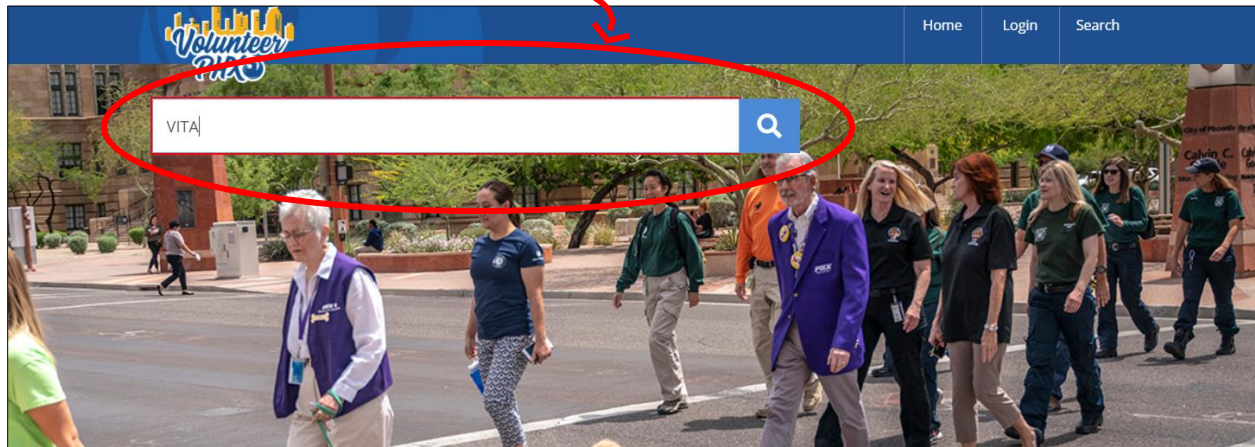


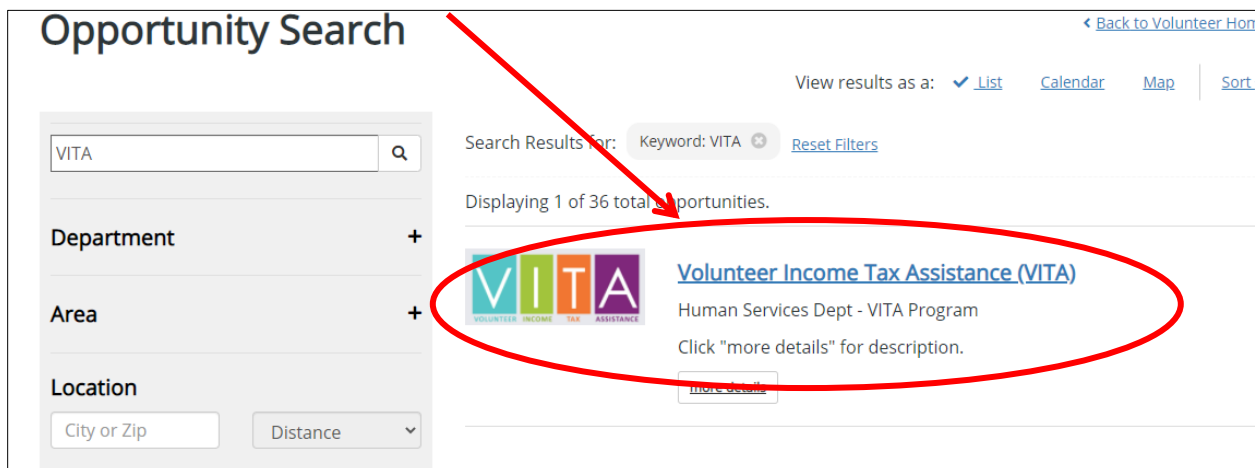
BECOME A CITY OF PHOENIX VOLUNTEER

Go to: volunteer.phoenix.gov

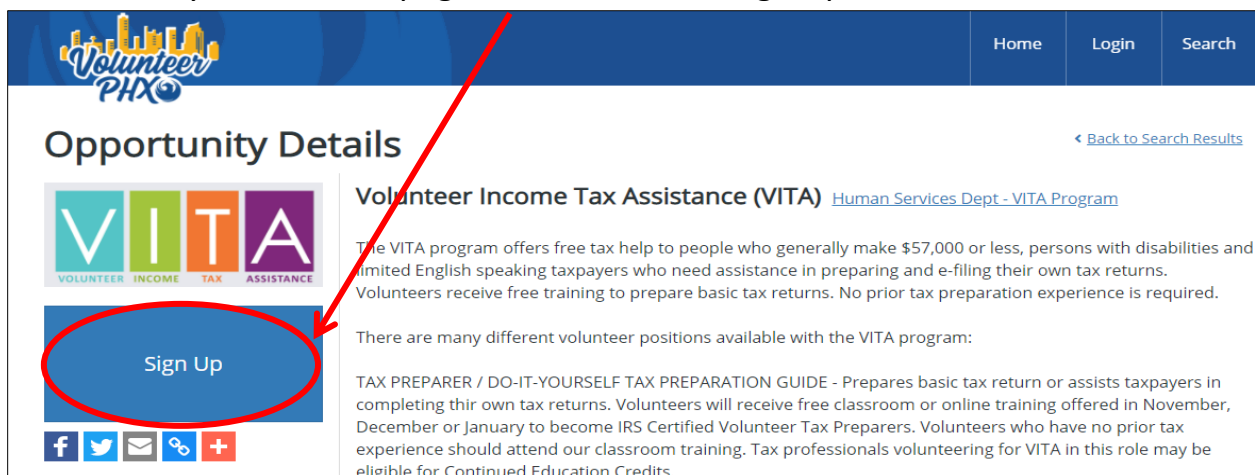
- Type VITA in the search bar



- Click on the VITA link

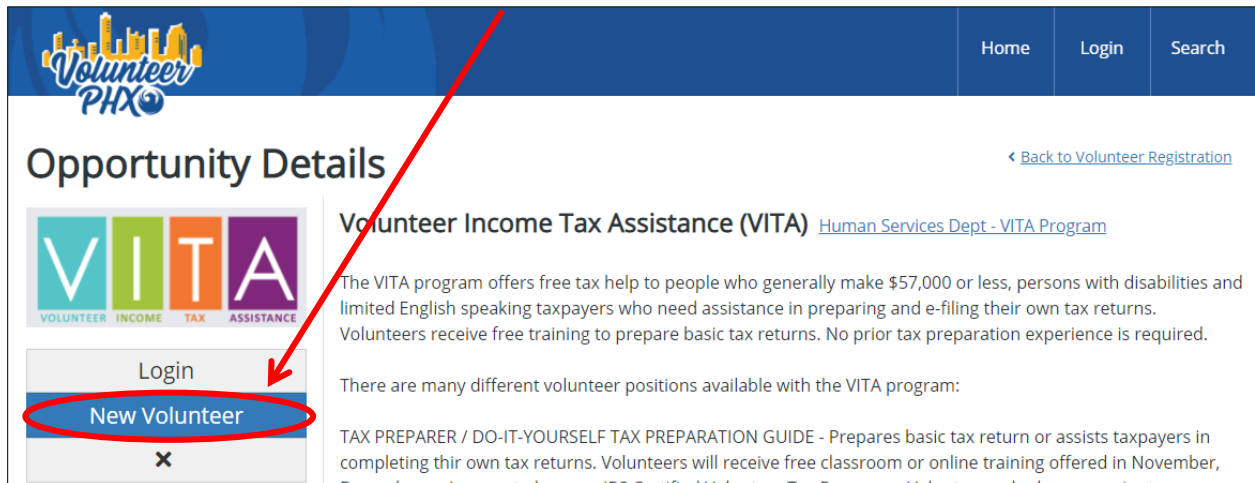


- Once you're on the page below, click on "Sign Up" box



BECOME A CITY OF PHOENIX VOLUNTEER

- Choose the “New Volunteer” option to create an account



The screenshot shows the 'Opportunity Details' page for 'Volunteer Income Tax Assistance (VITA)'. The page includes a navigation bar with 'Home', 'Login', and 'Search' links. A red arrow points to the 'New Volunteer' button, which is circled in red. The page content includes a description of the VITA program, a list of volunteer positions, and a 'Login' button.

- Scroll down - The system will ask you four Code of Ethics questions and you will be required to answer. City of Phoenix does not require background and driving record checks for VITA volunteers. However, you'll have to answer the questions as “Yes” to continue with registration. When finished, click “I Agree”.

Welcome, Phoenix Volunteers

Thank you for your interest in volunteering for the City of Phoenix. As the fifth largest city in the United States, Phoenix would not have the ability to provide the outstanding level of services to our community without the dedication and commitment of thousands of volunteers each year. We are proud to provide our residents with a variety of opportunities to get involved and make a difference in your community.

We hope you will enjoy searching our volunteer website and that you will find a volunteer opportunity perfect for you!

Before you can register, you must read and adhere to the following.

City of Phoenix Code of Ethics:

"It is the policy of the City of Phoenix to uphold, promote and demand the highest standards of ethics. To that end, City volunteers should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out volunteer duties. This includes avoiding improprieties in a volunteer role and never using a volunteer position for improper personal gain. In addition, ongoing City volunteers may be required to participate in ethics training."

- * Have you read and agree to abide by the City of Phoenix Code of Ethics for Volunteers?

Yes

Certain volunteer positions require us to obtain a transcript of your driving record and/or conduct a background check. Answering "no" to the questions below will preclude you from being placed in those positions, but you can still volunteer in others.

- * Some positions require us to perform a criminal and/or civil background check. Are you willing to let us obtain that?

Yes

- * Some positions require us to obtain a transcript of your driving record. Are you willing to let us obtain that?

Yes

- * I certify that all information contained herein is true to the best of my knowledge. I understand that all omissions or misstatements may result in termination of my volunteer service.

Yes

- * Please be aware that you may be required to undergo screening for symptoms of COVID-19 which may include answering questions regarding symptoms or having your body temperature read as part of this volunteer opportunity. You may also be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.

I Agree

BECOME A CITY OF PHOENIX VOLUNTEER

- Please fill out all the required information below to create an account



User Information

* User ID

Username requirements:

- ✗ valid format
- ✗ minimum of 6 characters

* Password

Password requirements:

- ✗ doesn't match username
- ✗ has a number
- ✗ has any letter
- ✗ minimum of 8 characters

* Verify Password

Personal Information

* First Name

* Last Name

* Date of Birth

Contact Information

* Street Address 1

Street Address 2

* City

* State

* Zip Code

* Email

* Primary Phone

* Are you a City of Phoenix employee?

- Yes
 No

Do you speak any languages other than English?

Emergency Contact Information

* Emergency Contact Name

* Emergency Contact Relationship

* Emergency Contact Phone

* Emergency Contact Email

BECOME A CITY OF PHOENIX VOLUNTEER

- One you are done answering all the questions, click on “Submit”

Conviction History

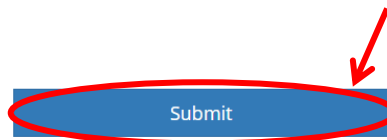
Have you ever been found guilty of, pled guilty to, pled no contest to, been convicted of, paid a fine for, served probation for, or served any type of sentence for any crime or offense (whether misdemeanor or felony), including any offenses which may have been vacated or expunged? Include any convictions by military trial and any criminal charges for which you are awaiting trial. You are not required to include any minor traffic violations or juvenile offense. NOTE: DUI and Reckless Driving are not minor violations and must be disclosed.*

* Please select 'Yes' or 'No'.

Yes

No

*Answering yes to the above question does not automatically exclude you from consideration. Relevance of the information to the assignment will be considered. However, failure to completely disclose all information may prevent your selection or result in termination of your volunteer service. Any volunteer service will be contingent upon satisfactory background check, including submittal of your fingerprints to appropriate law enforcement agencies for verification.



If you have any questions, please contact vita.taxhelp@phoenix.gov or (602)-534-8359

Thank You!