

GA1 MATERIALS ORDERING GUIDE

AARP PROGRAM MATERIALS

AARP Program Materials	Extranet Tab	Hardcopy Mailings To...
Policy Guide	M P & P	SMT, DC
Operational Guidelines	M P & P	<i>Extranet Only</i>
District Coordinator's Guide	M P & P	<i>Extranet Only</i>
Local Coordinator Digest	M P & P	LC
Training Guide – TRC and Instructors	M P & P	<i>Extranet Only</i>
Administrative Packet- thumb nail visuals	Recruit & Promote	LC
* M P&P = Manual, Policies and Procedures tab of the Extranet		

SITE MATERIALS – DC or delegate must place order	Order From....
Form 13614-C Intake/Interview & Quality Review Sheet - REQUIRED	IRS
Other IRS site. Varies by district and site. Examples: 1040 Instructions 1040 Overlay	IRS
AARP Tax-Aide Poster (D143) - REQUIRED	AARP
AARP Tax-Aide Tax Record Envelopes (D12225) - REQUIRED	AARP
Site Sign-In Sheets for Activity Reporting - Order Portal Version D19462 REQUIRED	AARP

OTHER TRAINING MATERIALS AND SUPPLIES DC or delegate must place order	Order from....
Process Based Training (PBT) Slides	<i>Download from Extranet, Training tab</i>
Badge and badge holders	AARP
Client Service Provider Digest (formerly Counselor Digest)	AARP
1040 Instructions	IRS

IRS TRAINING MATERIALS

4491 Kit – Training Guide - Pub 4491 Training Guide - Pub 4012 Volunteer Resource Guide - Pub 4491W-Workbook/Problems & Exercises - Form 6744 - Volunteer Test / Retest New 2010 – Instructors/Students get same kit.	- Ordered by Elaine, ADS or Susan, PVC for delivery beginning week of November 15, 2010 Bulk orders, tailored by DC request, ordered for delivery beginning week of December 06, 2010 Missing shipments? Contact Lucy Atkins at Lucy.Atkins@IRS.gov
IRS Pub 17	
IRS Pub 3189 efile Administrator Guide - ordered for ERO, LC, TC and DC titles only	

HOW TO ORDER MATERIALS

IRS MATERIALS	Use e-order 2333V form.
AARP Materials	Order from AARP Fulfillment – Order Form E297 Or Use the Material Ordering System available through the Volunteer Portal