

## NARHA CENTER SUBSTITUTE INSTRUCTOR CHECKLIST

### Basic Information

Regular Instructor's Name: \_\_\_\_\_

Date(s) Sub Needed: \_\_\_\_\_

Lesson Time(s): \_\_\_\_\_

Participants/Horses: \_\_\_\_\_

Reason Sub is Needed: \_\_\_\_\_

Name of Requested Sub: \_\_\_\_\_

Date Sub Confirmed: \_\_\_\_\_

Sub Contact Information: \_\_\_\_\_

Approved By (Center Representative): \_\_\_\_\_

### Checklist

- Parents/Caregivers Notified
- Volunteers Notified
- Sub Prepped by Instructor (Participants, Volunteers, Horses, Special Considerations, etc.)
- Instructor Has Given Sub a Lesson Plan
- Volunteers Asked to Come 15 Minutes Early
- Sub Notified How to Report Back to Center and Instructor
- Sub Has Observed Lesson(s)

### For Subs Outside of Program

- Sub Has Been Given a Facility Tour
- Sub Knows Safety/Emergency Procedures/Plans
- Sub has Gone Through Volunteer Orientation
- Sub Knows Center Horse Handling Policies
- Sub Has Been Familiarized with Program Horses