

# Journey House Center for Family Learning and Youth Athletics Volunteer Income Tax Assistance (VITA Program)

## VITA VOLUNTEER COMMITMENT AGREEMENT

A volunteer is a position of significant importance to the Volunteer Income Tax Assistance (VITA) Program. Each volunteer is asked to agree to the minimum standards as outlined below that will assure the partnership between the VITA Program and the volunteer will be a good fit.

As a VITA volunteer, I agree to follow the policies, procedures and rules of conduct explained below.

- I realize that by agreeing to be a VITA Volunteer, I am making a **commitment** to a position that requires responsibility, following confidentiality rules and accountability. If I cannot attend my assigned shift, I agree to call my contact person as soon as possible or contact the receptionist.
- I agree to attend the annual Tax Law Training and Certification Workshops. I will submit a copy of my certification to the site administrator. I realize that not attending the required trainings may affect being contacted to volunteer.
- I understand that my performance as a Journey House Center for Family Learning and Youth Athletics VITA Volunteer will be subjected to a review and evaluation by appropriate Journey House staff. I agree to such evaluation and realize that unsatisfactory performance may result in change of assignment or termination of my participation in the VITA Program.
- I agree to report for my assigned shifts on a punctual and consistent basis and to perform to the best of my abilities. ***I commit to serving as a VITA volunteer for a minimum of 30 hours during the tax season.***

This is an honor agreement. It is not intended to be a legally binding contract between you and Journey House. The agreement may be cancelled at any time at the discretion of either party. Neither of us intends nor commits to any employment relationship to be created either now or at any time in the future regarding VITA volunteering.

Signature	Date
Print Name	
Address	
Telephone	Email Address