

# THE VITA PROGRAM 2012

(Volunteer Income Tax Assistance)



Are you looking for a *volunteer opportunity* that will have a direct impact on the lives of working families? Consider training as a tax preparer to help low income families get the maximum amount at *no cost to them!*

We are looking for volunteers to greet people and be tax preparers. You must want to enjoy helping others, be patient and understanding and be willing to keep the confidentiality of our clients. Our previous based volunteers have been college students, retirees and other community volunteers. We are looking for greeters and tax preparers.

VITA is a non-profit program that provides free tax assistance for people with low to moderate income (income eligible).

All those who volunteer for VITA may request reference letters for their efforts in training, service to the community and time volunteering. This program helps so many others because of the quality of individuals who volunteer and display their commitment.

There is a time commitment for training which varies based on your background. Once trained, a volunteer may only fulfill the responsibilities at the level to which they have trained. We will have multiple individuals at each site every day per the schedule. Training can be done at the WDC or on your own at home or school. The coordinator will meet with each volunteer, introduce the training and the program organization. The volunteer commitment is within a December through mid-April timeframe.

Greeters are there to make the clients feel comfortable, review their materials and direct them to a tax preparer. People seeking volunteer hours, beginning in social service environments, need entry level job experience or seeking extra-credit assignments working with people are encouraged to get involved.

Tax Preparers can do intake and basic level of returns, along with progressing to an intermediate level, which will allow the preparer to do the quality review before return is sent and possibly assisting with further job opportunities. You must enjoy detail, have a general understanding of taxes from a personal or professional basis and want to easily update their tax knowledge, along with being committed to providing a community service.



For more information on becoming a volunteer, please contact William Rondeau, VITA Coordinator at 262-637-8377 Ext. 117 or visit our website at [Rkcaa.org](http://Rkcaa.org)