



Mesa United Way VITA Training Schedule

December 2023 – January 2024

Please see out Kickoff Events on the last page!

This VITA training information is for both new and “veteran” VITA volunteers. Please read the following information carefully and e-mail VITA (vita@mesaunitedway.org) with any questions, clarification requests, and most importantly **RESERVATIONS for the Classroom Training!**

There will be three physical locations where the remaining training activities will be held.

1. **Mesa Community College – Southern and Dobson Campus at 1833 W Southern Ave, Mesa AZ 85202.** The training will be conducted in the EFE1 in the EF building which is located in the center of the north end of the campus. You will receive a map to the site.
2. **Chandler-Gilbert Community College – Pecos Campus at 2626 E Pecos Rd, Chandler, AZ 85225.** The training will be conducted in Room CHO-109, in the Chollo Hall building, which is located near the center of the campus. You will receive a map to the site.
3. **Mesa Community College – Downtown Center 165 N Centennial Way, Mesa AZ 85201.** The training will be conducted in Room 110 which is on the south side of the road just after it turns east. It is located across the street from the Delta Hotel. North Centennial Way is located between Center Street and Pasadena. Enter Centennial Way from 1st Street or Main from the south or from University from the north.

There are two types of training opportunities still available. If at all possible please try to attend one of the early cycles. **Again, the earlier you start training the better!**

Classroom Training – VITA Training – January 2024

Classroom training will be for **new volunteers**. However, veterans are welcome to attend as space permits. This course covers tax law and includes hands-on tax preparation using production like software. These training sessions cover basic tax preparation and will prepare all volunteers to be ready to pass the advanced level IRS Certification. There may be homework depending on your comfort level with the material.

Note that Cycles 1 and 2 are identical in content, you only need to register for one of the cycles. It is important that new students start/attend the ALL sessions of your cycle as it will be difficult to catch up.

Prior to attending class there will be approximately two hours of preparation required, which includes creating accounts for tax preparation software and some non-tax related testing. Instructions will be sent once you sign up for training. Please complete these steps so that we can jump right into the tax-related material.

Please REGISTER for only one of these classroom training cycles - send an email to vita@mesaunitedway.org to register/request a position in one of these training courses. Priority will be given to new volunteers who have not participated in the VITA program in the past.

Cycle 1 – CGCC Pecos Campus Room CHO-109 (maximum of 22 volunteers) Daytime

Session 1	Mon Jan 8	9:00 AM – 2:00 PM
Session 2	Tue Jan 9	9:00 AM – 2:00 PM
Session 3	Wed Jan 10	9:00 AM – 2:00 PM
Session 4	Thu Jan 11	9:00 AM – 2:00 PM
Session 5	Fri Jan 12	9:00 AM – 2:00 PM

Cycle 2 – MCC Main Campus Room EFE1 (max of 18 volunteers) Evenings/Saturday

Session 1	Mon Jan 15	5:30 pm - 8:30 PM
Session 2	Tue Jan 16	5:30 pm - 8:30 PM
Session 3	Wed Jan 17	5:30 pm - 8:30 PM
Session 4	Thu Jan 18	5:30 pm - 8:30 PM
Session 5	Fri Jan 19	5:30 pm - 8:30 PM
Session 6	Sat Jan 20	9:00 AM – 2:00 PM

Open Practice Labs – Basic and Advanced **November-January**

These are open labs that are intended for all volunteers. **These are especially useful for new volunteers who are self-studying.** New and returning volunteers will be able to get assistance on their questions and/or to just get started! **Please make use of these sessions** to get your questions answered, improve your skills, and move up to higher levels of certification! You do not have to register for these sessions, just come on in! **But please send an email to VITA@mesaunitedway.org if you plan to arrive after 5 PM.**

Day of Week	Date	Time	Location
Tuesday	December 19	3-7 PM	MCC Downtown Center
Thursday	January 4	3-7 PM	MCC Downtown Center
Tuesday	January 9	3-7 PM	MCC Downtown Center
Thursday	January 11	3-7 PM	MCC Downtown Center

Chandler Volunteer Kickoff and Orientation – January 6, 2024

This is an orientation meeting that all volunteers are asked to attend. Everyone will have an opportunity to meet their site coordinators and be briefed on procedures and policies to be followed during the tax season. We understand that some volunteers have conflicting schedules. Please attend if possible even if it is for part of the time. A light lunch will be served. And, please try to arrive on time as we have a lot of information to cover!

Time - 10 AM - 1 PM Saturday January 6, 2024

Location – Chandler City Council Chambers
88 E Chicago Street
Mesa, Arizona 85225

(North side of Chicago Street, east of Arizona Avenue, west of Washington St)

We will meet in the Council Chambers. Park on the street, parking lot, or in the parking garage on SE corner of Chicago and Washington. Enter on the west side of the building.

Mesa Volunteer Kickoff and Orientation– January 13, 2024

This is an orientation meeting that all volunteers are asked to attend. Everyone will have an opportunity to meet their site coordinators and be briefed on procedures and policies to be followed during the tax season. We understand that some volunteers have conflicting schedules. Please attend if possible even if it is for part of the time. A light lunch will be served. And, please try to arrive on time as we have a lot of information to cover!

Time - 10 AM - 1 PM Saturday January 13, 2024

Location – Mesa Community College – Downtown Campus
4th Floor Atrium
145 North Centennial Way
Mesa, Arizona 85201

(East side of street north of 1st Street on Centennial Way. Centennial is one block east of Center Street in downtown Mesa)

We will meet in the 4th Floor Atrium. Enter the parking garage on the east side of Centennial, park on any floor, go to the elevator on the west side of the building, and take it up to the top, 4th floor of the building. Watch for the VITA signs!

Please email to vita@mesaunitedway.org if you have any questions. And please start as early as you can in your training.