



Howdy, Partna'!

Thank you for your interest in truly making a difference in the lives of children living with cancer; we're so happy to have you on our team!

As a Volunteer Wrangler, you are joining a passionate team of individuals who play an integral role of leadership and mentorship in our organization. It is because of you that we are able to bring joy to families whose lives have been turned upside down by cancer. Get ready to experience an incredibly fulfilling position with Camp Casey. You're going to have a ton of fun!

The Horsey House Calls Training Manual for Volunteer Wranglers is designed as a guidebook that will prepare you to provide safe, effective, and FUN Horsey House Calls.

Please use this manual to develop a thorough understanding of:

- Camp Casey's Safety Protocols
- Volunteer Duties and Expectations
- Horsey House Call Policies and Procedures



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Introduction

Our History

Camp Casey was established in 2004 to honor the life of Casey Foote, a 12-year-old horseback rider who passed away from bone and brain cancer.

Mission Statement

Camp Casey is a horseback riding and outreach program for children with cancer and their families.

About Camp Casey

Camp Casey provides three cost-free programs to children living with cancer throughout Michigan.

Camp Casey's Programs

- Horsey House Calls
- Cowboy Camp Outs
- Outlaw Outings

Family Qualifications

To qualify for any of Camp Casey's programs, families must:

1. Submit an application online.
2. Have a child (17 or younger) who has been diagnosed with or treated for **cancer, sickle cell disease, or aplastic anemia** within the last 24 months.
3. Complete and comply with Camp Casey's liability waivers.

Note: Camp Casey serves families from all socio-economic backgrounds and does not require any financial documentation in order to qualify.

Family Recruitment

Camp Casey's Program Director works with hospital Child Life Specialists and social workers to find families that could benefit from our services. The Program Director works with qualifying families directly to place them in the program that best fits their needs.

Funding

Camp Casey is funded through individual donors, community organizations, fundraising events, business sponsorships, and grant initiatives.



Casey Foote, 1991 – 2003

Camp Casey's Three **Cost-Free** Programs

- ❖ **Horsey House Calls** surprise children with a knock on their door and a horse on their doorstep. Horsey House Calls provide an afternoon of riding and fun right in the family's yard.
- ❖ **Cowboy Camp Outs** provide all-inclusive weekend getaways at dude ranch resorts for selected families to enjoy together.
- ❖ **Outlaw Outings** retain relationships with previously served families by offering one-day recreational activities such as trail riding, apple picking, sporting events, and more. Families sign up on a first-come, first-served basis, and can participate in unlimited Outlaw Outings.

Note: Families are limited to participation in either a Horsey House Call or a Cowboy Camp Out, and can only participate once.

Outlaw Outings are open to new, qualifying Camp Casey families, as well as past Camp Casey families.

Camp Casey's Statement of Conduct

Camp Casey is committed to creating and maintaining the safest possible environment for all participants. It is the duty of the Board of Directors, staff, and volunteers to safeguard the welfare of Camp Casey participants, adhere to Camp Casey's safety protocols, and prevent the physical, sexual or emotional abuse of those with whom they come into contact.

Camp Casey's Safety Protocols

- Camp Casey ensures that all volunteers, Equine Therapists, and staff members are qualified to work with children by performing regular background checks through the Michigan State Police Internet Criminal History Access Tool (ICHAT).
- Camp Casey's volunteers must complete an informational training session, and are required to have valid driver's licenses.
- Camp Casey's Equine Therapists are required to have up-to-date CPR/First-Aid Certifications and valid driver's licenses.
- Camp Casey provides a thorough, hands on training (approximately 30 hours) that all Equine Therapists must complete prior to becoming a trained Equine Therapist. Thereafter, Equine Therapists are required to complete 2 in-service training sessions each year.
- Camp Casey's Equine Therapists are to remain with the horse while participants are present. The Equine Therapist is responsible for safely mounting and dismounting all Camp Casey participants on and off of the horse. The Equine Therapist is required to confirm the safety of all tack and equipment prior to use.
- **Camp Casey volunteers, Equine Therapists, and staff are not permitted be alone with a Camp Casey participant at any time.**
- Camp Casey carries \$1 million in general liability and offers Worker's Compensation to employees.
- Camp Casey secures medical consent from the qualifying child's medical team to ensure they are well enough to participate in a Camp Casey service.
- Camp Casey's volunteers, Equine Therapists, and staff are trained to call 9-1-1 in the event of an emergency.

Key Responsibilities of the Volunteers

When working with horses, there are many inherent risks present, in spite of all safety precautions. **No horse is a safe horse.**

As a volunteer, it is your responsibility to keep your eyes, ears, and hands available and focused on the safety of the participants, horse, and volunteers.

Accidents can and do happen at the most unexpected times. The Equine Therapist is always looking out for hazardous scenarios and does his/her best to stop accidents before they become emergencies, but it's up to everyone present to be on the lookout for any potential problems.

It is the responsibility of every member of Camp Casey's staff and volunteer team to make sure the Horsey House Call is executed as safely as possible.

Please respect the Equine Therapist in charge. He/she will direct volunteers to any task necessary to ensure the safety of all participants.



Volunteers are VIP

- Camp Casey volunteers are all smart, driven, leaders who are excited about Camp Casey and passionate about helping others.
- All volunteers have had clear background checks and have undergone training through Camp Casey; however, it is up to each individual to make sure all tasks are performed to Camp Casey's standard.
- It is crucial that volunteers understand the importance of keeping the Horsey House Call bins organized and clean. It is up to each individual to make sure everyone complies with the sanitary and organizational requirements of the supply bins.

Camp Casey Campers



Every participant is special

All of Camp Casey's programs focus on the entire family, not just the child living with cancer. Horsey House Calls invite the following participants to enjoy the day:

- 1) Qualifying child: "camper"; a child aged 3 – 17 years old that has been diagnosed with or treated for cancer, sickle cell disease, and/or aplastic anemia within the last 24 months
- 2) Qualifying child's siblings and/or friends: "camper(s)"; a Horsey House Call can accommodate up to 30 people, but we can provide rides for up to 10 children, ages 3 – 17
- 3) Adult family and friends are encouraged to take part in the Horsey House Call by actively engaging in Camp Casey activities and offering physical and emotional support to children

Campers with Special Needs

Physical/emotional/mental/behavioral issues (related to cancer or otherwise) for any participating child will be brought to the attention of Camp Casey's Program Director prior to the scheduled Horsey House Call. When necessary, Camp Casey will utilize a Professional Association of Therapeutic Horsemanship (PATH) certified instructor to conduct such Horsey House Calls.

Special Notes

Working with cancer patients

Camp Casey takes pride in the fact that we make *every* child feel special, and no child feel *different*. The Horsey House Call is designed to bring respite for the entire family, not just the child with cancer.

Oftentimes, the sick child doesn't look sick, while other times, he/she will have visible signs of illness. Each child responds differently to his/her treatment, but some common things to look out for are: hair loss, low energy, lack of appetite, weakened immune system, easily bruised. It is important to be aware of all of these things, particularly when mounting and dismounting the child from the horse.

CENTRAL LINES: Used for ease of access when administering medicine (chemotherapy) frequently. Some types are implanted under the skin near the collarbone (medi-port), while some types are external and hang out of the chest (pic-line). If a participant has a central line, the Program Director will notify you and include any special instructions to communicate to Horsey House Call volunteers

SUNSCREEN: Important because some treatments can make skin more susceptible to sunburn

MIND THE DIRT: Sick children shouldn't be in close quarters with mold, campfires, dirt, wet leaves, hay, etc.

AMPUTATIONS: Certain types of cancer may result in amputations and/or prosthetic limbs. If a participant has an amputation and/or prosthetic limb, the Program Director will notify you and include any special instructions to communicate to Horsey House Call volunteers

RADIATION: Certain types of cancer may require radiation. The child may have marks indicating the placement of the radiation that look like a magic marker "X" under clear tape

WASH HANDS/USE HAND SANITIZER FREQUENTLY

CAMPERS ARE NEVER TO BE ALONE WITH STAFF OR VOLUNTEERS

Hold Your Horses

Childhood cancer touches all members of the family, with especially long-lasting effects on siblings. The diagnosis creates an array of conflicting emotions in siblings; not only are the siblings concerned about their ill brother or sister, but they usually resent the turmoil that the family has been thrown into. They feel jealous of the gifts and attention showered on the sick child, yet feel guilty for having these emotions. Sensitivity toward the siblings is especially important—the Horsey House Call visit is for the siblings just as much as it is for the child living with cancer.

Volunteer Scheduling

Once you have completed the volunteer training session, you will be added into our Trained Volunteer Wrangler database and will receive emails for Horsey House Call opportunities.

Approximately 10 days prior to each Horsey House Call, you will be sent an email that includes the date, time, and city, along with a signup link for the upcoming Horsey House Call. The first 6 people to register will be scheduled to volunteer. Upon registration, an email will automatically be sent that includes all the necessary details. **Volunteers are scheduled on a first-come, first-served basis.**

You are responsible for reviewing the confirmation email and contacting the Program Director if you have questions.

If you are unable to fulfill your volunteer commitment for any reason after signing up, you must immediately contact the Program Director via email or phone.

★ *Failure to alert Camp Casey of your volunteer absence creates a dangerous situation at the Horsey House Call, and will result in permanent removal from Camp Casey's database.*

*Note: Should you choose to opt out of **any** Camp Casey emails, you will no longer receive HHC volunteer opportunities. This is due to the nature of our emailing software.*

The week prior to scheduled Horsey House Call

You will receive an email **2-3 days** before the Horsey House Call that includes:

- Time and location of HHC
- Any special reminders/notes for the day

HHC Season

Camp Casey's Horsey House Call season runs June through September, and every HHC is contingent on the weather.

Rainy Day?

In the case of rain, assume the HHC is taking place unless otherwise notified by the Program Director.

The HHC family, volunteers, and pizza will be notified of any changes due to weather or otherwise.

Pizza Party!

We've got the pizza covered!

The Program Director will coordinate all pizza service and will order enough for all of the volunteers. Please pack accordingly if you have dietary restrictions.

Horsey House Call Procedures



- ★ ARRIVAL TIME: Volunteers are scheduled to arrive 30 minutes prior to the Horsey House Call to allow ample time to meet and set-up prior to the surprise.
 - **It is the responsibility of each volunteer to gather directions to the Horsey House Call location and allow sufficient drive time to arrive on time. Please always anticipate traffic, construction, delays, etc. and plan to arrive 5 minutes early.**
- ★ PARKING: Upon arrival at the Horsey House Call, volunteers are to park a few houses down from the HHC house and away from the Camp Casey truck and trailer. Remember: the Horsey House Call is a surprise for the children! If you see a space large enough for the truck and trailer, feel free to reserve the space with your car until the Camp Casey staff arrives.
- ★ MEETING: Once the Equine Therapist arrives with the Camp Casey truck, promptly meet at the trailer for your nametags, a brief introduction, and volunteer meeting.
- ★ ATTIRE: Volunteers should wear their Camp Casey t-shirt (each volunteer is given one for free, but the cost is \$5 to replace), appropriate pants/shorts, and comfortable tennis shoes or boots.

Hold your horses!

- ★ If you're feeling ill (fever, vomiting, etc.) for any reason on the day of the Horsey House Call, please notify the Program Director **immediately**. Your attendance is crucial, but it is not as important as your health or the health of our campers.

Horsey House Call

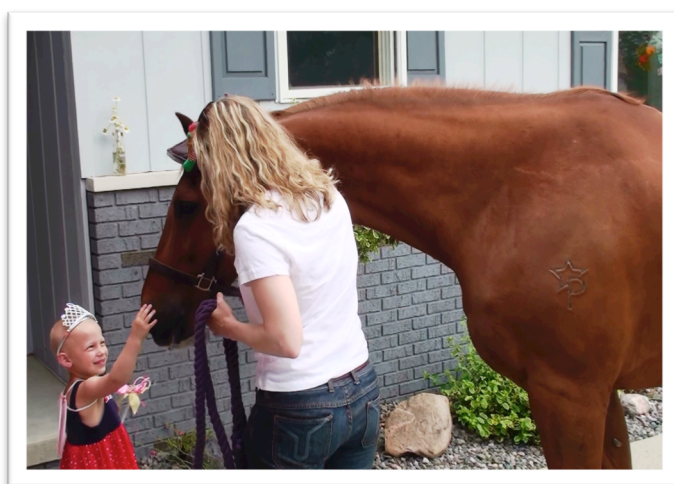


Keep in mind: The Equine Therapist is the director of the Horsey House Call day and he/she has been trained to direct the Horsey House Call in the safest and most effective way. Please give him/her your respect and cooperation, *especially as it relates to assigned volunteer duties.*

There will be one Equine Therapist, one Ranch Hand (Equine Therapist assistant), and five to six volunteers at each Horsey House Call. **Camp Casey expects every volunteer to show up well rested and excited about the Horsey House Call day.**

Volunteer roles:

- ★ Horse Leader (1)
- ★ Side Walker (2)
- ★ Craft Queen/King (1)
- ★ Top Chef (1)
- ★ Photographer (1)
- ★ Ranch Hand (1)



Arts & Crafts Table



Grooming/Safety Lesson



Horse Treat Café

Volunteer Roles

Regardless of your assigned role, all volunteers are to be aware of surroundings and circumstances. If your assigned role hasn't begun or has completed, find something to do to help out your fellow volunteers or entertain the kids. This is especially important during setup and cleanup.

The Craft Queen/King

The Craft Queen/King is responsible for keeping the children entertained and engaged while waiting for their turn to ride. This volunteer should be loud, energetic, and cheesy! Don't be afraid to be silly and goofy if it means the kids are having fun!

Setup:

- Retrieve arts & crafts bin and one folding table from the Camp Casey truck
- Set up the table, frames, and decorating supplies and attach one garbage bag to table leg
 - Squeeze a small amount of each paint color onto a paper plate (to look like an artist's palette)
 - Put water and brushes in 2 cups on the table

Tasks:

- Help the kids with the craft, encourage them to decorate and explain what they're doing
- KEEP THEM ENGAGED!
- Once campers are done painting, set their frames in a safe place to dry

As children finish their crafts, engage them in another game (game ideas and instructions are in the bin) Have fun with them!

Clean Up:

- Pack up the arts & crafts bin, use wipes or water to clean up. Make sure all items in bin are organized and standing upright to prevent spilling. Make note of any supplies that need replenishing. Other available volunteers will assist with cleanup.



Volunteer Roles

The Top Chef

Once crafts are completed, the Top Chef is responsible for keeping the children entertained and engaged while waiting for their turn to ride. This volunteer should be loud, energetic, and cheesy! Don't be afraid to be silly and goofy if it means the kids are having fun!

The Top Chef helps the campers put together the no-bake horse treats that are later fed to the horse as the final activity of the HHC. Additionally, the Top Chef organizes the food station and assists with serving the pizza lunch.

Setup:

- Retrieve Horse Treat Café bin and one folding table from the Camp Casey truck
- Set up the table and unload supplies

Tasks:

- After crafts are complete, get the campers fired up about making horse treats
 - The recipe is in the bin, but it's not an exact science
 - LOVE is a key ingredient; have kids blow kisses into the mixture
 - Be goofy and get the kids into it!
 - Make sure everyone gets a turn adding ingredients
- When rides are complete, let the Equine Therapist and horse leader know you are ready to feed the horse
 - Have all the campers place their hands on the bottom of the tray. Encourage them to thank the horse and blow kisses (great photo opportunities!)

Clean Up:

- Once finished feeding, rinse off the bowl, spoon, etc., pack up the ingredients, dispose of the aluminum baking tray, and wipe down table. Other available volunteers will assist with cleanup.



Volunteer Roles

The Horse Leader

The Horse Leader is a **horse-savvy**, trained volunteer who is responsible for holding and leading the Camp Casey horse during the HHC. ***This person will undergo a separate horse leader evaluation.***

Set Up:

- Establish location of riding station
- Establish safe, quiet route for rides
 - Verify route with Equine Therapist
- **Lead horse around the route to acclimate him/her and make sure there are no spook hazards**
- If dogs are present in neighborhood, have another volunteer go talk to the owner to explain CC and ask that they keep the dog inside/quiet

Tasks:

- **Pay attention to the horse and surroundings exclusively**
- Alert the Equine Therapist or other volunteer of any potential hazards
- Walk the horse with proper form (don't wrap the lead line around your neck, etc.)

Cleanup:

- Be available to assist with cleanup as necessary



The Side-Walker

The Side-Walker is responsible for walking next to the horse and keeping the rider safe and secure. This person does not have to be horse-savvy.

Set Up:

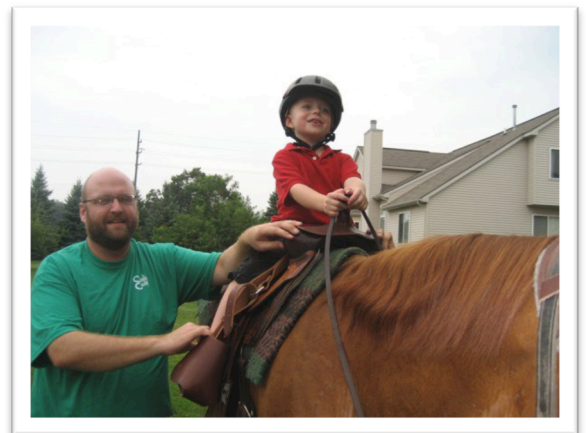
- Help establish location of riding station
- Gather the grooming supplies, saddle, clip-on reins, helmet bin, mounting block, and cones from the trailer and place near riding station
- Once set up, see if other stations/volunteers could use your help

Tasks:

- The Side-Walker assists the Equine Therapist in riding activities. If necessary, Side-Walkers conduct leg-holds (see photo above) throughout the ride. Side-Walkers should engage riders by asking appropriate questions (NO CANCER TALK) and offering fun facts about horses

Cleanup:

- Be available to assist with cleanup as necessary



Volunteer Roles

Photographer

The photographer is responsible for documenting the entire Horsey House Call including, but not limited to, the surprise at the door, each child riding the horse, group shots in front of the trailer, and all other HHC activities. The photographer should take both posed and candid shots of the HHC that will be later distributed to the family and used for Camp Casey's promotional and training materials. Don't forget the "Yeehaw!" shots!

Set Up:

- Retrieve camera, food/sanitation bin, and table from the Camp Casey truck
- Set up station accordingly
- Make sure camera memory card is empty and camera is working properly
- Assists other volunteers with setup

Tasks:

- Essential photos for the day
 - Surprise
 - Photos of individual riders on horseback
 - Lots of "Yeehaws!"
 - Group photos (all children, camper family, all participants – including volunteers) in front of the truck/trailer (**making sure all doors on truck/trailer are closed**)
 - Kids working on craft project, kids eating pizza, kids making horse treats (messy hands!), kids feeding the horse, kids grooming the horse

Clean Up:

- Be available to assist with cleanup as necessary

Hold your horses!

- ★ All volunteers are responsible for promptly collecting horse manure and/or notifying an available volunteer to clean up.
- ★ All volunteers are responsible for noting supply inventory and alerting the Equine Therapist of shortages.
- ★ **Volunteers are not permitted to photograph Camp Casey programs for personal use or retain relationships with participants in Camp Casey programs.**

Horsey House Call Setup

It is very important that volunteers keep all bins organized and notify the Equine Therapist if supplies are low. Volunteers must comply with the sanitary and organizational requirements of the supplies bins. After volunteer orientation, volunteers will be assigned to set up the following:

Riding/Grooming Station

- 1) Buckets set up in the shape of a horseshoe (see photo)
- 2) Mounting block
- 3) Horse tack
- 4) Helmets
- 5) Cones

Arts and Crafts Station

- 1) Table
- 2) Arts and crafts bin

Horse Treat Café Station

- 1) Table
- 2) HTC bin

Food/Sanitation Station

- 1) Table
- 2) Food bin
- 3) Sanitary bin



Hold your horses!

Bins must be kept clean and organized. Leave everything better than you found it! Do not simply dump all items back into the bin; take your time and do it correctly!

The Surprise

Once set up is completed, volunteers are to get ready for the surprise and take their assigned place.

Volunteer assignments during the surprise:

- Horse leader
- Door knocker (EQUINE THERAPIST)
- Still photographer
- **The Craft Queen, Top Chef, and side-walkers stand back during the surprise**

The Equine Therapist will engage the children.

Please remain quiet so that the Equine Therapist can safely direct the participants.

The horse leader must understand that the surprise WILL get congested and poses a safety hazard. The horse must be carefully looked after and safety must be considered at all times.



Hold your horses!

- ★ During Horsey House Calls, the Equine Therapist represents Camp Casey's Staff
- ★ If any questions arise that you are not comfortable answering, please redirect to the Equine Therapist

Starting the HHC

Once all kids are seated on buckets, the horse leader should be controlling the horse (horse can eat hay or grass if untreated) and standing at least 10 feet away from each child/participant. It's at this point that the volunteers should begin handing out t-shirts to the kids and ask that they put them over their existing shirts. Then, the Equine Therapist will gather everyone's attention to begin lesson. Volunteers should stand behind the kids, keep them engaged, and encourage the adults to pay attention.

Intro presentation includes:

- Name of Equine Therapist
- Names and roles of volunteers
- Name and fun fact about horse
- Rules for Camp Casey's visit
 - No screaming
 - No running
 - No walking behind the horse
- Use waiver forms to roll call campers

Grooming presentation includes:

- How to curry comb and hard brush (demonstrated)
- Campers will be given the opportunity to groom, one at a time

After grooming is complete, the Equine Therapist explains the outline of the day.

- Everyone will get a chance to ride (sorry, no adult riders!)
- While waiting to ride, campers will go with the Craft Queen/King
- Craft Queen/King will explain the craft of the day and Horse Treat Café
- Pizza will be served

Riding:

Once rider is mounted on the horse, the Equine Therapist will explain the following:

- Reins
- Steering
- Halting
- Voice Commands

Horse leader and side-walkers will remain with Equine Therapist during riding activities.

After riding...

Once all campers have ridden, the Horsey House Call begins to wrap up. The Leader and Equine Therapist will untack horse and store equipment. The Equine Therapist will help "serve the horse from a silver platter" while the leader manages the horse, oversees the horse being fed, gives safety instructions, and executes safe feeding.

Once the horse is fed, participants will gather for group photos. Explain that the horse is exhausted from her hard work and initiate goodbyes. Ask parents and participants to stand back for loading. Volunteers take this time to note inventory, clean, and store equipment.

Frequently Asked Questions

Q: I want to volunteer but I don't know anything about horses. Does that matter?

A: Nope! We have lots for you to do, even if you aren't horse savvy. Just make sure your Equine Therapist knows this at the start of the Horsey House Call.

Q: How old do I have to be to volunteer with Camp Casey?

A: Camp Casey requires all of our volunteers to be at least 16 years old.

Q: I have a crazy schedule, but really want to be a volunteer. How many Horsey House Calls are required of me each summer?

A: We have no minimum or maximum amount of Horsey House Calls required from our volunteers, but we hope you volunteer often!

Please note: Camp Casey's staff reserves the right to remove an individual from the volunteer base for any reason.

Helmet Fitting

- 1) Adjust the tightening crank on the back of the helmet to make it big enough to get on the child's head.
- 2) Place the helmet on the head, sliding it front to back and allowing it to rest so there are two fingers between the eyebrows and the edge of the helmet.
- 3) Check to make sure the helmet is centered correctly and then fasten the chinstrap. Adjust the tightening crank on the back of the helmet until snug. Look to check that it is correctly fitted and ask the rider how it feels. If needed, have the child wear a bandanna under the helmet. This is particularly helpful for children with hair loss.
- 4) The helmet should fit as snugly as the rider can wear it without being uncomfortable.
- 5) Have the child nod and shake their head to make sure the helmet fits securely. If the helmet moves, adjust further. If it does not move, proceed with riding.
- 6) Giddy up!

