



Ride On St Louis, Inc.
Equine Assisted Activities and Therapies

March 10, 2010

Dear Parent/Caregiver:

Thank you for your interest in the work study program and for meeting with our staff to detail your plans for participation this year. Our records reflect that you will need to work _____ hours to earn \$ _____ towards the sessions as outlined below:

	# hours	\$
Winter '10		
Spring '10		
Summer '10		
Fall '10		
Total		

The following is a re-cap of the tasks that we discussed, the dates of each event, the number of people who will be working on your behalf, and the estimated number of hours per person available to be earned for each task. Please note that you may have up to 4 adult relatives perform work study on behalf of your child, but these arrangements need to be made with the ROSL office in advance.

Date	Description of Activity or Event	Potential # hours per person	Estimated # people working	Total estimated # hours

Please understand that, in consideration of your time, Ride On St. Louis is reducing the amount which you need to pay for your child's therapeutic activities. **All work study credit must be arranged in advance.** If you are unable to fulfill any of the above-listed commitments, please let us know as early as possible, and make arrangements to make that time up in another way.

Many Blessings and Thanks for your generous help.

Signature of Parent



Guidelines for Work Study Program

1. Please understand that, in consideration of your time, Ride On St. Louis is reducing the amount which you need to pay for your child's therapeutic activities. All work study must be arranged in advance. If you are unable to fulfill any of the above-listed commitments, please let us know as early as possible, and make arrangements to make that time up in another way.
2. Work study credit is issued once work has been completed. Since tuition fees are due prior to the start of the session, fees need to be paid in advance and work study credit will be credited to the next session. In some cases, parents are unable to pay the entire fee in advance. If arrangements have been made with ROSL staff, parents may pay ½ of the tuition fee in advance and apply work study credit to the remaining balance, but all work study hours must be completed prior to the end of that session. If this is not done, the balance must be paid prior to the end of the session in order for the child to be enrolled in the next session.
3. Parents are responsible for keeping their work study commitments. ROSL volunteer coordinators will make every effort to offer available positions to work study parents before opening them up to the general public, however, it is the parent's responsibility to let the coordinator know what time they will be working. If the parent cannot make the commitment, it is his/her responsibility to contact the volunteer coordinator and make other arrangements.
4. Parents should consider work study duties as a job, and should come prepared to give their full attention and dedication to that particular task. Some duties may be time sensitive and will demand full commitment until the task is completed on time.
5. The parent will be responsible for recording all work study hours completed in the ROSL Work Study Log Book. This book is in the ROSL office and will be available at all ROSL events. Work study credits will only be issued for work that has been recorded.

Work Study Opportunities for 2010

- Spring Work Day – March 20th
 - Scheduled to be from 9 am to ~3 pm (6 hours)
- Trivia Night – April 24, 2010
 - Setup on Friday (4 pm – 8 pm) – 4 hours
 - Setup on Saturday morning (8 am – 12 pm) – 4 hours
 - Work at the event on Saturday evening (5:30 pm – 10:00 pm) – 5 hours
 - Registration desk
 - Merchandise Booth
 - Runner
 - Parking attendant
 - Bathroom attendant
 - Cleanup on Saturday evening (10 pm – 11 pm) – 1 hour
 - Cleanup on Sunday (11 am – 1 pm) – 2 hours
- Variety Parade
 - Work Day on April 10th (9 am - ???)
 - Parade Day on April 17th (8 am - ???)
- Charity Walk – May 15, 2010
 - Registration Desk (8 am – 12 pm) – 4 hours
 - Cleanup (12 pm – 2 pm) – 2 hours
- Music Fest - TBD
 - Setup on Friday (4 pm – 8 pm) – 4 hours
 - Setup on Saturday morning (8 am – 12 pm) – 4 hours
 - Booth worker (12 pm – 8 pm) – variable
 - Cleanup on Saturday evening (8 pm – 10 pm) – 2 hours
 - Cleanup on Sunday (12 pm – 3 pm) – 3 hours
- Fall Work Day – TBD
 - Scheduled to be from 9 am to ~3 pm (6 hours)
- Dinner Auction – October 22nd
 - Basket Day (September 24th and 25th) – variable
 - Setup on Thursday, October 21st (1 pm – 6 pm) – 5 hours
 - Merchandise Booth (5 pm – 10 pm) – 5 hours
 - Checkout (8 pm – 11 pm) – 3 hours
 - Cleanup (10 pm – 11 pm) – 1 hour
 - Cleanup at ROSL office on Monday (9 am – 2 pm) – 5 hours
- General Office Work
 - These can be setup during your child's session
 - Can include office cleanup, bathroom cleanup, stuffing mail, folding brochures, database entry, etc.
- General Facility Work
 - This can also be set up during your child's session
 - Can include sweeping walkways, raking leaves, picking up gumballs and tree branches in the outdoor arena and on the road around the pastures
 - Parents should come prepared to get dirty

The above lists examples of the volunteer work that is needed by ROSL. The times may vary, but they are listed for the purposes of planning. The actual work study hours will be recorded as each task is completed and credit will be issued based on actual work completed.