



# Volunteer Hours & Advanced Training Reporting Form

Send, Email or FAX to:  
 MSU Extension-Oakland  
 1200 N. Telegraph Rd  
 North Office Building Bldg 34E  
 Pontiac, MI 48341-0416  
 Phone: 248-858-1639  
 Email: morri735@msu.edu

Check here if there are changes in your personal information.

Name: \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

County in which class was completed \_\_\_\_\_ Year Program Completed: \_\_\_\_\_

## VOLUNTEER HOURS ONLY

Date Performed	Group/Organization Volunteered For	Location(City) of Volunteer Activity	Description of Volunteer Work	# of Hours	Office Use Only
SAMPLE 01-01-08	Oakland County Parks	Bald Mountain State Rec Area, Lake Orion	Conducted Frog and Toad Survey	2	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>

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					<input type="checkbox"/>
			<b>Total Hours</b>		

## ADVANCED TRAINING HOURS ONLY

Date of Class	Instructor Name	Sponsored by	Class Location	Title of Training	# of Hours	Office Use Only
SAMPLE 01-01-08	Suzan Campbell MNFI	Oakland Garden Club	Clarkston Community Center, Clarkston	Natives in the Urban Garden	2	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
				<b>Total Hours</b>		<input type="checkbox"/>

**Achieving CSP Certificate of Completion:**

- Completion of CSP coursework and Capstone Project
- 40 hours of volunteer service (including Capstone Project hours)
- Advanced training hours are not required to earn Certificate of Completion
- Completion of *Volunteer Hours & Advanced Training Hours Reporting Form*

**Maintaining CSP Status (change in recertification requirements in effect since January 1, 2016):**

- 20 hours of volunteer service
- 8 hours of Advanced training
- Completion of *Volunteer Hours & Advanced Training Hours Reporting Form*

Volunteer hours and advanced training hours should be submitted monthly. Deadline to submit hours is December 31<sup>st</sup>.

If you have questions about the program or your volunteer status, please contact Cathy Morris at (248) 858-1639.