## Program Procedures for New Equines

The need for a new program equine is determined by loss or removal of a current program equine from the program OR a board decision to increase program size.

All potential equine donations are screened, as calls are received, by the Executive Director or Instructor using the Equine Screening Sheet (attached). Potential equines passing the screening process are kept in a potential equine file to be referred to when the need for a new program equine arises.

A new program equine needs to have the qualities set forth on the Regular Horse Evaluation in addition to 2 or 3 characteristics specific to current program needs.

These 2 or 3 characteristics are written as measureable goals by the Executive Director with input from instructor(s) before the search begins. After these 2 or 3 characteristics are written, potential equines on file are reviewed.

Eligible equines are evaluated in person using the Equine Evaluation sheet. Eligible equines must score a total score of at least 80 including an individual score of 4 or better on 2 or more of the specific characteristics in need.

Equines passing these evaluations are then invited for a trial period, preferably between sessions. The length of this trial period may range anywhere from one week to one month. During this time the equine is re-evaluated, ridden regularly by Equestars staff, introduced to wheelchairs, the mounting ramp, and activities and games often used in therapeutic riding lessons.

Potential equines will not be used in lessons or ridden by program participants until they are formally accepted to the program.

At any time during the trial period a formal acceptance may be offered or denied by the Executive Director.

If the equine is denied the owner is contacted and asked to pick-up their horse as soon as possible. The owner is given no more than 2 weeks to do so irrelevant of trial period.

If an equine is accepted a formal acceptance includes:

* Thank you note sent to equine’s original owner/donator
* New file for the new equine including:
	+ screening sheet
	+ evaluations
	+ section in Horse Log
* Profile the new equine including:
	+ Tack fit
	+ Feed chart
	+ Section in Horse Log
	+ Regular Horse Evaluation
	+ Training goals
	+ Exposure check list
* Tell all riders, volunteers, and board members about our new addition (a welcome party is best!)