

CROSSROADS RANCH, LLC
Working Student Agreement

Working Student Info

Name: _____ Date: _____
Address: _____
Phone #: _____ Email: _____
DOB: _____ Is student of driving age? Yes No

Parent/Guardian Info (Applicable to Working Student Minors Only)

Parent/Guardian Name: _____
Phone #: _____ Email: _____

As a parent/guardian to a working student who is still a minor, I acknowledge that I am responsible for maintaining accurate and timely communication between the working student and Jeneva in regard to scheduling, absences, sickness/injury, corrections or discussions on working student's actions and responsibilities, and any notice of withdrawal from the working student program.

Parent/Guardian Signature: _____

In accordance with SafeSport guidelines, I acknowledge that working students who are minors must be supervised by a parent/guardian if in digital contact (text/email/social media) with Jeneva and are not to send private/unsupervised messaging. Group messaging between Jeneva, working student(s), and parents/guardians is acceptable. I also acknowledge that an adult must be present at the barn at all times that a minor is present (that adult can be Jeneva).

Parent/Guardian Signature: _____

As a parent/guardian to a working student who is still a minor, I acknowledge that the working student will be required to attend 2 chore shifts per week in order to maintain their placement in the working student program and to be eligible for attendance in a once-weekly working student riding lesson. I also acknowledge that signing up for chore shifts is a serious responsibility equal to that of attending school or going to work, and therefore a chore shift is only to be missed or cancelled by the level of illness, injury, emergency, or importance that one would miss school or work for. Chore shift cancellations due to illness, injury, or emergency should be given as soon as possible (with the understanding that these things do not always allow for much advance notice). Chore shift cancellations due to known upcoming important events (religious holiday, doctor's visit, vacation, etc.) must be given at least one week in advance, or else the working student will face a Penalty (extra chore shift added into the following week, or \$25 penalty fee, or removal from the working student program) as determined by Jeneva and the parent/guardian.

Parent/Guardian Signature: _____

Student is responsible for own transportation I am responsible for student's transportation

Overview

The Working Student Program is for students who wish to exchange barn chore shifts for extra riding lessons and opportunities at Crossroads Ranch, LLC. At minimum, working students must attend **two barn chore shifts (2 hours) each week** in exchange for weekly attendance in a Working Student Riding Lesson.

Basic chores include cleaning stalls and pens, filling hay feeders, cleaning and refilling water buckets/troughs, dragging pasture as needed, and other small miscellaneous tasks as instructed by Jeneva. Shifts that involve feeding and turn-in/turn-out can be done by one or more working students. Chore shifts do not take a set amount of time; you stay and work until the job is done correctly. Instructions on how to complete chore shifts will always be located in the Feed Room (behind their logs on their own clipboards).

Each hour a student attends is worth one credits (equal to \$12). The credits a student attains from working chore shifts cannot be applied to the student's original paid permanent riding lesson spot. Working students are permitted to sign up for extra chore shifts to collect extra credits to apply towards other activities/events (extra lessons, practice rides, upcoming summer camp sessions, or miscellaneous opportunities offered by Jeneva). Any credits earned by a working student can be held and used at any time in the future as long as that student is still signed up in the permanent lesson schedule (credits expire if the student leaves the permanent lesson program). Credits cannot be exchanged for a cash payout of any kind.

Being a working student is a big responsibility as it helps keep the ranch running, the barn clean, and the horses well cared for. Working students are expected to attend their scheduled barn shifts rain or shine. Due to the huge help that working students are in keeping the barn operating smoothly, working students have the benefit of being offered to sign up first (before any non-working students) for any events or opportunities that Jeneva offers to the barn as a whole, including clinics, off-property riding opportunities, and horse shows.

Working Student Responsibilities

- Attending at least two “permanent” chore shifts per week and completing the assigned workload and completing a log of all work done on assigned clipboard. Volunteer Tracking Hours and Work forms that are not completely filled out will not be counted towards the lesson.
- Communicating with Jeneva any issues in performing or completing barn chores, such as lack of supplies (shavings, grain, medications, etc.), any inability to manage the handling or care of the animals (horse won't come inside from turn-out, horse got loose and refuses to be caught, horse is down in the stall and cannot get up, etc.), any damage, breakage, or missing equipment (such as broken fence line, missing pitchforks, torn horse blankets, etc.), or any injuries that occur to any working student during a chore shift.
 - **Non-emergency** issues can be communicated to Jeneva via text message, or by a legible note left on the Feed Room counter in an obvious easy-to-see place.
 - **Emergency** issues with human safety/wellness or horse safety/wellness should result in an immediate phone call directly to Jeneva and/or finding Jeneva in-person (if on the property) to assess the issue immediately.
- Communicating any chore shifts cancellations in a timely matter directly to Jeneva:

- Giving notice of cancellations for known upcoming events/serious conflicts (religious holidays, doctor's appointments, vacation, etc.) at least one week in advance.
- Giving notice of cancellations due to illness, injury, emergency, or importance as soon as possible (with the understanding that these things do not always allow for much advance notice).
- To be kind, courteous, and respectful to other working students, parents, lesson students, and/or visitors at the ranch during chore shift attendance or at any events/extra opportunities. As a working student, your behavior reflects the working student program and the barn as a whole. You are expected to uphold fairness and kindness, display a good work ethic, be compassionate to the animals in your care, and step in to help where you see help is needed.
- Communicating to Jeneva any unkindness or bullying you see being displayed or spoken by any working student directed at any other student/person present at the barn or barn events, including that which is displayed or sent digitally (text messages, IM, etc.). This ranch and program is meant to be a safe space for everyone, and anyone who disrupts that will have a face-to-face discussion with Jeneva that may result in the student responsible being dismissed from the working student program and/or from the barn as a whole.

Safety Rules & Guidelines

- Stalls may only be cleaned when there is not a horse present in them. If horses are inside (such as due to inclement weather) during a time when a stall needs to be cleaned, the horse should be moved to the roundpen until the stall is finished
- Please exercise caution and awareness whenever entering the pasture to empty manure wheelbarrow so you do not fall. If horses are in pasture, ensure the gate is secure before moving away from it.
- Working students must be specifically cleared by Jeneva prior to entering a Mustang stall with a still wild Mustang. They are still wild and acclimating to domestication and currently are unpredictable. Once they are further along in training will Jeneva give the authority to enter.
- Paddock gates where horses are turned-out should be closed.
- Do not turn horses out into a paddock/field that has any broken fencing or any kind of large/sharp debris present. Alert Jeneva immediately and seek guidance on where the horse(s) should be placed instead.
- When turning horses out and/or placing horses in their stalls, horse should be turned to face the gate/door through which you entered and should not be released from their halters unless you (the human) are closer to the exit than the horse is.
- If multiple people are turning out multiple horses in the same paddock at the same time, horses should be released in order starting with whoever is furthest from the gate so that humans do not get trapped and/or trampled. Humans should always be closer to the exit than any loose horse(s) are.
- If a horse accidentally gets loose on the property, please loudly call out "Loose Horse!" so that others are aware and can make safe decisions (and maybe help catch said loose horse). If a loose horse manages to leave the property/gets out on the road, call Jeneva immediately!

- Horses should always be led one at a time, one horse per person, with two hands on the lead rope, not wrapped around the hand. Working students must be specifically cleared by Jeneva before being permitted to lead two horses at the same time.
- While utilizing any power equipment that uses gas, diesel, or electric motor must first be trained and under supervision of ranch staff at all times.
- All other posted and signed rules must also be followed.

Consent and Agreement:

As a working student, I acknowledge that I will be required to attend 2 chore shifts per week in order to maintain my placement in the working student program and to be eligible for attendance in a once-weekly working student riding lesson. I also acknowledge that signing up for chore shifts is a serious responsibility equal to that of attending school or going to work, and therefore a chore shift is only to be missed/cancelled by the level of illness, injury, emergency, or importance that one would miss school or work for. Chore shift cancellations due to illness, injury, or emergency should be given as soon as possible (with the understanding that these things do not always allow for much advance notice). Chore shift cancellations due to known upcoming important events (religious holiday, doctor’s visit, vacation, etc.) must be given at least one week in advance, or else I will face a Penalty (extra chore shift added into the following week, or \$25 penalty fee, or removal from the working student program) as determined by Jeneva.

I have read and understand this Crossroads Ranch, LLC Working Student Agreement, and by signing this document I consent and agree to all of the afore-mentioned terms, policies, procedures, and rules. I understand that these policies are firm and agree to abide by their rulings without contest. I understand that following and knowing this policy is my personal responsibility, and that if I need to reference it again it is always available as a paper copy upon request. I have also read and signed the release/liability waiver and Ranch Rules for Crossroads Ranch, LLC.

Signature of Working Student	Date
Signature of parent/guardian (if applicable)	Date
Signature of Jeneva Jacob Crossroads Ranch LLC Representative	Date

Permanent Chore Shifts/Working Student Lesson

(This section is ONLY to be filled in directly by Jeneva, for record-keeping)

My first weekly Chore Shift is _____.

My second weekly Chore Shift is _____.

My Working Student Lesson Spot is _____ from _____ to _____.