

VITA 2012 VOLUNTEER INTEREST FORM

Name						E-Mail					
Address				City, State, Zip				Phone			
I am interested in volunteering as a ...											
Intake Coordinator <input type="checkbox"/>				<ul style="list-style-type: none"> First point of contact for incoming taxpayers Complete Intake form Tax Preparer Certification not necessary Must attend Greeter Training 							
Tax Preparer <input type="checkbox"/>				<ul style="list-style-type: none"> Complete Tax Returns Must certify through Intermediate 							
Site Coordinator <input type="checkbox"/>				<ul style="list-style-type: none"> Returning Volunteers Only Oversees site operations Makes sure technical components are in place; Makes sure volunteers are properly trained; Makes sure all returns are timely filed each night 							
Runner <input type="checkbox"/>				<ul style="list-style-type: none"> Visit VITA sites to ensure all necessary supplies are in stock; printers are working; other duties as needed 							
Rural Tax Preparer <input type="checkbox"/>				<ul style="list-style-type: none"> Complete Tax Returns in rural/outlying counties Requires dependable transportation to rural counties once or twice per week Must certify through Intermediate 							
Quality Reviewer <input type="checkbox"/>				<ul style="list-style-type: none"> Technical SME Floater Reviews returns when complete Communicates to Site Coordinator/Greeter which returns need follow-up 							
Returning Volunteer? <input type="checkbox"/>											
Availability											
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
I prefer to work at the following site(s): (Please order from 1 to 5, with 1 being the most preferred site- does not guarantee placement)											
Site Location:										Order of Preference	
Santa Fe College Blount Center											
United Way of North Central FL											
Alachua County Housing Authority											
Library Partnership											
Alachua Branch Library											
City College											
Santa Fe College Main Campus											
Ad Hoc Sites (includes Shands (2 days), VA Hospital (2 days), SBAC Bus Depot (4 Wednesdays in February))											
Various rural sites in surrounding counties (up to 5 days per week – mileage paid)											
No Preference, I will volunteer where I am needed most											