You are responsible for any damage to your person or property. We may have animals roaming, in pastures, yards or near vehicle parking. We are not responsible for damages.
- For the safety of both people and animals, children 5 years and younger are not able to volunteer. Children between the ages of 6 and 16 may volunteer at the discretion of the board if the child is accompanied by a parent or guardian at all times. There may be special situations in regards to tours.
- Volunteers are allowed in the animal areas of the property only during normal business hours: 7:30 am to 6:30 pm. Volunteers outside of these hours must be approved.

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- To remain an active/approved volunteer you must volunteer every calendar month. If you have not volunteered at an event or foster farm in the past 30 days you must contact the Board of Directors to become active again. If you will be unavailable for a month or more, please notify us in advance to keep your volunteer position spot. We have a limited number of volunteer positions at foster homes and foster farms.
- It is important to wear clothing that is appropriate to this environment and to the work that you are doing. Closed-toe shoes are a requirement for volunteering in any of the animal areas. For your own protection, long pants, a shirt that will protect you from scratches and sunburn, and a hat are strongly recommended. In the summer, you may encounter bugs, bees, wasps and even snakes. In the winter, you may encounter severe weather, cold conditions, wind and must be appropriately dressed. In the summer it is hot, so be sure to drink plenty of fluids.
- When entering or leaving an animal run (paddock, kennel, habitat..) be sure the **close and latch the gate behind you**. Be sure the pins or clips are in place on the sliders/latches when leaving because some of the horses, livestock, and dogs know how to open the gates. Keep main farm gates closed.
- Please be aware that your behavior will have an effect on the animals. Calm and gentle behavior has a soothing effect. Loud noises, exaggerated gestures, running and horseplay tend to disturb the animals.
- Any injury, however small, either to an animal or to yourself, should be reported at once to the BFAS representative on the property and via phone call to a Board Member at the time of the injury.
- Good hygiene can prevent the spread of illness. To protect your health and the health of our animal friends, please sanitize your hands after working with the animals and before leaving the animal area. Please abide by any animal quarantine rules and signs. Safety equipment (dust mask, gloves) is available. Please use this equipment as needed.
- **WARNINGS:** Please exercise caution when working with horses and llamas/alpacas. **WARNING:** Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 13-21-119, Colorado Revised Statutes. Under Colorado Law, a llama professional is not liable for an injury to or the death of a participant in llama activities resulting from the inherent risks of llama activities, pursuant to section 13-21-119, Colorado Revised Statutes.
- **Riding:** You must be approved to ride horses. The approval process includes but is not limited to demonstrating animal and personal safety, professional handling, ground and round pen skills, riding ability at the walk, trot, and canter. **Riding Gear:** Approved current ASTM (F1163)/SEI headgear is required to be worn by all riders. You are responsible for providing your own riding helmet. We have limited equipment available and cannot guarantee its condition or availability. Appropriate foot wear or riding boots with a heel are also required when mounted.
- If you observe a situation with an animal in El Paso County or the surrounding areas of which you do not approve, please inform a BFAS representative. They will investigate and notify the proper authority.

**Thank you for volunteering your time, and caring about the animals. We appreciate your contribution very much, and hope that you and the animals have a great time together!**

**2014**