

## TY 2024

### Client Facilitator (CF) Team Leaders and Responsibilities

The Team Leader should:

- Make sure each CF has a copy of the appointment schedule. The Site Leader will usually print the initial form. You can also print it at home (no earlier than the evening prior).
- Be aware of CF absences. CF's should get their own substitute whenever possible.
- Be sure that the AARP posters are displayed in the tax area (and brought in at the end). Some facilities also have sign outside.
- Work with team members to make sure CF stations are covered.
- Serve as a liaison between the CF staff and the Local/Site (LC/SC) Coordinator.
- Work with the Electronic Return Originator (ERO) to complete the Sign-in Log. Sometimes this is the site coordinator.
- Discuss with the LC/SC the number of Walk-In Taxpayer (TP) you will be able to serve.
- Designate lunch rotations to make sure a CF is still serving the taxpayer.
- Make sure there are sufficient CF supplies in the Registration Area.
- Report need/concerns to CF Coordinator for District #45 (Jackie Schibline)

#### CF Team Leaders for TY 2023

##### Paradise

Charlie Couckuyt

Ann Fenlong (computer)

##### Mulberry Grove

Elyse Center

##### Ezell

Linda West

##### Aviary

Linda West

##### Fruitland Park Library

Gretchen Roger

##### Lake Panasoffkee

Mickie Hutchinson

##### La Hacienda

Terry Barnett

##### Recreation Plantation

Tuesday-Dawn Hertz

Thursday-Dawn Hertz

##### Coleman Methodist Church

Monday- John Kilguss

Wednesday-Audrey Rudberg

Friday-John Kilguss

##### Hope Lutheran Church

Audrey Throndsen

##### Belvedere Library

Deb Murrary

##### Lake Deaton Church

Marie Keenum