

FLEX ACTIVITY VERIFICATION FORM

This form is required to report any Flex activity for which attendance was not recorded by LBCC (e.g., off-campus activities, including external webinars and conferences). The activity must be pre-approved for Flex (listed as a Flex option on the FAQs, FPD webpage, or FPD Canvas course). If the activity is not pre-approved, you must first submit a Flex Proposal.

Submit this form as an attachment to your completed **Flex Report Form.**

NAME

DEPT

EMAIL

☐

FULL-TIME

☐

PART-TIME

ACTIVITY TYPE

☐

PRE-APPROVED CONFERENCE

☐

PRE-APPROVED WEBINAR

☐

OTHER FLEX ACTIVITY

Must have prior approval from Flex Committee. Initial to confirm prior approval: _____

PROVIDE DESCRIPTION

ACTIVITY DETAILS

TITLE

DATE

TIME

LOCATION

FLEX CREDIT (6 HOURS MAX)

WHAT DID YOU LEARN FROM THIS ACTIVITY, AND HOW WILL THIS INFORMATION BE APPLIED IN CLASSROOM INSTRUCTION AND/OR CONTRIBUTE TO YOUR PROFESSIONAL DEVELOPMENT?
