



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



Mandatory FLEX Day Activity Proposal Form

DIRECTIONS

Step 1: Complete this form if you plan on presenting during a Mandatory FLEX Day.

Step 2: Submit the completed form Professional Development Committee Coordinator by the deadline. Forms not submitted by then will not be honored.

Step 3: You will be notified by the PDC Coordinator whether or not your proposed activity has been approved or denied. Please note that time and room preferences cannot be guaranteed, but the committee will make a sincere effort to schedule activities in accordance with your stated preferences.

Name of Presenter/Facilitator/Contact Person:

Division:

Title of Activity:

How many hours will you need for your activity?

Do you prefer a morning or afternoon time slot?

Room Preference:

Date Submitted:

Employee Signature:

Please provide a brief description of your activity. Be sure to specifically address how this activity supports staff, student, or instructional improvement. You may also wish to mention specifically how your activity supports the College's Mission Statement and/or Institutional and Strategic Goals. If you feel that your proposal should be considered for "Keynote" status please indicate below as well. Attach additional pages or supporting documentation if necessary. Please include a written summary to be included in the program.