

OSPA Volunteer Hours

*** IRS Requirement ***

Fields in **bold** are required.

Volunteer Information:

Please report your volunteer hours using the below form. This includes time spent on OSPA related meetings and projects and applies to board and committee members. For accuracy, it is best to submit this information on a regular basis. You can report as many times as you want, but OSPA/Update Management needs an accurate count for the IRS. OSPA'S fiscal year is July 1 - June 30. When reporting your hours, do not combine multiple fiscal year hours; they must be reported separately.

Record ID *

First Name: _____

Last Name: _____

Email: _____

Reporting Time Frame: _____

(i.e. 1/1/17-3/31/17 or January 2017)

Enter all non-legislative and legislative hours you've spent for the time frame indicated. Be sure to include time spent traveling to/from meetings, e-mails, returning phone calls, etc.

of Hours (Non-Legislative) _____

of Hours (Legislative) _____