## 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.

<u>Submit this form as an attachment</u> to your completed <u>Flex Report Form</u>.

NAME	
DEPT	
EMAIL	
FULL-TIME	PART-TIME

ACTIVITY TYPE	
PRE-APPROVED CONFERENCE	PRE-APPROVED WEBINAR
OTHER FLEX ACTIVITY  Must have prior approval from Flex Committe  PROVIDE DESCRIPTION	ee. Initial to confirm prior approval:
ACTIVITY DETAILS	

<b>ACTIVITY DETAILS</b>	
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?