



Flex Proposal Form

Individual



Please submit this form to the Faculty Professional Development office (Y-8) at least two weeks before the Flex Activity. If your proposal is approved, you will be notified via email. Please keep a copy for your records. The Flex Individual & Group Project Guidelines can be reviewed in the *Faculty Flex Frequently Asked Questions (FAQs)* at <http://www.lbcc.edu/FPD/flex.cfm>.

Name:		Date:	
Department:		Full-Time	Part-Time
Email:		Phone:	
Field Trip: Attach a flyer or brochure that describes the activity.			Hours
Personal Professional Development: Attach any pertinent information that describes the activity.			Requested:
Title of Activity:			
Date: / /	Time: —	Location:	
Purpose of Activity: In three to four sentences, list the learning content. Specifically, describe what you will learn from this activity and how this information will be applied in classroom instruction and/or contribute to your professional development.			

Department Head Signature _____
Print Name _____

Date _____

Flex Subcommittee Approval

Hours approved _____

Approved by:

1. Name _____

Date _____

2. Name _____

Date _____