



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:

Date Submitted:

Title of Activity:

How many hours will you need for your activity?

Do you prefer a morning or afternoon time slot?

Preference:

Employee Signature:

Please provide a brief description of your activity. If you feel that your proposal should be considered for "Keynote" status, please check this box.

How does this activity support 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](#). Attach additional pages or supporting documentation if necessary.