



The CWF VITAmix



VOLUNTEER NEWS AND UPDATES



Tax Sites Open 1/21 - New Locations!

We hope you had a wonderful, restful holiday season, because on **Tuesday, 1/21, all CWF tax sites will open to the public.** We are very excited to announce that this year we have **expanded** our service area to **New York City!** With tax sites in the Bronx, Harlem, Brooklyn, and Queens, CWF is looking forward to connecting with NYC residents as clients and volunteers.



To view all CWF tax site locations in Philadelphia, New Jersey, and New York City, **[click here!](#)**

Volunteer shifts for all locations have been posted on the Volunteer Portal, so submit your completed Volunteer Agreement, and sign up for shifts today!

[CLICK HERE TO SIGN UP FOR SHIFTS](#)



2025 Volunteer Handbook



volunteer.cwfphilly.org

2025 Volunteer Handbook

The 2025 Volunteer Handbook is here! Featured in the handbook is everything a CWF Volunteer needs to succeed, including:

- Tax Site operations (set-up, flow, etc.)
- How to handle difficult conversations with Taxpayers
- TaxSlayer tips & tricks
- Common tax preparation mistakes to avoid
- Volunteer recognition initiatives
- & so much more!

[CLICK HERE TO READ THE HANDBOOK](#)



2025 Volunteer Tax Training

Haven't started training yet? What are you waiting for?! Our Tax Training classes started this week and continue through the end of January, with in-person and virtual options available. **Classes are filling up**, so register today to secure your spot!

[CLICK HERE FOR TRAINING](#)



Once you've completed all of your Link&Learn exams, remember to **upload your Volunteer Agreement to the new Volunteer Portal!**

Not sure how? Click here for a how-to guide.



CWF is thrilled to announce the winner of our Early Training Competition, **Alexandra Bowie!** The first 20 volunteers who completed the certification exams and uploaded their Volunteer Agreement to their CWF Volunteer Profiles were entered into a drawing to win a **\$100 Amazon gift card**. Alexandra has been volunteering as an Advanced Tax Preparer with VITA in NYC since 2019. We're excited to welcome her to the CWF family this year! Congrats, Alexandra!

