



# Volunteer Checklist

## **Sign up.**

**Do this now!**

Register at [www.phillyfreetaxes.org](http://www.phillyfreetaxes.org) under “Get involved- Volunteer Now.” Please leave your email address and we will contact you when training registration opens.

## **Spread the word!**

**Now through January.**

Tell your friends and family how they can get involved. Contact the Volunteer Coordinator at [taxvolunteer@gpuac.org](mailto:taxvolunteer@gpuac.org) or 215-851-1759 to request flyers, newsletter blurbs, and other materials or to schedule a presentations at your place of worship, workplace or organization.

## **Attend training.**

**Late November-January**

We will email you in November to fill out a full application and sign up for training. Your training will provide you with the skills you need to perform your role with confidence.

## **Complete Certification. (tax preparers only)**

**Late November-January**

Tax preparers will have the chance to begin their certification during training. If you need more time and practice, you will be able to finish the certification online at your convenience.

## **Attend site orientation.**

**Week of January 18-23**

Once you have completed training and signed your volunteer agreement (tax preparers only: once you have sent in your certification) you will receive an email letting you know your site placement and orientation schedule.

## **Sites open January 25<sup>th</sup>!**

**January 25<sup>th</sup> – April 15<sup>th</sup>**

We can't wait to see you at the sites! Once you are assigned to your site you will set your volunteer schedule directly with your site manager. *Remember: You can have the greatest impact donating time the first 3 weeks of tax season when we have the greatest flow of customers.* Have fun!