

BINA FARM CENTER

BRINGING PEOPLE TOGETHER



BINA FARM CENTER VOLUNTEER PROGRAM

Thank you for your interest in volunteering at the BINA Farm Center (BFC). BFC's volunteers provide tremendous support to our programs and the time and energy you contribute will always be greatly appreciated!

MISSION

BFC brings together those with and without special needs by offering a variety of inclusive enrichment programs that will ultimately help them to thrive personally and to make their best contribution towards a generation with a growing population of those who are differently-abled. BFC is committed to providing a comprehensive therapeutic and recreational environment utilizing Equine Assisted Activities and Therapies, a Life Skills & Vocational Program and Creative & Complementary Therapy Programs for children and adults with physical, developmental and emotional challenges.

ABOUT US

Our vision for the future includes building a BINA Farm Center in the Metro West area. This will allow us to offer all of our programs in one state-of-the-art facility - a place where everyone can share in our engaging and challenging activities. Our unique mission sets us apart and allows us to play a transformational role that fosters tolerance, compassion and interaction with those of all ages with and without special needs.

Our services are open to any person, siblings, parents, caregivers and friends who could benefit from these special forms of therapy or recreational programs. These therapies do not replace other forms of treatment, but rather augment them and help our participants to reach their full potential. BFC instructors & therapists may work closely with the participant's physicians to create the best treatment plan. Our programs focus on what our participants can achieve, rather than on their limitations.

BFC is committed to the following goals:

- Providing a nurturing therapeutic environment that focuses on the unique challenges of each participant.
- Providing both short and long term support for our participants and their families by offering a comprehensive program.
- Treating all participants, their families, friends, staff and animals with respect, dignity, kindness and compassion.
- Creating an atmosphere that transcends the usual rehabilitative model.
- Offering 50% tuition assistance to all schools and organizations who participate in our group programs.

MULTIPLE LOCATIONS

Volunteer opportunities may be available at each of our locations:

- 55 Allen Street, Lexington, MA 02421
- Dana Hall School: 160 Grove Street, Wellesley, MA 02482 (*Limited spots*)
- BINA Farm Offices, 207 Union Street, Natick, MA 01760 (*Office Support, Music Therapy, Public Relations & Fundraising*)
- We are currently searching for a primary home in the Metro West area to expand our existing program. However, we will continue to offer portions of our program at these locations as they are a very important part of our integrated program.

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HOW VOLUNTEERS CAN HELP

Volunteers contribute to the BINA Farm Center (BFC) in many ways. Volunteer opportunities may be available in each of the following areas:

EQUINE ASSISTED ACTIVITIES AND THERAPIES - Volunteers assist by leading or side walking horses during lessons. They groom and saddle horses before a ride, and untack them afterwards. They greet riders, parents and caregivers. Volunteers may be asked to help out with some other tasks around the barn if needed. Prior horse experience is not needed, we will teach you!

BARN - Volunteers help to maintain the horses and the barn. They may clean stalls & paddocks, clean tack, feed and/or groom horses. Barn volunteers are also indispensable when it comes to maintaining our grounds and facilities. Barn volunteers must be able to work independently and have prior horse experience. Individuals who don't meet those criteria are welcome to sign up for our barn vocational training programs.

LIFE SKILLS AND CREATIVE AND COMPLEMENTARY THERAPY PROGRAMS - Volunteers help with organic gardening & sustainable living and can assist with music, art, movement and alternative therapy classes.

OFFICE - Volunteers assist with word processing, data entry, photocopying, bulk mailings and other support tasks.

CARPENTRY - Volunteers help with general maintenance, repairs and improvements of the facility.

FUNDRAISING - Volunteers serve on event committees and assist with production during the various fundraisers and special events that the BFC holds each year.

NEXT STEPS – If you are interested in becoming a volunteer, please complete all of the paperwork provided and submit it to the BINA Farm Center. For more information or to submit paperwork, please contact us at 207 Union Street, Natick, MA 01760, fax paperwork to 508-651-2463, or email it to volunteer@binafarm.org. Please visit www.binafarm.org or call 508-651-2462 for additional information.

VOLUNTEER REQUIREMENTS

Required Age: The minimum age for volunteers is 14 and all volunteers must have the ability to volunteer independently, with minimal staff supervision.

Volunteer Roles: Prior experience is not required to volunteer. The majority of volunteers assist our riding program as side walkers to riders, and horse leaders if they have prior horse experience. Volunteers also help with our Life Skills and Creative & Complementary Therapy Programs, care for the facility, support office staff and assist with special events. Some areas of volunteering require moderate physical exercise, so please be sure you are comfortable with the physical aspects of the volunteer role you select.

Scheduling & Commitment: Volunteers must be available a minimum of two hours per week, preferably the same day and time each week. New volunteers receive their assignment and schedule following their attendance at a Volunteer Orientation & Training session. Volunteer assignments and schedules are based on interest, experience and availability.

New Volunteer Orientation & Training: New volunteers are required to attend a Volunteer Orientation & Training session. Sessions are conducted monthly and include both classroom and hands-on training. Because of the nature of the services we provide, BFC reserves the right to make the final determination as to the appropriateness of volunteers for our organization. The first session of volunteering is considered a trial period. Please contact volunteer@binafarm.org to discuss your volunteer interest and schedule the training session that works best for your schedule.

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VOLUNTEER REGISTRATION & RELEASE FORM

Please Print Clearly

NAME _____ DOB _____ AGE _____

Check one: Miss. Ms. Mrs. Mr. Height _____ Name of Spouse _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ EMAIL _____

PLACE OF EMPLOYMENT/SCHOOL _____ OCCUPATION _____

- My employer gives time off for volunteering
- My employer matches cash donations

PARENT/GUARDIAN NAME _____ PHONE _____

(FOR VOLUNTEERS UNDER 18 YEARS OF AGE)

REFERENCE NAME (NON RELATIVE): _____ PHONE: _____

Reason for volunteering: personal fulfillment school requirement court required community service other

How did you hear of the BINA Farm Center? friend relative newspaper flyer other

Upon request, you may be asked to submit an application for a criminal background check. I give permission to make inquiry of others concerning my suitability to act as a volunteer at the BINA Farm Center. Initial

PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING:

PHOTO RELEASE: I **Consent** to and authorize I **do not** consent to nor do I authorize The use and reproduction by the BINA Farm, Inc. and Dana Hall School of any and all photographs and any other audiovisual materials taken of me for promotional printed material, educational activities, exhibitions, or for any other use for the benefit of the program. Initial

CONFIDENTIALITY POLICY: At the BINA Farm Center, we place great importance on protecting the confidential information of our clients, our staff & our volunteers. "Confidential Information" includes, but is not limited to, personally identifiable information such as surnames, telephone numbers, addresses, e-mails, etc., as well as the non-public business records of the BINA Farm Center. In particular, medical information about clients, & information about their disabilities or special needs, must be protected as Confidential Information. Volunteers shall never disclose confidential Information to anyone other than the BINA Farm staff. Volunteers must seek staff permission before taking any pictures or videos. I HAVE READ & UNDERSTAND THE BINA FARM CONFIDENTIALITY POLICY AND AGREE TO ABIDE BY SAME.

Date: _____ Signature _____
Signature of Parent/Guardian _____

If volunteer is under 18 years of age, both parent and volunteer signatures are required.

DANA HALL SCHOOL RELEASE OF LIABILITY: I understand and agree that Karen Stives '68 Equestrian Center (KSEC) and all its employees will not be responsible for any accident that may occur. I hereby release Dana Hall and its employees from all claims, actions, judgments, damages, liabilities, costs and expenses relating to use of KSEC, and I further agree to hold KSEC and all its employees harmless and indemnify them against any legal proceedings, claims, actions, judgments, damages, liabilities, costs and expenses relating to any such accident or loss. Every precaution will be taken to provide a safe riding experience, but KSEC cannot be responsible should an accident occur.

MASSACHUSETTS CHAPTER 128 SECTION 20: Under Massachusetts 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 Sec. 20 of Chapter 128 of the general laws.

I have read all of the above, agree to, and understand its contents.

Date: _____ Signature _____
Signature of Parent/Guardian _____

If volunteer is under 18 years of age, both parent and volunteer signatures are required.

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AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT FORM for VOLUNTEERS

Name: _____ DOB: _____ Phone: _____

Address: _____

Physician's Name: _____ Preferred Medical Facility: _____

Health Insurance Company: _____ Policy # _____

Allergies to medications: _____

Current medications: _____

In the event of an emergency, contact:

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Health History

Please describe your current health status, particularly regarding the physical/emotional demands of working in an equine assisted program. Address fitness, cardiac, respiratory, bone or joint function, recent hospitalizations/surgeries, or lifestyle changes:

Recent Medical tests: _____ Last Tetanus Shot: _____ - Tuberculosis Test + -- Date: _____

Consent Plan

In the event emergency medical aid/treatment is required due to illness or injury during the process of receiving services, or while being on the property of the agency, I authorize the BINA Farm, Dana Hall School, and J.P.C., LLC to:

1. Secure and retain medical treatment and transportation if needed.
2. Release client records upon request to the authorized individual or agency involved in the medical emergency treatment.

This authorization includes x-ray, surgery, hospitalization, medication and any treatment procedure deemed "life saving" by the physician. This provision will only be invoked if the person(s) above is unable to be reached.

Date: _____ Consent Signature: _____

Volunteer (If over 18), Parent or Legal Guardian

Non-Consent Plan

I do not give my consent for emergency medical treatment/aid in case of illness or injury during the process of receiving services or while being on the property of the agency.

- Parent or legal guardian will remain on site at all times during equine assisted activities.
- In the event emergency treatment/aid is required, I wish the following procedure to take place:

Date: _____ Non-Consent Signature: _____

Volunteer (If over 18), Parent or Legal Guardian

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**RELEASE OF LIABILITY FOR The BINA Farm, Inc., J.P.C., LLC, & Dana Hall School**

This is a legal document, please seek legal counsel if you don't understand the content prior to signing.

This RELEASE of LIABILITY made and entered into this [REDACTED] day of [REDACTED] 20[REDACTED], by and between The BINA Farm, Inc., the Dana Hall School, & J.P.C., LLC, hereinafter designated as FARM, and [REDACTED], hereinafter designated as PARTICIPANT, and if PARTICIPANT is a minor, PARTICIPANT's parent or guardian, [REDACTED]. In return for use, today and on all future dates of the property, facilities and services of the FARM, the PARTICIPANT, his heirs, assigns, executors, administrators and legal representatives, hereby expressly agree to the following:

1. Insurance. It is the responsibility of the PARTICIPANT to carry full and complete insurance coverage on his horse, personal property and himself.
2. Inherent Risks and Assumption of Risks. PARTICIPANT acknowledges there are inherent risks associated with equine activities, including, but not limited to the propensity of horses to behave in ways such as running, bucking, biting, kicking, stumbling, rearing, falling or stepping, and that horses may have unpredictable reactions to such things as sounds, sudden movement and unfamiliar objects, persons or other animals. PARTICIPANT further acknowledges that the behavior of any animal is contingent to some extent upon the ability of the PARTICIPANT. PARTICIPANT warrants that a full and fair disclosure of PARTICIPANT'S abilities has been made to the FARM. PARTICIPANT agrees to assume ANY AND ALL RISKS INVOLVED IN, OR ARISING FROM, PARTICIPANT'S USE OF OR PRESENCE UPON, THE FARM'S PROPERTY AND FACILITIES, or any land made available to the FARM for use by PARTICIPANT, including, without limitation, but not limited to, the risks of death, bodily injury, property damage, falls, kicks, bites, collisions with vehicles, horses or stationary objects, fire or explosion, the unavailability of emergency medical care, or the negligence or deliberate act of another person. Also there can be gardening risks with use of gardening tools.

WARNING

Under Massachusetts 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 2D of Chapter 128 of the General Laws.

3. Release and Covenant not to Sue. PARTICIPANT (and if applicable, PARTICIPANT'S parent or guardian) agrees to hold FARM and all of its successors, assigns, subsidiaries, franchises, affiliates, officers, directors, employees, agents and lessors (including the Owner of the property upon which FARM is located) completely harmless and not liable forever and release them from all liability whatsoever and AGREES NOT TO SUE them on account of or in connection with any claims, causes of action, injuries, damages, costs or expenses arising out of PARTICIPANT'S use or presence upon FARM's property and facilities, including without limitation, those based on death, bodily injury, property damage, including consequential damages, even if such damages are caused by the negligence of the FARM, its employees, representatives or agents, except if the damages are caused by the direct, willful and wanton negligence of the FARM.
4. Waiver of Statutory Provisions. PARTICIPANT agrees to waive the protection afforded by and statute or law in any jurisdiction (e.g. California Civil Code § 1542) whose purpose, substance and/or effect is to provide that a general release not extend to claims, material or otherwise; which the person giving the release does not know or suspect to exist at the time of executing the release.
5. Indemnification. PARTICIPANT agrees to indemnify and defend the FARM and all of its successors, assigns, subsidiaries, affiliates, officers, directors, employees, agents and lessors (including the owner of the property upon which the FARM is located), against, and hold them harmless from any and all claims, causes of action, damages judgments, costs or expenses including attorney's fees which in any way arise from or are in any way connected with PARTICIPANT'S use of or presence upon FARM property and facilities, or any property or facilities of other persons made available to the FARM for use by PARTICIPANT.
6. Rules and Regulations. PARTICIPANT agrees to abide by all of the FARM'S RULES AND REGULATIONS which may be in effect from time to time.
7. Horse Must Be In Proper Health. If PARTICIPANT is using his horse, or a horse not owned by the FARM, the horse shall be free from infection, contagious or transmissible disease. The FARM reserves the right to refuse access or use of any horse that does not appear to the FARM to be in proper health or is deemed dangerous or undesirable.
8. Limitation of Actions. Any action brought under this Agreement shall be brought within one (1) year of the incident or accident giving rise to such claim. PARTICIPANT agrees that damages shall be limited to \$250 for property damage, actual expenses incurred, and a maximum of \$10,000 for damages such as pain and suffering.

9. Governing Law. This contract is non-assignable and non-transferable and is made and entered into in the State of Massachusetts and shall be enforced and interpreted under the laws of this state. Should any clause be in conflict with State Law, then that clause is null and void. When the FARM and PARTICIPANT (parent or guardian, if PARTICIPANT is a minor) sign this contract, it will then be binding on both parties, subject to the above terms and conditions.

By signing this form in the space provided below, PARTICIPANT (or PARTICIPANT’s Parent or Guardian, if applicable) acknowledges that they have read and fully understand the content of this form.

Participant Signature (If over 18)

Owner’s Signature (if you are providing a horse)

Parent/Guardian Signature (If Minor)

Emergency Contact Name

Phone

Participant’s Address

Phone

Equine Activity Release and Hold Harmless Agreement for the BINA Farm, Inc., LLC , J.P.C., LLC and Dana Hall School

1. I, the undersigned have read and understand, and freely and voluntarily enter into this Release and Hold Harmless Agreement with the BINA Farm, Inc., Dana Hall School, & J.P.C., LLC, understanding that this Release and Hold Harmless Agreement is a waiver of any and all liability(ies).
2. I acknowledge the risks and potential for risks related to any equine activities, rock climbing, gardening, yoga, dance, music, art and swimming activities including grievous bodily harm. However, I feel that the possible benefits to myself are greater than the risks assumed.
3. I understand the potential dangers that I could incur in mounting, riding, walking, boarding, feeding said horse; including, but not limited to, any interactions with other horses. Understanding those risks I hereby release that Company, its officers, directors, shareholders, employees and anyone else directly or indirectly connected with that Company from any liability whatsoever in the event of injury or damage of any nature (or perhaps even death) to me or anyone else caused by or incidental to my electing to mount and ride a horse owned or operated by the BINA Farm, Inc.
4. 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 to include any activity, whatsoever, involving an equine, including death, personal injury and/or damage to property.
5. I recognize and agree that I know which 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.
6. I further voluntarily agree and warrant to Release and Hold Harmless this (these) equine professional(s) from any liability whatsoever, including, but not limited to, any incident caused by or related to said equine professional’s (s’) negligence, relating to injuries known, unknown, or otherwise not herein disclosed; including, but not limited to, injuries, death or property damage from: mounting; riding; dismounting; walking; grooming; feeding; use of horse barn, paddock, trails or horse ring, to any capacity; falling off horse whether horse is bucking, flipping, spooked; or my failure to understand any equine professional’s directions relating to my riding or otherwise use and control, or lack thereof, of my horse or the horse I have been assigned to.
7. Under Massachusetts 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 2D of Chapter 128 of the General laws.

Date: [redacted] Company: BINA Farm, Inc., Dana Hall School, & J.P.C., LLC

Person voluntarily entering onto this Release and Hold Harmless Agreement:

[redacted signature line]

/s/ signature

Date

Printed Name



VOLUNTEER EXPERIENCE, INTEREST, AND AVAILABILITY

Please tell us your experience with:

- Horses: _____
- Individuals with disabilities: _____

Your Volunteer Interests:

Lesson Program Volunteer

____ Side walking Riders ____ Horse Leading (must have horse experience)

Barn Volunteer

____ Horse Care, Feeding, Cleaning Paddocks, etc.

Life Skills Program

____ Organic Gardening ____ Sustainable Living ____ Horsemanship

Creative and Complementary Therapy Program

____ Music ____ Art ____ Movement ____ Complementary Therapies

Facility/Farm Volunteer

____ General Maintenance & Repairs ____ Carpentry ____ Equipment Repair

Office Volunteer

____ Data Entry ____ Reception ____ General Office Support ____ Mailings

Special Events & Fundraisers Volunteer

____ Serve on special event planning committees ____ Provide assistance day of an event

Special Skills Volunteers: Do you have skills, technical/professional experience that would be beneficial to the BFC? Check all that

apply: __ Photography __ Video __ Marketing __ Construction __ Fundraising __ Grant Writing __ Computers __ Graphic Design
 __ Other? _____

Do you check email daily? YES or NO (circle one) Do you prefer EMAIL, PHONE or TEXT MESSAGE? (Circle one)

Please circle the locations you are willing to travel to:

Lexington Wellesley Natick

Preferred Volunteer Day & Time (please list in order of preference):

- 1) _____
- 2) _____
- 3) _____

Please check the days and times when you may be available to volunteer:

	6:00-9:00 AM	9:00 AM -12:00 PM	12:00-3:00 PM	3:00-6:00 PM	6:00-9:00 PM
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

CHAPTER 6, §172H CORI REQUEST FORM

The BINA Farm Center is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6 §172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding staff and volunteers who are 18 years of age or older.

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

Maiden Name(s) (or other name(s) by which you have been known)

*Date of Birth

Place of Birth

*Last Six Digits of Your Social Security Number: -

Sex: Height: ft. in. Eye Color: Race:

Driver's License or ID Number: State of Issue:

Mother's Full Maiden Name

Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

Signature of Applicant Date

This section to be completed by BFC staff only.

The above information was verified by reviewing the following form(s) of government-issued identification:

VERIFIED BY:

Name of Verifying Employee (Please Print)

Signature of Verifying Employee