

TAX OUTREACH PROGRAM

A service-learning program offered by Student Legal Services

Program Information and Requirements

Program information

Student Legal Services invites you to participate in an exciting volunteer service opportunity!

Each year, many UC San Diego students and members of the San Diego community struggle with questions relating to the filing of income tax returns. The **Tax Outreach Program** is designed in response to these issues, whereby student volunteers provide referrals and information to other students and community members regarding available income tax resources. Student Legal Services works closely with the Internal Revenue Service in offering this assistance to students and the community.

By volunteering to participate in the Tax Outreach Program, you can help students and community members by providing information regarding the resources available to them. While Tax Outreach Program volunteers do not prepare income tax returns, they do provide essential information and guidance to UC San Diego students and the community. The success of the Tax Outreach Program depends upon having enthusiastic and dependable volunteers who are willing to help support fellow students and community members!

Program activities

By participating in the Program, student volunteers will have an opportunity to make a difference by:

- Distributing current IRS publications, booklets, and forms at information tables on Library Walk
- Staffing Student Legal Services' Tax Information Hotline to assist taxpayers in identifying resources and locating IRS-sponsored Volunteer Income Tax Assistance sites
- Providing support for scheduled workshops designed to offer general information to taxpayers
- Assisting Student Legal Services with its "Tax Time is Today" marketing and outreach campaign encouraging students not to procrastinate in the preparation and filing of their income tax returns

Benefits of participating

Students who participate will be able to add an enriching service-learning experience to their resume. In addition, students will develop a variety of transferable skills, including:

- Problem solving
- Oral communication
- Customer service skills
- Marketing and outreach experience
- Knowledge of income tax resources

Program requirements

Students must complete the attached sign-up form and return it to Student Legal Services by **noon on Friday, January 9, 2009**. Student Legal Services will notify potential volunteers if there is sufficient space for them to participate in the Program by January 16, 2009. *There may not be enough volunteer positions in the Program to accommodate all interested students.* Students must attend a mandatory 2.5 hour training session on Saturday, January 31, 2009. Students must also commit to volunteering a minimum of 15 hours over the course of the tax season, which runs from approximately February through April 15.

Contact information

For questions about the Tax Outreach Program, please contact:

Jessica St. Clair, Legal Education Coordinator
Student Legal Services
University of California, San Diego
Phone: 858.534.4374 E-mail: jstclair@ucsd.edu

For Office Use Only:

Student Legal Services
University of California, San Diego

Tax Outreach Program
Sign-Up Form

Empowering students through education and counseling

Program Requirements

To be selected to participate as a program volunteer, you must:

- Be a currently-registered UC San Diego (undergraduate or graduate) student
- Complete and return this sign-up form no later than **noon on Friday, January 9, 2009**. (You will be notified by e-mail on or before Friday, January 16, 2009, if there is space available in the Program)
- Commit to attending a 2.5 hour training session on **from 9:30 a.m. to noon on Saturday, Jan. 31, 2009**. (This session is mandatory.)
- Commit to volunteering a minimum of 15 hours total from February 2009 through April 15, 2009

Sign-Up Form

Date:		Quarter:	Winter 2009 and Spring 2009			
First Name:			Last Name:			
Address:					Zip Code:	
Phone:	Home:		Work:		Mobile:	
Email:						
College:						
Class Year:						
Where did you see this program advertised?						
Please check <input checked="" type="checkbox"/> any applicable boxes:	<input type="checkbox"/> I have previously volunteered for VITA at UCSD <input type="checkbox"/> I have previously volunteered for a low-income tax assistance program. (specify _____)					

Statement of Interest

Why do you want to volunteer for the Tax Outreach Program?

Agreement

I have read this Sign-Up Form and the "Program Information and Requirements" handout. By signing this form, I agree to attend the mandatory 2.5 hour training session and volunteer a minimum of 15 hours for the Tax Outreach Program.

Signed:		
Print Name:		Date:

Please return to:

Student Legal Services
University of California, San Diego
9500 Gilman Drive, MC 0034
La Jolla, CA 92093-0034

Phone: (858) 534-4374
FAX: (858) 822-4785
Email: sls@ucsd.edu
Web: <http://sls.ucsd.edu>
Location: Student Services Center, Fifth Floor,
Room 527

Return completed forms in person, by fax or by mail to Student Legal Services.