

**MICHIGAN OFFICE OF HIGHWAY SAFETY PLANNING (OHSP)
COMMUNITY CAR SEAT DISTRIBUTION PROGRAM**

CAR SEAT REQUEST FORM

Mail to: Alicia Sledge
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REQUESTING CPS TECHNICIAN

TECHNICIAN NUMBER

CERTIFICATION EXPIRATION DATE

AGENCY/ORGANIZATION

E-MAIL ADDRESS

TELEPHONE NUMBER

TYPE OF EVENT

Fitting Station (walk-in or by appointment)

Car Seat Check Event

DISTRIBUTION INFORMATION (must be completed with where and when seats will be distributed)

County

Date(s)

Times(s)

Locations(s)

How will the event of fitting station be promoted to the public?

How will seats be distributed?

Please justify the number of seats being ordered

Will a CPS Instructor or Senior Checker be present? Yes No

If yes, please list

By signing, I agree to the terms listed below and understand that failure to comply with these guidelines will result in ineligibility from this program.

- Caregiver education and seat demonstration must be completed when as OHSP seat is distributed and a checklist completed.
- Only certified CPS technicians may distribute car seat provided by OHSP.
- No monetary donations or other profits may be accepted for car seats provided by OHSP.
- Reports and completed car seat checklists for seats distributed must be returned to OHSP on the fifth of each month.
- Seats may not be transferred without prior permission of OHSP
- Seats may be transferred to local car seat events or fitting stations at the request of OHSP.
- Seats may only be distributed when a child is present or to an expectant parent in the third trimester.

Signature of CPS Technician

Date