

COALITION OF COMMUNITY ASSISTANCE VOLUNTEERS, INC.
3212 Avenue Q, Lubbock, Texas 79411
806-765-0725 (phone) 806-765-5828 (fax)
www.CCAVLubbock.org

VOLUNTEER COMMITMENT FORM

I would like to volunteer as a:

- _____ **Greeter** – greets taxpayers and verifies that they have brought the appropriate information to have their tax returns e-filed.
- _____ **Tax Preparer** – enters data (from W-2’s, etc.) into computer. Training and testing must be taken online at <http://www.irs.gov/app/vita/index.jsp> (Link N Learn Taxes Course); related materials are also available online, or can be picked up between 8 a.m. and 5 p.m. Monday through Thursday in December and January at 3212 Avenue Q (Lubbock Housing Finance Corporation offices) **All E-filers must pass the Basic session of the course.**

Training will be provided on either Tuesday, February 1st or Thursday, February 3rd from 4:00-7:00p.m. at 5601 S. Avenue Q (tax site).

Volunteers will prepare tax returns in CCAV’s building located at 5601 Avenue Q (corner of Villa Drive and (east side of) Avenue Q, between 54th and 58th Streets).

Park on the east side of the building, and enter through the northwest door.

The following volunteer shifts will be available between February 5th and April 30, 2022.

Please circle the shift(s) for which you want to volunteer...

Saturdays are in-person only

Wednesdays will be for drop-offs and signing only.

Wednesdays	9:30 a.m. – 11:30 a.m.	11:30 a.m. – 1:30 p.m.	1:30 p.m. – 4:00 p.m.*
Saturdays	8:30 a.m. – 10:30 a.m.	10:30 a.m. – 12:30 p.m.	12:30 p.m. – 4:30 p.m.*

** Shift may end earlier during the months of March and April.*

Name & Nickname (if applicable) of Volunteer: _____

Employer (if applicable): _____

Address/City/State/Zip: _____

Daytime Phone #: _____ Fax #: _____

Cell Phone #: _____ Email address: _____

***Please mail or fax this commitment form to CCAV (765-5828) or call 765-0725
AS SOON AS POSSIBLE, but no later than December 31,2021***