



# Triple R Horse Rescue

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## Volunteer Orientation Guide

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Our mission is to **Rescue**, **Rehabilitate** and **Re-home** horses in need. We also assist in Sanctuary Horses, giving 4-5 horses a forever home of happiness.

[www.triplerhorsescue.com](http://www.triplerhorsescue.com)

March 2018



## Table of Contents

Contents	Page/s
➤ About Us	3
➤ Volunteer Overview	3
➤ Chore Schedule and Information	3
➤ Volunteer Calendar	3-6
➤ Contact Information	7
➤ General Rules for Triple R Horse Rescue	8
➤ Feeding the horses	9
➤ Emergency Awareness	9
➤ Understanding Horses	9
➤ Our goal is "Safety First, Fun Always"	9
➤ Body Language	10
➤ Sight and Focus	10-11
➤ Grooming	12
➤ Commonly Asked Questions About Horses	13
➤ Adoption Policy Overview	14
➤ New Horse Procedure Overview	15
➤ Group Visit Procedure	16
➤ Horse Committee Procedure Overview	17
➤ Rescue Board Member Contact Information	18



## About Us

We are a 501(c) 3 non-profit organization based in Cave Creek, Arizona.

Thanks to the generosity of the Town of Cave Creek, our Arizona horse rescue facility accommodates 15 rescued horses on any given day.

## Volunteer Overview

Thank you for being here. We would not be able to maintain the rescue without our volunteers. Our primary concern is safety for you and the horses. Many of you may have experience with horses, but for consistency at the facility, we ask that you follow the rules of handling the horses as set forth below.

Remember that our neighbour Arizona Horseback Adventures is a horseback riding company and they have horses coming and going on rides throughout the day. Please be respectful and drive slowly (5 miles per hour), horses and riders always have the right of way. **If their horses are loose, please contact Curry and do NOT try and catch or corner their horses.**

## Chore Schedule and Information

Ranch chores are completed twice a day seven days a week.

**Chore times are: Morning at 7:00 a.m. and Evening at 6:00 p.m. all year round.**

**\*\*\*\***Be considerate of your fellow volunteers and adhere to the scheduled shift start time. Please **do not start early** and complete the work before others arrive. Remember some volunteers travel a distance to work and may need the community volunteer hours.

Triple R Horse Rescue has a Chore Calendar for each volunteer to schedule themselves for chore shifts. To access the calendar, follow the instructions below.

For first time using the Signup.com calendar please visit the new Triple R website ([www.triplerhorsesrescue.com](http://www.triplerhorsesrescue.com)) and click on the "Volunteer" navigation link.

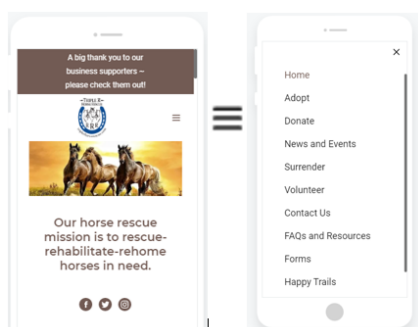
Computer view:



Home   Adopt   Donate   News and Events   Surrender   Volunteer   Contact Us   FAQs and Resources   More ▼

Mobile view:

## Volunteer Orientation Guide



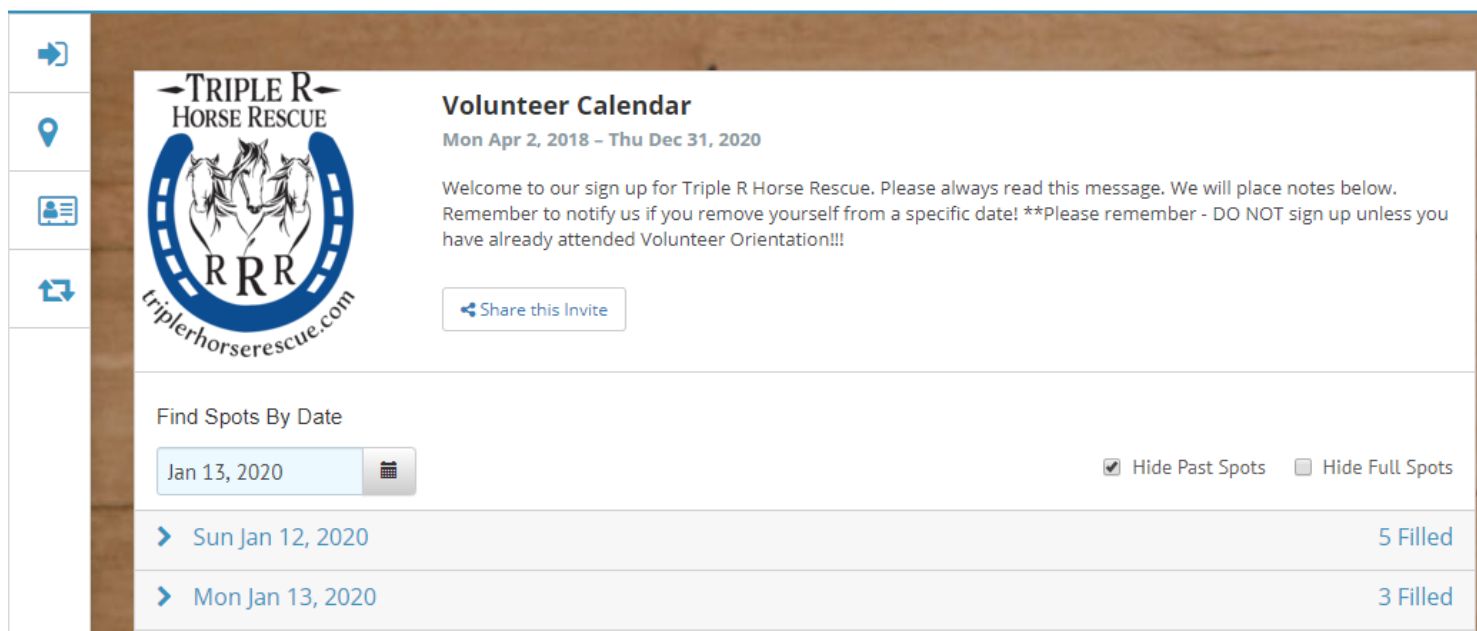
Scroll down the volunteer page and click the [signup.com](https://signup.com) button/link.

**Signup.com Daily Chore Calendar**

It will take you to our [signup.com](https://signup.com) page.



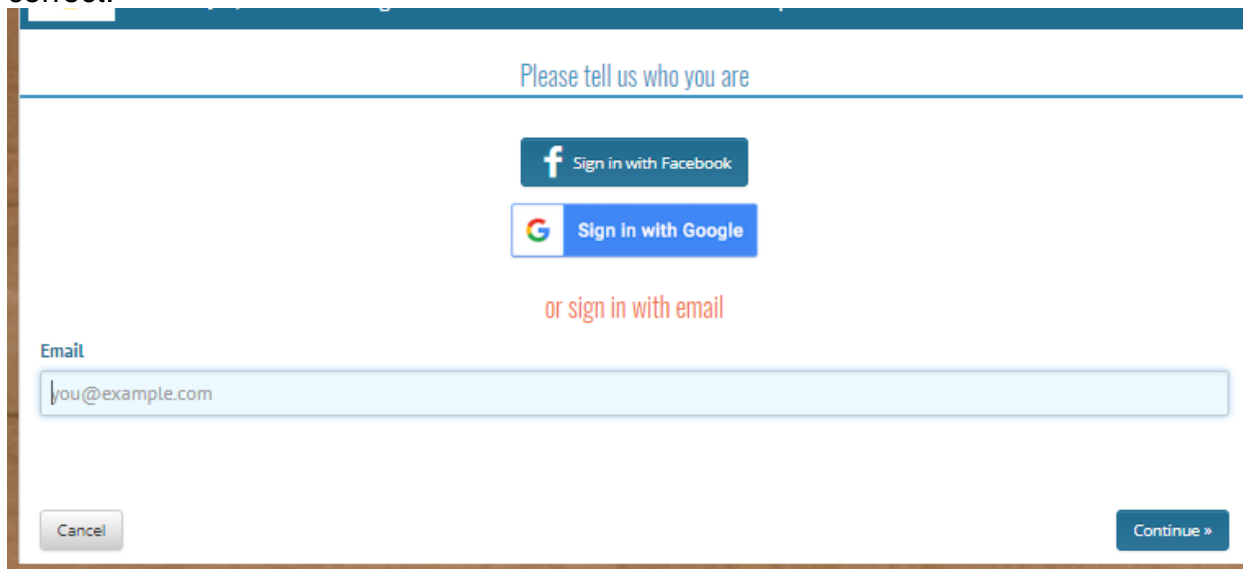
What We Do



Click on the date you want to sign up for and click the “Sign Up” button for morning or evening chores.

SPOT	TIME	FILLED	PARTICIPANTS	
> Morning chores	8:00am – 9:00am	0 Filled	🗨️ (0)	<a href="#">SIGN UP</a>
> Evening chores	6:00pm – 7:00pm	0 Filled	🗨️ (0)	<a href="#">SIGN UP</a>

You can sign up with Facebook or Google or just by entering your email and clicking “Continue” (the site should remember you during subsequent sign-ups so you may not need to re-enter your info each time). It will prompt you to check your email and confirm it is correct.



Please tell us who you are

Sign in with Facebook

Sign in with Google

or sign in with email

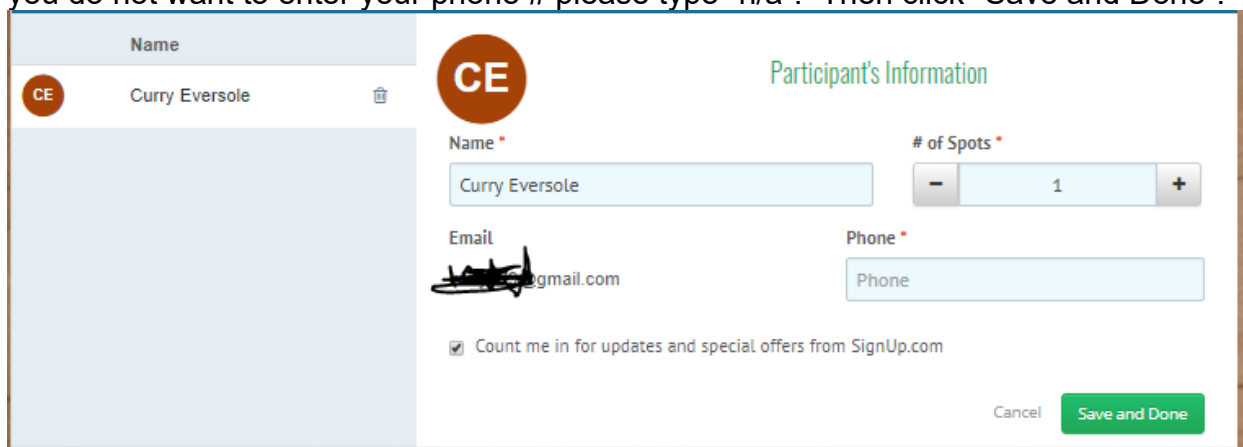
Email  
you@example.com

Cancel Continue »

Please double check that your address looks correct:

Confirm

Type in your name, # of spots (i.e. 2 if you are bringing a child, spouse, etc.), and phone # (if you do not want to enter your phone # please type “n/a”. Then click “Save and Done”.



Participant's Information

Name \* Curry Eversole # of Spots \* 1

Email [redacted]@gmail.com Phone \*

Count me in for updates and special offers from SignUp.com

Cancel Save and Done

You will then see your signup posted.

SPOT	TIME	FILLED	PARTICIPANTS
Morning chores	7:00am - 8:00am	1 Filled	(0) CE MY SPOTS +
COMMENTS		SIGNED UP	
Got a comment? Type it here!		CE Curry Eversole 1 Spot	
Add Comment		Review participants	
Evening chores	6:00pm - 7:00pm	0 Filled	(0) SIGN UP

## Volunteer Orientation Guide

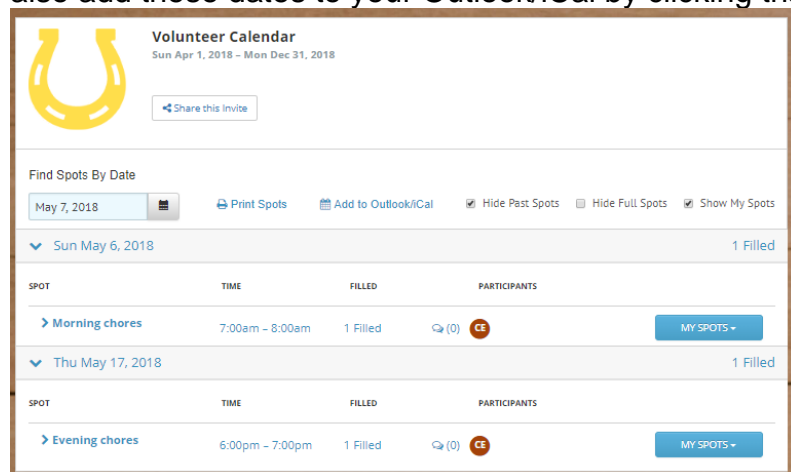
If you want to sign up for additional days, you can now just click the “Sign Up” button and it will add you instantly.

SPOT	TIME	FILLED	PARTICIPANTS	
> Morning chores	7:00am – 8:00am	0 Filled	🗨 (0)	<a href="#">SIGN UP</a>
> Evening chores	6:00pm – 7:00pm	0 Filled	🗨 (0)	<a href="#">SIGN UP</a>

SPOT	TIME	FILLED	PARTICIPANTS	
> Morning chores	7:00am – 8:00am	0 Filled	🗨 (0)	<a href="#">SIGN UP</a>
> Evening chores	6:00pm – 7:00pm	1 Filled	🗨 (0) <span>CE</span>	<a href="#">MY SPOTS ▾</a>

You can sort and show only your spots by clicking the “Show My Spots” checkbox. You can also add these dates to your Outlook/iCal by clicking that link.



**Volunteer Calendar**  
Sun Apr 1, 2018 – Mon Dec 31, 2018

Find Spots By Date  
May 7, 2018  [Print Spots](#) [Add to Outlook/iCal](#)  Hide Past Spots  Hide Full Spots  Show My Spots

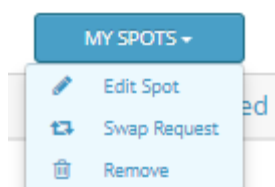
▼ Sun May 6, 2018 1 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
> Morning chores	7:00am – 8:00am	1 Filled	🗨 (0) <span>CE</span>	<a href="#">MY SPOTS ▾</a>

▼ Thu May 17, 2018 1 Filled

SPOT	TIME	FILLED	PARTICIPANTS	
> Evening chores	6:00pm – 7:00pm	1 Filled	🗨 (0) <span>CE</span>	<a href="#">MY SPOTS ▾</a>

If you need to cancel a signup spot click the “My Spots” button on the date you are wanting to



cancel and click “Remove”.

If you have any problems or questions, please reach out to [curry@triplerhorsescue.com](mailto:curry@triplerhorsescue.com) / 623.234.0510. There is also a mobile app for purchase (\$1.99) if you would like to utilize that instead of the website. FYI – we may upgrade features in the future to include check-in’s, etc. but for right now only the basic features will be available



## **CONTACT INFORMATION**

Triple R Horse Rescue of Az  
44029 N. Spur Cross Road, Cave Creek, AZ.

**(MAILING ADDRESS) PO Box 4925 Cave Creek, Az 85327**

## **Report urgent horse or facility concerns to Curry Eversole at 623-234-0510**

Curry Eversole is the main point of contact for all ranch operations.

Unless it is an immediate emergency, please give Curry time to respond before calling the people below. If unable to contact Curry, contact one of the following people based on the concern.

- Physical ranch operations and food: Curry Eversole 623-234-0510
- Additional contact: Dawne Britney 602-418-8023

### **ADDITIONAL CONTACT INFORMATION:**

- |  |   |
|--|---|
| ▪ President / Ranch Operations:  | Curry Eversole at 623.234.0510                              |
| ▪ Event Coordinator:   | Courtney Olson 480.532.1991                                 |
| ▪ Vice President:  | Terilynn Brenson 602.999.0794                               |
| ▪ Community Outreach Coordinator /<br>Volunteer Coordinator:<br>(volunteer group visits) | Michele Schafer 267.625.9315<br>Curry Eversole 623.234.0510 |
| ▪ Secretary  | Dawne Britney 602.418.8023                                  |
| ▪ Adoption Coordinator   | Amy Ludwig 602.400.0827                                     |
| ▪ Arizona Horseback Adventures   | 480.488.9117 (Up the hill stables)                          |

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### **FIRE DEPARTMENT:**

Rural Metro 480-994-3886

### **POLICE DEPARTMENT:**

Maricopa County Sheriff

For emergency: 911

For non-emergency: 602-876-1000



### **General Rules for Triple R Horse Rescue**

- ✓ Closed-toe shoes (no sandals) are required, and gloves are recommended. No composite/steel toed shoes.
- ✓ No Smoking. (No where on the ranch, to include by your car) Prohibited in Conservation area
- ✓ Do not climb through the rails into the pen/stall.
- ✓ Horse should only be fed as directed on the Chore Sheet; some horses might be on a special diet. Feed in feed containers; do not feed on the ground.
- ✓ Do not hand feed the horses / NEVER give treats!
- ✓ Sign in and out. Read and check off items on the chore sheet.
- ✓ Personal Pets are NOT allowed at the rescue or Arizona Horseback Adventures (Please do not leave pets in your vehicle)
  - ✓ NOTE: If there is an immediate issue that needs to be addressed, contact Curry @ 623.234.0510.
- ✓ All volunteers need to chart their hours on the Volunteer Chore and Hour Sheet.
- ✓ Children brought to volunteer must always be supervised by an adult. Children over 12 can work independently, but the parent/guardian still always needs to be present at the facility. Not in the car
- ✓ No running, jumping, yelling, or screaming near the horses, these activities can be dangerous for both the horse and the volunteer.
- ✓ Safety:
  - ✓ Do not tie or bathe the horses.
- ✓ Please close and lock/chain gates when entering or leaving. Make sure horses are back away from the gate so they cannot sneak out.
- ✓ Always be alert of what you and the horses are doing.
- ✓ Horses should not be ridden or removed from the holding area unless given permission from the Board of Directors.
- ✓ When more than one person is grooming or around the horse, make sure all people are standing on the same side. The reason for this policy is we are not sure how horses will react and could place you and the horse in a dangerous situation. Horses can feel stressed.





### **Feeding**

**Always check for notes in office when signing in: BIG white board!**

Refer to each horse's feed chart for amount of Hay, Supplements, or Pellets to feed; this will vary for each equine at the rescue. Remember, bales can weigh upwards of 100 pounds. Be careful when pulling off the pile. All supplements and location will be on the horses' stall chart.

It is important to check each bale before feeding; make sure it does not have any mold, toxins or foreign objects. If there is an issue with the bale, set it aside, note the information in the daily journal and contact Curry @ 623-234-0510.

### **Emergency Awareness**

Should you observe any of the following behaviors in the horses, please contact Curry @ 623.234.0510.

- |                                  |  |                                   |
|----------------------------------|--|-----------------------------------|
| ~ Not eating or drinking         | ~ Biting at rails                            | ~ Rolling excessively (thrashing) |
| ~ Coughing                       | ~ Sweating at rest                           | ~ Restlessness                    |
| ~ Laying down and not getting up | ~ Injury - cut, bruising, swelling, bleeding | ~ Lameness (Walking Different)    |

### **Understanding Horses**

Horses communicate with sounds and their body. The natural instincts cause them to look at the world from the perspective of prey, which means they are very alert and in tune with what is going on around them. Horses will size up situations and people as safe or a threat. It is natural for a horse to move away from something that is unsettling. Horses are constantly taking in information; it is important to be mindful of what the horse is telling when you are approaching it, grooming and when you are with the herd. Understanding how a horse communicates and thinks will help keep you and the horses safe.

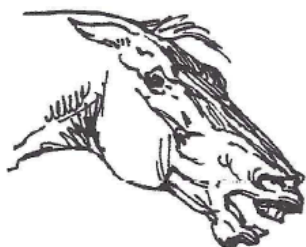
Our goal is "**Safety First, Fun Always**"

Horses are herd animals. It is important to realize that horses have rank in the herd, a pecking order which means some horses are more like bosses over the other horses. A horse might challenge another horse's status in the herd, causing it to move and in turn causing other horses to move as well. Always be aware of the herd movement.

## Body Language

### Reading A Horse's Ears

The horse's ears and actions are the key to their emotions. They can tell you what they are paying attention to and how they feel by the way they use their ears and the way they act. The following are some tips to their emotions.



**Ears flattened against neck**  
Violently angry, in a fighting mood;  
may fight, bite or kick

#### **OTHER SIGNS YOU SHOULD NOTICE**

- **Tucking the tail down tightly.**  
Danger to the rear.  
Horse may bolt, buck or kick.  
Watch out if ears are flattened, too!
- **Switching the tail.**  
Annoyance and irritation at biting flies, stinging insects or bothersome actions of a rider or another horse.
- **Droopy ears and resting one hind leg on toe.**  
Calm and resting, horse may be dozing.  
Don't wake him up by startling him!
- **Wrinkling up the face and swinging the head.**  
Threatening gesture of an angry or bossy horse.  
Watch out for biting or kicking.

### Horse Sight

Horse's eyesight is geared to finding danger. They don't have very accurate vision close up, but they can detect even a tiny movement at a distance. It might be a predator sneaking up on them.

Horse's eyes are unique in a way which affects the way they behave:

- ✓ A horse's eyes are set on the sides of their face.
- ✓ They can see a different picture out of each eye and can almost see to their tail.
- ✓ They cannot see directly behind them or right under their noses.

Horses also become alarmed if something suddenly appears above or behind their heads where they are not able to see it. They instinctively fear anything attacking them from above because they are helpless when attacked from above.

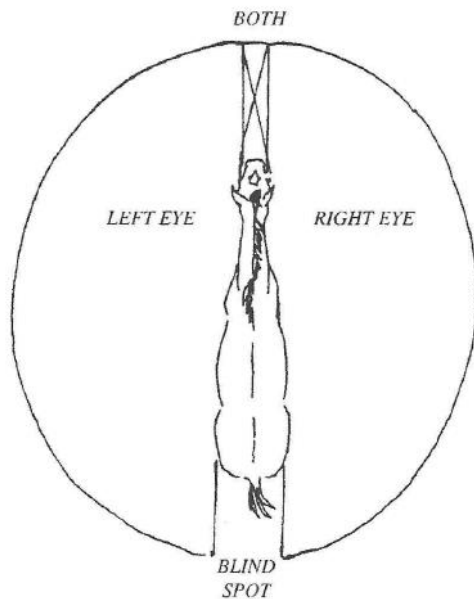
### Horse Focus

Most of the horse's vision is monocular, meaning they see primarily with one eye. A horse also has a small range of binocular vision, where they can see objects with both eyes. A horse's binocular vision is projected down the plane of the face, and when they use their binocular vision, they can focus better and has better depth perception.

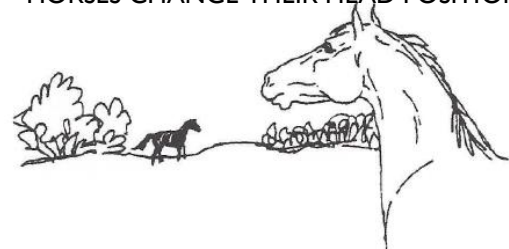
A horse will lift their head high and stick their nose out to project their binocular vision toward something far away. If they point their nose to the ground, it is easier for the horse to see what they may be eating.

A horse can see distant objects better than objects close and their vision is oriented toward the horizon in order to recognize predators before they are too close. A horse's mind will detect quick sudden movements more readily than humans. This is related to looking for predators.

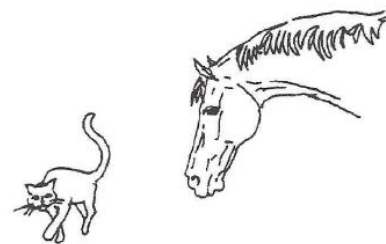
EYES SET ON THE SIDES OF HORSE'S FACE



HORSES CHANGE THEIR HEAD POSITION



RAISING THE HEAD HIGH  
LETS HIM FOCUS ON DISTANT OBJECTS



LOWERING THE HEAD  
LETS HIM EXAMINE SOMETHING CLOSE

**How long is a horse's usual/average attention span?**

Horses can focus on one thing and block out everything else. For instance, when they are worried. If their attention is on something that is worrying them, they will be highly focused, compelled to react in seconds. If they are calm and interested, they can stay focused for longer periods, but we are talking minutes before they can become bored or look for an easier option or want to release some energy. Generally, the younger a horse the shorter the attention span. Attention span is also affected by the way the handler or rider is with their horse.

Horses can be patient for long periods if they are relaxed, during these periods they are not necessarily focused, they are simply resting.

Always talk, whistle, or make noise when approaching a horse. They do sleep standing and can be startled.

## **Grooming**

Not all horses at the Triple R Horse Rescue will be accepting of grooming. Always ask for permission to groom. PLEASE do not tie the horses and no bathing. We do not know how the horses may react. Fly spray is ok, (only use what is in the office, on the desk), but, be aware, not all horses are accepting.

Grooming is a very important part of your horse's health. A good work over with a curry comb and brush will remove unsightly dandruff and dirt which causes saddle sores. Grooming also gives your horse's coat a shine, and makes your horse feel good.

### **Curry Comb**

Used on horse's body in a circular motion to bring the dirt to the surface. A hard curry comb should not be used on the face, legs, or any bony area on the horse.

### **Hard Brush or Dandy Brush**

Used in the direction of hair growth to remove the dirt. Brush in firm short strokes to remove deep down dirt. Be careful on the face with this brush.

### **Soft Brush**

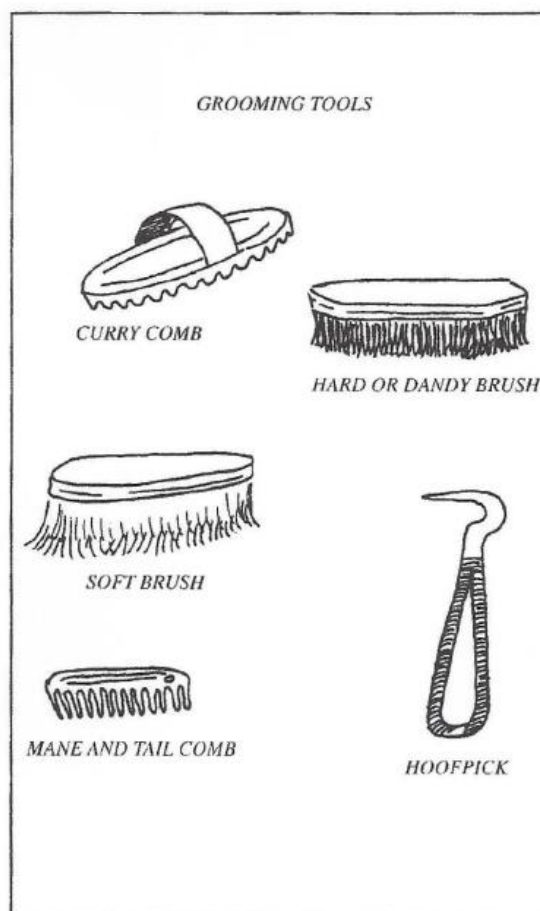
Used on the face and body to remove surface dirt and put a shine on the horse's coat.

### **Mane and Tail Comb**

Used on the mane and tail to remove tangles. Start at the bottom and work towards the top, removing tangles as you go.

### **Hoofpick**

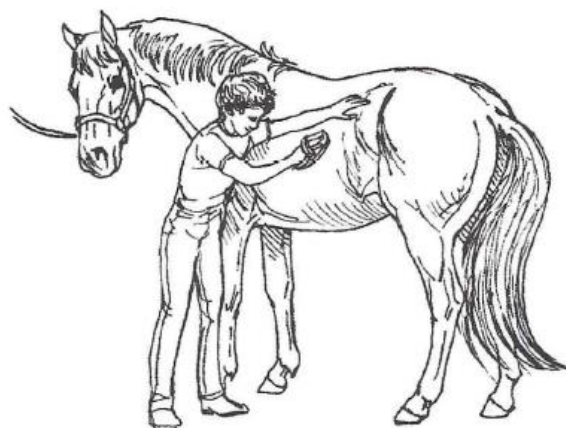
Used to remove dirt, rocks and manure from the horse's hooves. The hoofpick is held in the palm of your hand with the point away from your body. Always clean the hoof working away from yourself.



### **HOW TO STAND AND MOVE**

- When grooming, start at the front of the horse and work your way back.
- Stand facing the rear of the horse so you can see his feet. It's a good idea to keep one hand on the horse to keep him a safe distance from you and so that you can feel him move.
- As you move around the horse's hind end, stay close and keep one hand on his rump, speaking to him as you move, so that he is always aware of where you are.

Pay attention to your horse as you groom him. He should be calm and relaxed and aware of you. If he becomes irritated, fidgety or distracted, you may be brushing too hard or too fast and you may need to get his attention back on you.



GROOMING • KEEP ONE HAND ON THE HORSE WHILE YOU WORK

## **Commonly Asked Questions About Horses**

### **What is the average life expectancy of a horse?**

The expected life span of a horse or pony is approximately twenty-five to thirty years.

### **How can horses sleep when standing?**

Horses and ponies can sleep standing up because of an unusual stay apparatus in their patella (kneecap) that can lock into place and prevent the leg from bending.

### **What are the terms used to describe the gender of a horse or pony?**

Filly - A female horse or pony not yet fully grown

Colt - A male horse or pony not yet fully grown or gelded (castrated)

Mare - A fully grown female horse or pony

Stallion - A fully grown male horse or pony that has not been gelded

Gelding - A male horse or pony that has been castrated

### **Can I tell what a horse is thinking?**

Horses indicate their feelings in several ways and the ears are a good indication of what is going through a horse's mind:

Ears laid flat back against the neck shows the horse is unhappy or annoyed.

Ears pricked alert and facing forward indicate that the horse is happy and interested.

Ears lowered slightly to the sides show the horse is relaxed, bored or that it feels unwell.

Flickering ears indicate the horse is listening and attentive. (Can be opposite directions at times)

### **How do you measure a horse?**

Both horses and ponies are measured from the ground to the withers (the highest part of a horse's back) and are measured in "hands". One hand is equal to 4 inches.

### **What is colic?**

Colic is a term used to describe abdominal pain. There are many different causes some of which may be mild, but others can be life threatening.

### **Can horses get the flu?**

Influenza, also called the flu can be contracted by horses and is very similar to flu in humans. It is highly contagious between horses however there is a yearly vaccination available.

### **Do Horses Lie Down?**

Horses will lie down for short periods of time if they feel it is safe however, they generally do not stay down for long periods of time. Their circulatory and respiratory systems are not designed for being on the ground and their own weight causes pressure on their internal organs. Horses that are stuck on the ground for some reason, for example, their legs caught under a fence-- can suffer from brain damage or suffocation from lying down for too long. Other reasons horses may lay down include disorders such as colic, lameness or hoof pain.

### **How much do horses sleep?**

Horses don't sleep nearly as much as we do and rely on short naps throughout the day to keep them going. On average, adult horses sleep for about three hours in each 24-hour period

During sleep the head and neck will droop and the ears are relaxed. The eyes will be closed, and the lips may also droop.



## Adoption Policy Overview

### Objectives:

The objective of this policy is to outline Triple R Horse Rescue's adoption policy.

**Policy Goal:** Our goal is to find loving, forever homes for the equines in our care.

### The Policy:

- Interested adopters must complete and submit our adoption application.
- Interested adopters will be contacted for an appointment to meet the equine
- Potential adopters will be screened, and references checked. An on-site assessment will be scheduled and completed. Final approval will be determined after all information has been assessed and site assessment is complete.
- Adopters can now schedule delivery/pick up. Adoption application and fee is due at this time.
- Adopters are financially, legally, and morally responsible for the adopted equine.
- Adopters understand mares are not to be bred.
- For the protection of the animal, Triple R Horse Rescue will retain title and / or ownership papers of any adopted equine for six months, at which time a final inspection will take place and the ownership papers will be released to the adopter.
- Triple R Horse Rescue will do the 30, 60, and 90 day follow ups by phone or email.
- During the first six months, Triple R Horse Rescue will do periodic inspections (with notification to the adopter). If, at any time during the first six months, the Adoption Policy guidelines are not being met, the horse must be returned to Triple R Horse Rescue without any reimbursements or compensation to the original adopter.
- If, for any reason during the first six months, the adopter can no longer care for the equine, Triple R Horse Rescue must be notified, and arrangements will be made for the return of the equine. Encumbrances of any liens, including feed liens, will not apply.
- Adopters are to understand that all health and behavioral conditions of adopted equine may not be obvious and Triple R Horse Rescue cannot know all the details of the adopted equine's history.
- Every equine adopted from Triple R Horse Rescue is up to date on vaccinations, feet, teeth, and has completed a full veterinarian and farrier check.
- Adopter can consult a licensed veterinarian and trainer to evaluate adopted equine if they wish to do so. The veterinarian and trainer need to be approved by Triple R Horse Rescue and the fee of the inspection(s) is the Adopters responsibility.





## New Horse Procedure Overview

### Objectives:

The objective of this procedure is to document what needs to be done when Triple R Horse Rescue receives a new horse.

### The Procedure:

- **Upon receiving a new horse, Curry will email / text the following details to the Board Members:**
  - Details: breed, color, height, rideability, gender and age.
  - Temporary picture to be used in the volunteer horse binder/stall
- **Curry will send the new horse information to the following:**
  - Horse committee
  - Board Members
  - Curry (to take pictures)
- **Curry will complete the following:**
  - Contact the vet for a health assessment, teeth, and shots (depending on what is needed)
  - If the health assessment is good, a trainer will be scheduling to assess the horse
  - Once a vet and trainer have assessed the horse, details will be provided to Terilynn for record maintenance.
- **Curry will provide the horse picture he has taken, the information provided will be submitted to post on the website and to the Social Media contact to post on Facebook, Instagram, and Twitter.**
- **Terilynn will complete the following:**
  - Add the horse information to the horse record spreadsheet
  - Assign a horse number to the horse
  - Obtain a surrender form and any other paperwork from Curry
  - Send a fully executed surrender form to the person surrendering the horse
  - Create a file and place all paperwork in file



## Group Visit Procedure Overview

### Objectives:

The objective of this procedure is to outline what needs to be done for an outside group to visit Triple R Horse Rescue.

### The Procedure:

- When a group is interested in volunteering at Triple R Horse Rescue, they will be directed to the Community Outreach volunteer.
- The Community Outreach volunteer will provide the following:
  - The Group Visit Questionnaire to be filled out,
  - Waiver forms to be returned on the date of the visit,
  - Directions to the ranch, if needed.
  - Donation Request (Provide Donation Link, or write check to PO Box)
- Once the Group Visit Questionnaire is completed, the Community Outreach volunteer will
  - Check the Website calendar to confirm the date the Group is requesting does not conflict with anything.
  - Contact the Ranch Foreman to provide tasks / jobs for the Group to work on
  - Find volunteers to be present on the visit date to host the Group
- A week prior to the visit, the Community Outreach volunteer will
  - Follow up with the Group and finalize the date, time, group count and any additional information the group will need. (for example: to wear paint clothes if one of the projects is painting, etc.)
  - Coordinate a volunteer to be present to take photos of the Group visit for marketing and to oversee the group visit – answering questions and facilitating as necessary.



## Horse Committee Procedure Overview

### Objectives:

The objective of this procedure is to outline the roles and responsibilities of the Horse Committee of Triple R Horse Rescue.

### The Horse Committee:

- The Horse Committee will handle everything for the horses once they get to the ranch.
- The Horse Committee positions are as follows:

Role	Responsibilities	Contact
Horse Committee Chairman	<ul style="list-style-type: none"> <li>- Adoptions</li> <li>- Scheduling vet care, hoof care</li> <li>- Adopted Horse evaluations</li> <li>- Advise Volunteer Scheduler when these activities are scheduled so they can be communicated to volunteers.</li> </ul>	Amy Ludwig Curry Eversole Dawne Britney Curry Eversole
Volunteer Scheduler	<ul style="list-style-type: none"> <li>- Ranch communication; main point of contact for horse care and on-site issues</li> <li>- Volunteer scheduling / changes</li> </ul>	Curry Eversole
Ranch Foreman	<ul style="list-style-type: none"> <li>- Physical property and feed</li> </ul>	Curry Eversole
Ranch Events	<ul style="list-style-type: none"> <li>- Event communications</li> </ul>	Courtney Woods-Olson
Education	<ul style="list-style-type: none"> <li>- Orientation and education for volunteers</li> <li>- Assists with adoptions</li> </ul>	Board Member Amy Ludwig
Community Outreach	<ul style="list-style-type: none"> <li>- Organizes outside groups visiting the ranch</li> <li>- Available to be at the ranch for vet and hoof care</li> </ul>	Michele Schafer  Curry Eversole
Photographer	<ul style="list-style-type: none"> <li>- Pictures of incoming horses</li> </ul>	Curry Eversole
Records Manager	<ul style="list-style-type: none"> <li>- Maintain horse records</li> </ul>	Terilynn Brenson

- Curry will work with Horse Assessors/Trainers to evaluate new horses if needed.
- During the time of year when we offer a monthly Ranch Appreciation Day, an education program will be held after orientation as part of our Ranch Appreciation Day.
- **Email updates are sent periodically and need to be read. They contain important information and changes that may affect your next visit to the rescue.**



## Rescue Contact Information (Board & Team)

Curry - President, Director, & Volunteer Coordinator

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