

FLEX Event Approval Request Form

Submit this request form as early as possible, preferably 30 days in advance, to melissa.harman@rcc.edu.
Upon approval and after the event, submit proof of participation to receive FLEX credit to melinda.miles@rcc.edu.

Name of the faculty member submitting request: _____

Name of the Event: _____

Date(s) of the event(s): _____

Time(s) of the event(s): _____

Location(s) of the event(s): _____

If requesting funding, amount being requested: _____

Please explain how this conference/webinar will help you in your teaching or your current role at the college.

How will you share what you have learned with your colleagues or college community?

For office use only:

Approved:

Date: _____

Initials of FD Committee Chair: _____