

TY 2025

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 or the site (no earlier than the evening prior).
- Be aware of CF absences. CFs 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 a 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.
- Notify Jackie Schibline if more supplies are needed (envelopes, I+Is, etc).
- Report needs/concerns to CF Coordinator for District #45 (Jackie Schibline)

CF Team Leaders for TY 2025

Savannah

Charlie Couckuyt

Ann Fenlong (computer)

Mulberry Grove

Elyse Center

Ezell

Linda West

Aviary

Linda West

Fruitland Park Library

Gretchen Rogers

Lake Panasoffkee

Mickie Hutchinson

La Hacienda

Terry Barnett

Coleman Methodist Church

John Kilguss

Recreation Plantation

Debby Murray

Colony Recreation Center

Monday-Audrey Throndsen

Tuesday-Nancy Hamaty

Wednesday-Audrey Rudberg

Thursday-Marie Keenum

Friday-Debby Murray

Saturday- Janet Hamblin