August 29, 2014

To: AARP Foundation Tax-Aide Volunteers
From: Bonnie Speedy, VP and National Director, AARP Foundation Tax-Aide
Subject: CyberTax TY2014-02: Reminder Announcement: Diversity Tax Site Bundle
Application

Just a friendly reminder that time is of the essence for the early bird submission for the Diversity
Tax Site Bundles. Early bird applications are due September 15, 2014. We encourage every state
to submit at least one application for consideration but hope to get and also approve many more
than that! See CyberTax TY2014-01 08/20/14 in your email or on the ShareNet
(https://volunteers.aarp.org) under *"General Program Communications > CyberTax Messages"*
for details. The national team stands poised to review each application and provide a quick
follow-up/decision by October 8, 2014 so you can get started planning. If you need resources to
determine demographic information in specific zip codes check out Zip Atlas or the U.S. Census
Bureau American Fact Finder. See the "helpful hints" attachment for step-by-step instructions
and for critical how-to details see below. We want you to apply! If you see an opportunity, be
bold. Go for it!

Goal of Initiative – Tap into *your* willingness and passion to start up new AARP Foundation
Tax-Aide sites in primarily diverse communities. The communities should be underserved,
meaning no other Tax-Aide site in the zip code or have a demonstrated need and sufficient
population to support another site. This year, we aim to receive one application per state and,
minimally three applications from each region.

Bundle Includes – A starter kit: Three laptops, one printer, a hotspot (if necessary) and a modest
budget of up to $500 for promotion (with a spending plan which will be approved separately) to
start up a new site in primarily diverse communities (defined loosely as zip codes with 70% or
more diverse (think non-White and/or Hispanic-Latino population)). Based on budget, all
applications may not be approved this year, but our expectation is that most will be.

Application and Approval Process - The application is open to all certified volunteers. The
application process will remain open; however the early bird deadline is September 15, 2014.
Early bird applicants will receive a response from the national office by October 8, 2014.
Applications received after September 15 will still be considered to the extent funds are
available. Any applications received after the early bird deadline will be responded to within
three weeks. All applications will be reviewed by volunteers and national staff. At this stage of
the process, you do not need to check in with your formal leadership. We will work with them
directly as we approve applications.

We understand that setting up a site isn't a snap, so that is why we are offering volunteers some
help through the diversity bundles. If you are interested, complete the attached diversity tax site
bundle application and leverage our starter kit for setting up sites in diverse communities.