

**EL CAMINO COLLEGE
Staff Development Office**

Flex Reporting Sheet

This reporting sheet should be used to report 1) all off-campus conferences/ workshops you attend throughout the year and 2) any on-campus conferences/workshops that do not appear on your Flex Contract. Individual projects need to be reported on the Individual/Group Activity Proposal Form.

1. OFF-CAMPUS WORKSHOPS/CONFERENCE ATTENDANCE

For attendance at a workshop or conference on a teaching (or duty) day, two criteria are important:

1. A **maximum of 6 hours** of Flex credit may be claimed on any one day.
2. Flex credit may not be claimed for conference attendance during "duty hours."

Duty hours: Regularly scheduled class hours and office hours (teaching faculty),
Contact and non-contact hours (counselors),
Scheduled hours (librarians),
Student contact hours (nurse practitioners).

Duty hours may be arranged with consent of dean/supervisor.

Date: _____ Title: _____ Location _____

Total Conference Attendance Hours		_____
Minus Duty Hours	(-)	_____
Flex Credit		_____

Date: _____ Title: _____ Location _____

Total Conference Attendance Hours		_____
Minus Duty Hours	(-)	_____
Flex Credit		_____

Date: _____ Title: _____ Location _____

Total Conference Attendance Hours		_____
Minus Duty Hours	(-)	_____
Flex Credit		_____

2. ON-CAMPUS WORKSHOPS

Please indicate any Flex activity/workshop you attended, which did not appear on your Flex Contract Report

Date: _____ Program # _____ Title: _____ Flex Credit: _____

Date: _____ Program # _____ Title: _____ Flex Credit: _____

Date: _____ Program # _____ Title: _____ Flex Credit: _____

Date: _____ Program # _____ Title: _____ Flex Credit: _____

NAME: _____ **DIV:** _____