

Volunteer Name: (type here)

2017 Tax Season Volunteer Planner: Orientations, Trainings, Clinics and Celebrations

New Volunteer Orientation Dates, 2016-2017

Choice	Date	Time	Day	Location
	Oct 26	6:00 pm	Wed	CAD Conference Room
	Nov 14	6:00 pm	Mon	CAD Tax Suite
	Nov 16	6:00 pm	Wed	Ordean/East HS (Register at Duluth Community Education)
	Dec 1	6 & 7 pm	Thu	CAD Conference Room (2 sessions)
	Dec 14	6:00 pm	Wed	CAD Conference Room
	Dec 19	6:00 pm	Mon	CAD Tax Suite
	Dec 21	6:00 pm	Wed	CAD Conference Room
	Jan 3	5:00 pm	Tue	CAD Large Classroom
	Appt:			CAD

Volunteer training calendar for 2017 tax season

Choice	Date	Time	Day	Topic	Location
	Dec 8	6:00 pm	Thu	Welcome Back + Orientation	CAD Conference Room
	Jan 3	6:00 pm	Tue	Tax Basics for Beginners	CAD Large Classroom
	Jan 4	5:00 pm	Wed	Federal Tax Law	Lake Superior College
	Jan 5	5:00 pm	Thu	Federal Tax Law	Lake Superior College
	Jan 7	9:00 am	Sat	TaxSlayer	Denfeld High School, Rm. 1010
	Jan 10	6:00 pm	Tue	Reviewer Training	CAD Large Classroom
	Jan 11	5:00 pm	Wed	TaxSlayer	Laura MacArthur Media Lab
	Jan 12	6:00 pm	Thu	Assistants Training	CAD Conference Room
	Jan 14	9:00 am	Sat	TaxSlayer	Denfeld High School, Rm. 1010
	Jan 14	12:00 pm	Sat	TaxSlayer	Denfeld High School, Rm. 1010
	Jan 17	5:00 pm	Tue	Assistants Training	CAD Large Classroom
	Jan 18	5:00 pm	Wed	State Tax Law	Denfeld HS Lecture Hall 2108
	Jan 19	5:00 pm	Thu	Federal Tax Law	College of St. Scholastica
	Jan 21	9am-4 pm	Sat	TaxSlayer Open Lab	CAD tax suite am/ CSS pm
	Jan 23	5:00 pm	Mon	State Tax Law	College of St. Scholastica
	Jan 24	6:00 pm	Tue	Assistants Training	CAD Large Classroom

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Required Training by Position

Volunteer Position	Required Topic	Study Time	Method	Curriculum Source	Minimum Certification
All	Standards of Conduct	1 hour, open-end	Link & Learn	IRS	VSC
1 st Year	Orientation	1 hour	Classroom	CA Duluth	attendance
Assistant	VITA site procedures	3 hours	Classroom	IRS, CA Duluth	VSC
Preparer	Federal Tax Law	4 hours, open-end	Classroom Link & Learn Webinars	Prepare + Prosper IRS publications CPBB ACA webinars	Basic
Preparer	State Tax Law	4 hours	Classroom	Prepare + Prosper	Basic
Preparer	TaxSlayer	4-8 hours	Class/Open Lab	IRS, CA Duluth	Basic
Reviewer	Reviewer Training	3 hours	Classroom	Prepare + Prosper	Advanced + 1 year VITA
Recommended for anyone	Tax Basics		Classroom	CA Duluth	

Volunteer preference *(double click the fillable box to mark yes)*

Visit our <http://www.communityactionduluth.org> for [volunteer job descriptions](#)

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|---------------------------------------|---|
| <input type="checkbox"/> Tax Preparer | <input type="checkbox"/> Assistant, Greeter |
| <input type="checkbox"/> Reviewer | <input type="checkbox"/> Assistant, Screener |
| | <input type="checkbox"/> Assistant, Assembler |

Volunteer schedule *(for planning purposes, please make a once-a-week commitment)*

Regular Season

- Monday 4:30–9 pm (Jan 30 – Apr 17)
- Tuesday 4:30–9 pm (Jan 31 – Apr 9)
- Saturday 8:45 am–1 pm (Jan 28 – Apr 15)
- Second Saturday 8:45 am–1 pm (Feb 4)
- Second Saturday 12:30 pm–4 pm (Feb 4)
- Thursday 12:00–4:00 pm (Feb 2 – Apr 13)

Post-season

- Tuesday 12-4 pm (May 2 – Jun 27)
- Wednesday 12-4 pm (May 3 – Jun 28)

2017 regular tax season, January 28 – April 17

Walk-in clinics: MON & TUE 4:30 – 9:00 pm, SAT 8:45 am – 1:00 pm

Walk-in Second Saturday Clinic: SAT, Feb. 4, 8:45 am – 4:00 pm

Appointment hours: THU 12 – 4 pm.

2017 post-season, May 2 – June 28

Post-Season appointment hours: TUE & WED, 12:00 pm – 4 pm, plus THU June 2

Directions: Highlight or mark your choice of orientation, training, clinic and reception dates.

For more information, please call (218) 726-1665, ext. 225 or email julia@communityactionduluth.org