

Email Templates for Prospective Volunteers

Here are two templates for responding to Tax-Aide prospects. The first is one to be used after tax season has started and it is too late for a prospect to certify. The second is to be used after the tax season has closed. Feel free to clone and modify.

Template Too Late for This Tax Season

Hello **Volunteer Name**,

Thank you for expressing an interest in volunteering with the AARP Tax-Aide Program. There are few volunteer opportunities that compare to being able to use your expertise to make a big difference for moderate and low-income tax clients. I have found the program provides a wonderful way to help those who truly need the help and appreciate it.

We have many volunteer opportunities in the **Your Area**. You may be familiar with our Tax Counselor positions, but we also have a need for Client Facilitators, Translators, Technical Coordinators and Administrators. Here is a link to the AARP website that gives more detail about the various roles available: [AARP Tax-Aide Program](#).

We have completed preparing taxes for 2023. We will begin training for the 2024 tax season in November. We will have an online information and orientation session prior to training starting. If you are interested in learning more about the program, the free online training we provide and the certification requirements, please email me the best phone number and times to contact you. If you do not wish me to contact you in the future please send me an email and I will take you off my contact list.

Sincerely,

Your Name

AARP Foundation Tax-Aide Program

District Coordinator

YourEmail@email.com

Template for perfect timing for tax season

Hello **Volunteer Name**,

Thank you for expressing an interest in volunteering with the AARP Tax-Aide Program. There are few volunteer opportunities that compare to being able to use your expertise to make a big difference for moderate and low-income tax clients. I have found the program provides a wonderful way to help those who truly need the help and appreciate it.

We have many volunteer opportunities in the **Your Area**. You may be familiar with our Tax Counselor positions, but we also have a need for Client Facilitators, Translators, Technical Coordinators and Administrators. Here is a link to the AARP website that gives more detail about the various roles available: [AARP Tax-Aide Program](#).

We provide free training to help you with your self-study for IRS certification. Most new volunteers need 40 plus hours to complete the certification requirements. Our online training is now available. Our sites open around Feb. 1 and all volunteers need to commit to a minimum of 4 hours a week through April 15th. This is challenging, but once you start working with our clients, the rewards make it worth it.

If you are interested in pursuing this volunteer opportunity further, I would like to get in touch with you. Please email me the best phone number and time to contact you.

Sincerely,

Your Name

AARP Foundation Tax-Aide Program

District Coordinator

YourEmail@email.com