

COALITION OF COMMUNITY ASSISTANCE VOLUNTEERS, INC.

3212 Avenue Q, Lubbock, Texas 79411
806-687-CCAV (687-2228) 806-765-5828 (fax)
www.freetaxprep4u.org

VOLUNTEER COMMITMENT FORM

I would like to volunteer as a(n):

_____ **Greeter** – greets taxpayers and verifies that they have brought the appropriate information to have their tax returns e-filed; *training provided on Tuesday, January 15 at 5:00 p.m.*

_____ **E-filer** – enters data (from W-2’s, etc.) into computer; *hands-on training provided!*

I intend to complete the course and tests provided (check one):

_____ in Room 154 of the TTU Business Administration Building as follows (*circle the 3-day session you plan to attend*):

		<i>Session I</i>	<i>Session II</i>
Wednesday	5:30 p.m – 9:30 p.m.	January 9 th	January 16 th
Thursday	5:30 p.m – 9:30 p.m.	January 10 th	January 17 th
Saturday (<i>lunch will be served</i>)	9 a.m . – 3 p.m.	January 12 th	January 19 th

THE CLASSROOM WILL BE LESS CROWDED DURING SESSION I.

_____ online at <http://www.irs.gov/app/vita/index.jsp> (Link N Learn Taxes Course);

NOTE: Volunteers who complete the course and tests on-line must attend for 2 hours on a Saturday to learn about updates to the TaxWise computer software.

Volunteers will prepare tax returns at the south end of the building located at 1708 Crickets Blvd. (formerly Avenue G) in the Depot District. Enter through the west door on 18th Street between Crickets Blvd. and Buddy Holly Avenue. The following volunteer shifts will be available between January 22 and April 15.

Please circle the shift(s) that interest you most...

Mondays	4:30 p.m. – 6:45 p.m.	6:45 p.m. – 9:15 p.m.	
Tuesdays	4:30 p.m. – 6:45 p.m.	6:45 p.m. – 9:15 p.m.	
Wednesdays	9:30 a.m. – 11:30 a.m.	11:30 a.m. – 1:30 p.m.	1:30 p.m. – 3:30 p.m.
Thursdays	4:30 p.m. – 6:45 p.m.	6:45 p.m. – 9:15 p.m.	
Saturdays	8:30 a.m. – noon	11:30 a.m. – 3 p.m.	

Name of Volunteer: _____

Employer (if applicable): _____

Address/City/State/Zip: _____

Daytime Phone #: _____ Fax #: _____

Cell Phone #: _____ Email address: _____

Please mail or fax this commitment form to CCAV (765-5828) or call 687-CCAV by January 5, 2008