

2009-10 Flex Program Flex Credit Documentation Form

Name: _____ Date: _____

Division/Campus: _____

The last day for full-time and adjunct faculty to earn flex credit is May 15, 2010, with documentation due no later than the last day of the spring semester. Activities must occur between July 1st and May 15th of the Academic Year in which they are due. Workshops with an assigned flex number will be verified by the sign in sheets and need not be reported on this form. Documentation is required for all other activities. Please see reverse for acceptable forms of documentation.

Flex No.	Flex Workshop Title	Workshop Hrs

Date(s)	Description of Individual Activity <i>(Attach Documentation)</i>	Individual Hrs

**LAST DAY TO EARN FLEX: MAY 15, 2010
DOCUMENTATION DUE: MAY 25, 2010**

Please return completed form to your Division/Campus Flex Representative for approval:

Faculty Signature: _____ Date: _____

Approved: _____

Division/Campus Flex Representative Signature

ACCEPTABLE FLEX DOCUMENTATION

State regulations require that the District account for fulfillment of faculty flex obligations for the year in order to collect FTES for completed flex hours. All flex activities require back-up documentation that provides a description of the activity, the dates and times the activity occurred, and verification of completion of the activity. Flex documentation may be submitted throughout the year until the last day of the Spring Semester.

Appropriate forms of documentation include the following:

- **Flex Workshops**—Printed name and signature on sign in roster
- **Conferences**—A brochure or agenda, proof of attendance such as a receipt for registration fees, and an explanation of how it relates to improvement of professional effectiveness
- **Enrollment in College Courses**—Course description, a transcript or official grade report, and an explanation of how the course relates to improvement of professional effectiveness
- **District, College or Campus Committees**—Membership list provided by the committee chair
- **Meetings**—Meeting minutes showing attendance or a sign in sheet provided by the chair
- **Research**—An explanation of the research problem undertaken, a summary of activities including dates and times, and an annotated bibliography of all works researched
- **Special Projects/Activities with Students**—Must occur outside of routine class hours and be documented on a syllabus or student notice and performed on a specific day
- **All Other Activities** should be fully documented by a log, journal or other document verifying dates, times, and an explanation of the activity, product or outcome information and how it relates to improvement of professional effectiveness

Please refer to the *Flex Guidelines* or www.yccd.edu/flex for more information. If you have questions, you may contact your campus/division flex representative.