



Illinois Equine Humane Center

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815-761-4937

47W635 Beith Road, Maple Park

ORIENTATION PACKET

October 2021



**Every Horse Has an Owner.
Every Owner Has a Responsibility.**

MISSION STATEMENT

To provide humane treatment and shelter while working as a clearinghouse to seek adoptive homes for all Illinois' unwanted equines regardless of breed.

To educate the public and raise awareness for responsible equine ownership so that fewer horses end up in crisis.

Since 2008, ILEHC provides a very necessary services; function as a safety net for horses in need along with helping owners place unwanted horses in new homes. The ILEHC has saved hundreds of horses; either by finding proper placement or taking in a horse in need.

Please call the department of Agriculture Bureau of Animal Welfare at 217-782-4944 to report animal abuse or neglect.

CHORE SHIFTS AND LEAD VOLUNTEER – AT A GLANCE *

<u>Day</u>	<u>Morning 8-8:30 until 10-11am</u>	<u>Afternoon 3-4 until 5-6pm</u>
Sunday	Gail or Sarah	Megan
Monday	Gail	Gail
Tuesday	Sarah	Sarah
Wednesday	Charlie	Sarah
Thursday	Sarah	Gail
Friday	Gail	Gail
Saturday	Sarah and/or Justine	Charlie

<u>Name</u>	<u>Number</u>
Gail	815-761-4937
Sarah	773-241-2337
Charlie	847-530-9508
Megan	630-709-9129
Justine	630-546-2374



MEMBERSHIP

The cost to care for horses in our shelter is significant. Hay, grain, stalls/pastures for grazing, farrier are the basic needs. Some in our care have serious health issues and require veterinary care and medications. ILEHC is fortunate to have many donors help with our financial assistance, along with grants and volunteers – but it is never ending.

We'd appreciate if all volunteers become members of ILEHC. Your membership goes exclusively to our work with horses – as no staff member receives a salary.

Annual Memberships:

- _____ Family (\$50)
- _____ Single (\$35)
- _____ Under 18 years of age (\$20)

SIGN-UP AND VOLUNTEER BOARDS

- Please place your name on the aisle white board (by the catroom) for the day and chore shift (morning or afternoon) that works for you and ILEHC.
- Upon arrival, please sign your name and arrival time on the sign-in sheet by the front entrance. Please note the time you leave the barn too.
- Each volunteer is responsible for signing up for their own shifts. If you are unable to attend, please notify the lead shift volunteer (name and phone number on page 2) as soon as possible so another volunteer can be contacted to take your shift.
- Be sure to check the notice board by the entrance or in the aisle for any new information. This may include a particular horse health issue, special feed, medicine or an ILEHC scheduled event.

DAILY SCHEDULE – MORNING

Sunday through Saturday starts between 8-8:30am – ending between 10-11am.

Horses in their stall, receive generally between 2/3 to one scoop of grain before turned out to pasture. The amount of feed each horse receives is in the wheel barrel that holds the feed container.

Geldings and mares have separate pastures. Asher and Chappy have their own turnout space.

Check the outside gates to be sure those that need to be closed are indeed closed and open gates are indeed open.

Horses are haltered and turned out to the pasture with a lead rope. In the summer some of the horses may need fly masks or a fly sheet.

An eye on each horse that remained in the pasture during the evening hours should occur, to be sure they are without issue.

Hay may be distributed to the horses in the pasture – depends on grass availability and hay in the feeders. Fly spray is applied in the summer.

During the morning shift, hay will be placed in each stall.

Inside water buckets are emptied and scrubbed, water tanks outside are scrubbed and filled (sometimes they just need to be filled).

Stalls may need to be post-mucked and the aisles are swept.

Arena may need to be cleaned (removal of manure and residual hay). The arena may need to be watered.

Other barn chores can be completed such as fence fixing, cobweb removal, sweeping the storage areas, front entrance.

Vacuuming the cat room, cleaning windows, cleaning the bathroom, rounding up the garbage, etc.

There is ALWAYS something to do!

DAILY SCHEDULE – LATE AFTERNOON

Sunday through Saturday starts 3:30-4pm to ends between 5-6pm. Times may vary between winter hours and summer hours.

Water buckets for the horses coming inside are filled. Water should be run out of the hose, so that it is fresh water being placed in the water buckets. Can be run outside in nice weather or in an aisle bucket in the winter and then dumped into the bathroom aisle toilet.

Warm water is used during the winter months only.

Evening hay is placed in each horse's bunker, if not done during morning chores (usually done in the morning).

Horses are turned in with a lead rope from the pasture. There is an order to turn in which will be covered with you.

Grain is provided to each horse in their grain pail. Please check feed amounts (some horses get less than a full scoop).

Always ensure you know which horse is receiving medications or supplements. Medications are pre-mixed at the end of each shift for the next shift and are generally placed in the aisle bathroom.

An eye on each horse in the pasture should occur, to be sure there is no issue. Fly spray applied in the summer.

Horses brought inside or sometimes those staying in the pasture for the night can be groomed.

About 20-30 minutes after the horses have finished their grain, water buckets are refilled for the night.

Paddocks are cleaned of manure.

A WALTHROUGH OF THE BARN TO BE SURE THAT:

- All spigot handles are in the off position.
- The bathroom aisle faucet is not leaking.
- Hose is put away in the aisle so that nozzle is on top and not at the bottom of the hose.
- All horse stall doors are securely closed.
- During the winter months, hoses are drained of water to avoid freezing.
- Stall fans and large aisle fans are on/off depending upon evening and day temperatures.
- Required lighting is on/off depending upon the season.

- When the horses are in, the arena side wall lights are on during the winter. When the horses are out, the east outside lights are on.
- Gates to paddocks, pastures and into barn are open or closed as needed.
- People entrance door(s) is/are closed or open with a safety chain.

VOLUNTEER OPPORTUNITIES – A BIT MORE....

Equine Care – Involves Horse Handling

Feeding and turnout (morning), Feeding and turn-in (late afternoon)

Grooming – late afternoon after turn-in and feeding

Lunging

Riding and/or Training

Barn Chores – Horse Handling is Not Involved

Stall cleaning – 9am to 3pm

Paddock, Pasture Cleaning – Safer is done before or after turnout

Raking loose hay, straw – anytime

Indoor arena – Clean and water – anytime

Clean tack, grooming equipment, office, entrance – anytime

Scrub and fill outdoor water tanks – anytime

Remove cobwebs, dust fans – anytime

Wash front of stalls – safest when horses are not in their stalls

Wash barn windows – anytime

Barn Maintenance

Repair fencing – anytime and as needed

Office Assistance

Newsletter writing, distribution

Mailings

Distribute flyers

Assist with coordinating an Event

RULES

These rules are established for safety purposes, so critically important with horse duties.

- No one is allowed in the barn or on the property without a staff member present or prior permission. This is for your safety as well as the horses.
- You are responsible for the safety of your child or parent. Your child may need to play in the volunteer break room while horses are being turned in or out. Your parent may also need to go into the break room during turn in or out.
- Smoking is NOT allowed in the barn, you must be outside.
- Closed toed shoes should be worn for your safety. Flip-flops, sandals are never allowed.
- No jewelry, as the horses can grab it (particularly earrings, necklaces, bracelets). If you must keep on a ring, you do so at your own risk.

- Excessively loose clothing that can bunch causing an accident is discouraged. Hay can be scratchy, you may wish to wear pants (not shorts) and a long sleeved shirt or pullover.
- Hand feed the horses only with supervision. Hand feeding promotes biting.
- When first starting to volunteer, do NOT venture into a pasture unaccompanied. You must have permission to do so and then let someone else know. This is for your safety.
- Stay clear of a person leading in/out a horse, move slowly and deliberately so as not to spook the horse. Make sure there is a safe and clear passage for the person and the horse.

EVENTS AND WEBSITE

The ILEHC hosts:

Spring Open House and Tack Sale

Summer Anniversary event (may include a Tack Sale)

Charity Silent Auction and Fall Festival

December holiday event (may include a Tack Sale)

Each event is generally starts between 10-11am and ends between 3-4pm. We'd appreciate your help before and during these events. Sprucing up the barn for visitors along with providing tours on the actual day would be very helpful!

Website

Stay current on our latest happenings at www.ilehc.org. The horse bios, photo

gallery and more information around events are on this site. You may also wish to show your support and purchase an ILEHC t-shirt for \$20!

Horses, Horses

Spend some time reading the horse bios on each stall. At this time, ILEHC has:

~3 Mares – Lexi, Zingy, Marry Lou

~9 Geldings – Colonel, Pee Wee, Veloce, Red, Frankie, Reggie, Soks and Mac, & Chappy

Let's not forget the cats! Casper, Stripes, and Sammie.



Iggy, ILEHC Founding Horse

Trot into Action, Get Involved
Volunteer, Donate, And Fundraise!