



FREE tax preparation by

**metroCASH**

Creating Assets,  
Savings, and Hope.



United Way of Greater  
Richmond & Petersburg

## **Information for Volunteer Income Tax Assistance (VITA) Site Volunteers at UR Downtown**

Thank you for volunteering with the VITA Site at UR Downtown. Below is information that may be helpful to you as you get started.

### Site Operation Days, Hours, and Volunteer Shifts

The VITA Site at UR Downtown will run February 6 through April 18. The site's operation hours are 3:45-7 p.m. on Tuesdays and Thursdays (excluding March 7 and March 9) and 9:45 a.m.- 1 p.m. on select Saturdays: February 11, February 18, March 18, March 25, April 8, and April 15. Volunteer shifts are 3:30-5:30 p.m. and 5:30-7:30 p.m. on Tuesdays and Thursdays and 9:30-11:30 a.m. and 11:30 a.m. to 1:30 p.m. on Saturdays. We ask that all volunteers sign up for at least four shifts.

To sign up for volunteer shifts, contact Gigi Dejoy at [dejoyg@yourunitedway.org](mailto:dejoyg@yourunitedway.org).

### Transportation to and parking at UR Downtown

UR Downtown is located at 626 East Broad Street, at the northwest corner of 7<sup>th</sup> & Broad Streets. There is some street parking in the vicinity of UR Downtown, as well as several parking decks and lots. UR Downtown is also accessible by GRTC. Volunteers coming from UR's main campus are encouraged to utilize UR Downtown and VITA Volunteer shuttle services:

- UR Downtown Shuttle for Tuesday/Thursday volunteers: departs main campus at 3p and 5p; departs UR Downtown at 5:25 p.m.
- VITA Volunteer Shuttle for Tuesday/Thursday volunteers: departs UR Downtown at 7:30 p.m.
- VITA Volunteer Shuttle for Saturday volunteers: departs main campus at 9:00 a.m. and 11:30 a.m.; departs UR Downtown 11:30 a.m. and 1:30 p.m.
- *All on campus departures and arrivals are at the Tyler Haynes Commons Transportation Hub.*

### Volunteer positions

#### **Greeter/Screeener**

Do you want to ensure that everyone feels welcome in our tax assistance sites? Greeter/Screeners are the first point of contact for clients entering a metroCASH site. You will ensure that clients have the necessary documents and direct them through the intake process. This role is crucial to ensuring a smooth and efficient flow.

*Training:* Greeter/Screeener Training (UR students choose Friday, January 20 12:30-2:30 p.m. **or** Saturday, January 21, 9-11 a.m., Jepson School of Leadership Faculty Lounge)

*Certification:* Must pass Intake/Interview & Quality Review exam and Volunteer Standards of Conduct exam.

## Volunteer positions cont'd

### **Tax Preparer**

Tax preparer is the most vital volunteer role at any of our community-based tax sites. You will directly provide free tax preparation services to metroCASH clients using IRS-approved online software. If you are already a tax pro, this is a great way to put your skills to good use in your community. If thinking about 1040s and W-2s makes you queasy, what better way to master the subject?

*Training:* May either attend a metroCASH tax preparation training or use training materials available on the IRS website. (UR students choose Friday, January 20, 12-3 p.m. **or** Friday, January 27, 12-4 p.m. **in addition to** Saturday, January 21, 9 a.m.-4 p.m. **or** Saturday, January 28, 12-4 p.m. All trainings located in Jepson School of Leadership computer labs, G24A&B)

*Certification:* VITA Basic certification is required; Advanced certification is strongly desired. Must also pass Intake/Interview & Quality Review exam and Volunteer Standards of Conduct Exam.

### **CASH Coach**

CASH stands for Creating Assets, Savings, and Hope. CASH Coaches do that by connecting clients with important financial resources available in their communities. These volunteers promote products and services that encourage saving techniques and financial stability, as well as advocating for the financial and human service needs of clients.

*Training:* Attend CASH Coach training. (UR students choose Friday, January 20 12:30-5:30 p.m. **or** Saturday, January 21, 9- a.m.-2 p.m., Jepson School of Leadership Faculty Lounge)

*Certification:* Must pass Volunteer Standards of Conduct exam.

*\*All UR student volunteers must [register as a volunteer through the Bonner Center for Civic Engagement \(CCE\)](#).*

Questions? Email [urdvita@gmail.com](mailto:urdvita@gmail.com) or visit <http://downtown.richmond.edu/programs/VITA.html>.