This comprehensive resource is designed to provide information for county 4-H programs interested in developing and supporting a locally-funded 4-H Proud Equestrians Program. The guide provides information on creating a safe environment in which people with disabilities, assisted by trained volunteers, can learn and practice riding and horsemanship skills under the direction of a certified therapeutic riding instructor.

Contents

The contents of the CD-ROM include ten sections that describe in detail the various components of a 4-H Proud Equestrians Program:

Section 1: Introduction
Introduction on 4-H Youth Development and the Michigan 4-H Proud Equestrians Program.

Section 1 Appendix:
• The Larger 4-H System

Section 2: Program Development
County program development guidelines and tools for bringing the educational and recreational opportunities of 4-H to youth and adults with disabilities.

Appendices:
• Sample Job Description: Committee Chairperson
• Sample Job Description: Committee Vice Chairperson
• Sample Job Description: Committee Secretary
• Sample Job Description: Committee Treasurer
• Subcommittee Instruction Sheet
• Bylaws Worksheet for a Nonprofit Organization
• Sample Statement of Operation
• Annual Program Summary
• Evaluation Survey
• Program Evaluation Form

Section 3: Risk Management
Essential information for understanding potential risks involved in programs and best planning practices for minimizing impacts on county programs.

Section 2 Appendices:
• Incident Report Form
• Procedure for Statement of Insurance
• Michigan Equine Activity Liability Act
• Michigan Equine Activity Liability Act Sign

Section 4: Riders
Working with communities to assess needs and abilities of individuals with physical, mental and emotional disabilities in order to develop effective therapeutic programs of instruction in horsemanship.

Section 4 Appendices:
• Glossary of Medical Terms
• Rider Registration and Emergency Treatment Form
• Parent/Guardian-Adult Rider Informed Consent and Release of Liability Agreement
• Parent/Guardian-Adult Rider Video, Film and Photography Release Form
• Physician’s Referral Form
• Down Syndrome Rider Evaluation Form
• Physical or Occupational Therapist and/or Teacher Assessment
• Rider Proficiency in Horsemanship Level 1–8
• Rider Evaluation Form Level 1–8
• Rider Achievement Award Level 1–8
• Rider Certification Card
• Rider Progress Award
• Rider Questionnaire
• Parent/Guardian Questionnaire

Section 5: Volunteers
Information and resources on recruiting, selecting, training, managing and providing recognition to volunteers qualified for various roles in county programs.

Section 5 Appendices:
• Volunteer Registration and Emergency Treatment Form
• Parent/Guardian – Adult Volunteer Informed Consent and Release of Liability Agreement
• Parent/Guardian – Adult Volunteer Video, Film and Photography Release Form
Section 6: Instructors
Understanding the role of instructors and how to successfully select and train effective instructors for various roles.

Section 6 Appendices:
- New Instructor Training Program Curriculum
- Sample Job Description: Instructor
- Sample Lesson Plan
- Lesson Plan Form
- Exercises on Horseback for the Severely Disabled
- Fun and Games
- Now You Are the "Instructor"
- Sample Job Description: Assistant Instructor
- Sample Job Description: Class Assistant

Section 7: Equipment, Facilities and Horses
Understanding the physical resources needed to run a county program.

Section 7 Appendices:
- Saddle Balance and Foot Position
- Sample Plans and Patterns
- First-Aid Kits for People and Horses
- Sample Facility Use Agreement
- Horse and Pony Screening Checklist
- Horse and Pony Owner’s Statement Form
- Horse and Pony Loan Agreement
- Sample Horse or Pony Donation Agreement
- The Sponsored Horse

Section 8: Public Relations
Ways to expand community awareness and support of local programs through public speaking, campaigns, print, Web and broadcast media.

Section 8 Appendices:
- Clip Art

Section 9: Stable Management
Resources for teaching riders the basic characteristics of horses and ponies, the care they need and the equipment used in caring for and riding them.

Section 9 Appendices:
- Providing Meaningful 4-H Experiences
- Safety Rules Activity
- How to Tie a Stall or Manger Knot
- Grooming Tools and Their Uses, Leader’s Guide
- Grooming Tools and Their Uses, Flip Chart
- Additional Activities for 4-H Proud Equestrians Programs
- Thirteen-Week Stable Management Unit
- Six-Week Stable Management Unit

Section 10: North American Riding for the Handicapped Association
Information on programs, services and other educational resources provided by the North American Riding for the Handicapped Association.

To Order
To order a copy of the Michigan 4-H Proud Equestrians Program CD-ROM (4H1607), at $40 per copy, visit the MSU Extension Bulletin Office Web site at http://web2.msue.msu.edu/bulletins/mainsearch.cfm

For More Information
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The name 4-H and the emblem consisting of a four-leaf clover with stem and the “H” on each leaflet are protected under Title 18 U.S.C. 707.