



## ***Tax Site Volunteer Application***

Please complete, save a copy, and email your application to: [julia@communityactionduluth.org](mailto:julia@communityactionduluth.org)

Or, print out and mail your application to: *Community Action Duluth, ATTN: Tax Site  
2424 West 5th St., Suite 102, Duluth, MN 55806  
Phone: 218-726-1665 | Fax: 218-726-1612*

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone / FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

How do you prefer to be contacted?

Email       Cell phone       Work phone       Home phone

### **Please indicate your volunteer preference below**

Visit our website for job descriptions: [www.communityactionduluth.org/programs\\_taxes](http://www.communityactionduluth.org/programs_taxes)

Assistant (greeting, intake, clerical, etc.)       Tax Preparer

How did you hear about Community Action Duluth? \_\_\_\_\_

\_\_\_\_\_

Please describe any professional, educational, volunteer or life experience you have which relates to your area of volunteer interest:

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Please describe any professional, educational, volunteer or life experience you have working in a diverse ethnic, social and economic environment:

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### Volunteer availability

*Please check all that apply from Jan 27 - Apr 17, 2018 (regular season) and/or May 1 - Jun 28, 2018 (post-season). We finalize volunteer service schedules in January. Ideal commitment is **once a week during regular season (12 weeks)**. Volunteers can extend their service through post-season (8 weeks).*

#### Community Action Duluth

- Monday 4:30-9 pm
- Tuesday 4:30-9 pm
- Saturday 8:45 am-1 pm

#### Community Action Duluth, post-season

- Tuesday 12-4 pm
- Wednesday 12-4 pm

#### Volunteer Training Time Preferences:

Preparers			Assistants
<u>Federal Tax Law</u>	<u>State Tax Law</u>	<u>TaxSlayer Pro Online</u>	<u>Site Procedures</u>
<input type="checkbox"/> Jan 3 5 pm DHS	<input type="checkbox"/> Jan 17 5 pm DHS	<input type="checkbox"/> Jan 6 9 am DHS	<input type="checkbox"/> Jan 11 5 pm CAD
<input type="checkbox"/> Jan 4 5 pm DHS	<input type="checkbox"/> Jan 22 5 pm CSS	<input type="checkbox"/> Jan 10 5 pm LMC	<input type="checkbox"/> Jan 16 5 pm CAD
<input type="checkbox"/> Jan 18 5 pm CSS		<input type="checkbox"/> Jan 13 9 am DHS	<input type="checkbox"/> Jan 23 5 pm CAD
		<input type="checkbox"/> Jan 13 12 pm DHS	
		<input type="checkbox"/> Jan 20 9 am CSS	

DHS = Denfeld High School, CSS = College of St Scholastica, LMC = Laura MacArthur Elementary School  
 CAD = Community Action Duluth

\_\_\_\_\_ I understand that I will view an ethics and confidentiality presentation and sign a volunteer agreement. (Please initial.)

**Thank You!**