

# TAKE ACTION MAKE OPPORTUNITY

The Center for Economic Progress (CEP) is looking for **volunteers to work one-on-one with low-income families** to make tax time an opportunity to get ahead.



## To volunteer at a tax preparation site:

- All training is provided; classes run through January.
- No experience is necessary. We train a range of volunteers, including people with no background in taxes. If you're bilingual, we need you!
- Volunteers commit 30 hours of volunteering total during the tax season, late January to April 15th.

## Volunteer positions available as:

- **Tax preparers:**  
Work with clients to file federal and state tax returns and provide counseling on tax credits and forms.
- **Tax site assistants:**  
Perform essential non-tax-preparation activities, including client intake, translating and educating on basic banking options available on site.

### ► Next steps:

Register to volunteer, view training schedules and find a site near you at [www.economicprogress.org/volunteer](http://www.economicprogress.org/volunteer)

### ► Contact:

With questions, please contact Volunteer Engagement at (312) 630-0288 or [volunteer@economicprogress.org](mailto:volunteer@economicprogress.org).

## CEP's tax site in your community:

### West Chicago

**Leman Middle School**  
238 E Hazel St.  
West Chicago, IL 60185

**Online training is available**  
November – January  
**Classroom training offered**  
January 17  
**Site procedures and orientation** January 20

**Tax Site Opens**  
Thursday, 1/22/2015

**Volunteer Shifts**  
Tue & Thurs  
5:30pm-9:00pm  
Saturday  
9:00am-2:00pm