

Adopt a Day Each Month to Volunteer

January - April

Weekdays & Saturdays available

Volunteer Income Tax Assistance (VITA) Program



VITA helps families living with little to no resources receive up to **\$5,657 Earned Income Tax Credit (EITC)**

The majority of VITA clients served planned to use refunds to **support family, pay bills and even afford medical care.**

Volunteer as a team!

Screeners are needed to support families by matching them with onsite trained tax preparers. **Tax Assistors** prepare simple tax returns, training provided free of cost.

Give back while developing strong synergy among staff.

In 2009, more than **\$1.7 million** returned to 1,400 families and individuals living with few resources.

The typical VITA client's refund was equivalent to approximately **3 additional paychecks.**



Change Community Conditions

For more information contact:
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Adopt a Day Each Month of Volunteering

January-April

Volunteer Income Tax Assistance (VITA) Program

Benefit to Workplace

- Team building through community service
- Shared experience
- Connection to community—retention of employees
- Pursue common goal outside work place
- Expand relationships by working in a different manner
- Strengthen relationship with company leadership—if working together

Benefit to Company

- Stronger workforce
- Opportunity to give back to the community
- Community sees company as “good corporate citizen”
- Provides easy access to volunteer opportunity
- Public recognition

Company’s Commitment

- 3-4 people
- 4 hour shift once a month for 4 months
- Screeener position
 - Using a checklist tool to identify level of assistance client needs
 - Double check that client has all needed tax documents
 - 4 hr Training Required
- Tax Assistor Position
 - Assist clients in preparing tax returns
 - Training is provided free, certifying volunteers to prepare taxes
 - * Self-study online via Link & Learn **OR**
 - * In class training Jan 9 & 16, Coconino Health Department
- Staff requirement
 - Point person for contact between UWNA
 - Ensure date adopted is filled by trained volunteer

United Way of Northern Arizona’s Commitment

- Training provided at the workplace
 - Provide skill support
- Provide volunteer outreach materials
 - Present opportunity to staff
 - Support for in-house recruitment
- Public recognition of company’s volunteer support
 - Public acknowledgement
 - UWNA Website and e-newsletter recognition
 - VITA site thank you display during adopted day
- Assist with company’s workplace recognition
 - Present results and certificates
 - Offer input on event planning
- Include company and employees in VITA Volunteer Recognition Event



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