



For additional information or questions regarding volunteering for VITA please contact:

**Becky Jenkins**  
Operation: New View Community Action Agency  
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Dubuque, Iowa 52001  
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**The Promise of Community Action:**  
Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.  
We care about the entire community, and we are dedicated to helping people help themselves and each other.

Operation: New View Community Action Agency Outreach Centers:

**Dubuque County:**

Operation: New View Community Action Agency  
1473 Central Avenue  
Dubuque, Iowa 52001  
Telephone: 563.556.5130  
Fax: 563.556.4402

**Delaware County:**

Operation: New View Community Action Agency  
721 South 5<sup>th</sup> Street, Suite B  
Manchester, Iowa 52057  
Telephone: 563.927.4629  
Fax: 563.927.5818

**Jackson County:**

Operation: New View Community Action Agency  
904 East Quarry Street  
Maquoketa, Iowa 52060  
Telephone: 563.562.5197  
Fax: 563.652.5198

**Outreach Center Hours:**  
Monday—Friday  
8:00 a.m. to 5:00 p.m.



# Volunteer Income Tax Assistance

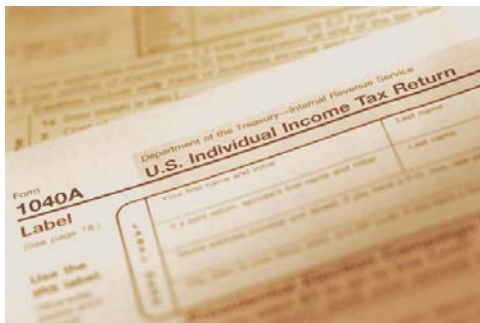
VITA is coordinated by the Earned Income Tax Credit (EITC) Outreach Task Force of Dubuque, Delaware, and Jackson counties.



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VITA provides **FREE** tax preparation for low to moderate income individuals and families in the community. For the past 7 years, the EITC Outreach Task Force promoted the use of free tax preparation sites. With this outreach and the dedication of volunteers, approximately \$3,303,600 has come back into the community since 2004. And approximately 9,600 returns have been filed using free tax preparation sites since 2004.



No accounting experience required! The Internal Revenue Service (IRS) provides **FREE** training to individuals interested in volunteering.



The training is accomplished through self study with many available resources. Most individuals require approximately 20 hours of studying before testing to become certified. Volunteers are asked to donate at least 10 tax preparation hours during the 2011 tax season besides the training.

Volunteers participate in a unique volunteer opportunity while learning a new skill and giving back to the community. Let's keep our tax dollars in the hands of taxpayers and the community.

All volunteers are protected by the Volunteer Protection Act, therefore no liability for the volunteers!



## Volunteer Services

### Available Volunteer Positions:

- Greeter
  - Welcome clients
  - Verify client information
- Tax Preparer
  - Basic computer skills
  - Basic tax knowledge
- Quality Reviewer
  - Basic computer skills
  - Basic tax knowledge
  - Review completed returns

All available volunteer positions are needed in the Dubuque, Manchester, and Maquoketa areas.

