Flex Activity Report Form (Single Form)

To report attendance at a meeting, workshop, seminar, course, etc., not offered during in-service week.

<table>
<thead>
<tr>
<th>First name:</th>
<th>Last name:</th>
<th>Division:</th>
</tr>
</thead>
</table>

This activity contributed to improvement in which area(s)?  
- [ ] Staff  
- [ ] Student  
- [ ] Instruction

How many flex credits are you requesting for this activity? One hour of participation equals one flex credit. The maximum earnable hours/credits per day is 8.

Give the date(s) of the activity that you attended

<table>
<thead>
<tr>
<th>Date 1: Month:</th>
<th>Date:</th>
<th>Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 2: Month:</td>
<td>Date:</td>
<td>Year:</td>
</tr>
<tr>
<td>Date 3: Month:</td>
<td>Date:</td>
<td>Year:</td>
</tr>
</tbody>
</table>

Where did this activity take place?  
- [ ] Saddleback College  
- [ ] Other

If “other” where?  
- [ ] Institution or locale:  
- [ ] City:  
- [ ] ST:

What person(s), group, institution, etc. presented the activity?

What was the title of the activity?

What was the stated purpose of the activity?

How long did the activity last?  
hr(s)

How will the information, skills, conclusions, etc. obtained through this activity result in staff, student, or instructional improvement?

Please add additional information if you wish, or attach an activity agenda, flyer, etc.

Declaration of submitter: “I attended the activity described above, during the dates indicated, at the location(s) cited and for a number of hours at least equal to the number of flex credits I am requesting.”

Signature:  
Date:

Vice-President for Instruction:  
Date:

Either print the completed form and send it to Britnee Holmes, Administrative Assistant, AGB 121; or send it as an email attachment to bholmes@saddleback.edu
Thank you for your participation and cooperation.