



# Association Release Time Report

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Academic Term: \_\_\_\_\_ Name: \_\_\_\_\_

Report: \_\_\_ 5 week \_\_\_ Final Activity: \_\_\_\_\_

### Task/Meeting Log

Please list all time spent on release time activity and its allocation. Use one line for each separate task, meeting, or phone call with names. Email correspondence can be aggregated

Academic Terms begin on the first day of classes. Academic Terms end on the day before first day of classes of following term.

Date	Duration (time spent)	Description	Allocation

*Forward complete to Executive Director once complete. The Five Week report is due by week 7 of the following term. The Final Report is due by week 2 of the following term.*

<b>Date</b>	<b>Duration (time spent)</b>	<b>Description</b>	<b>Allocation</b>

*(Attach additional sheets as necessary)*

*Forward complete to Executive Director once complete. The Five Week report is due by week 7 of the following term. The Final Report is due by week 2 of the following term.*

**Comments:** (include significant accomplishments, observations about use of release time, difficulties to completion of assigned task)


This form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signed (Signature Required)

\_\_\_\_\_  
Date

*Forward complete to Executive Director once complete. The Five Week report is due by week 7 of the following term. The Final Report is due by week 2 of the following term.*