



TOWNSHIP GOVERNANCE ACADEMY

OVERALL TRACKING FORM (2 PAGES)

Name _____ E-mail _____

Township & County _____ Phone _____

Address _____ City/Zip _____

NOTE: TGA is a self-paced educational program of the Michigan Townships Association. This form is designed to help candidates track all required courses, credits and electives for graduation (which is held each spring at MTA's Annual Conference & Expo). **Please contact us no less than three months prior to your desired graduation date** to discuss any remaining courses/credits. Along the way, feel free to touch base anytime regarding the status of your transcript: TGA@michigantownships.org; 517-321-6467, ext. 234.

PART I: Foundations Courses: 28 credits	Credits	Dates Completed	Location or Online
<i>F-101: At Your Service: Meeting Township Needs</i>	6		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>F-102: Defining Your Township's Land Use Future</i>	6		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>F-103: Township Finances</i>	6		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>F-104: Managing Your Township Team</i>	6		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>F-105: Fundamentals of Assessment and Taxation</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
PART II: Boardsmanship Courses: 24 credits			
<i>B-101: Township Board Roles & Relations</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>B-102: How Boards Make Decisions</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>B-103: Creating a Vision for Your Township</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>B-104: Strategic Planning for Townships</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>B-105: Making Meetings More Effective</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----
<i>B-106: Linking with the Community</i>	4		
<i>Practical Application Commitment & Summary of Results</i>			-----

NOTE: While all eleven TGA courses have been recorded for on-demand viewing through MTA's Online Learning Center (<https://learn.michigantownships.org/tga>), **candidates must attend at least two courses in person** in order to graduate. Why? Graduates report that one of the most valuable parts of the program is the connection they develop with peers in the classroom—something that simply cannot be replicated online.

(See next page for Elective Credit requirements)

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PART III: Electives: 18 credits required (select from the following options)	Credits	Date(s) Completed	Location
MTA Annual Conference & Expo	8		
MTA Professional Development Retreat	4		
MTA Regional Meeting (Summit or "MTA On the Road")	3		
MTA Capitol Conference	3		
MTA's "Township Focus" C.E. article (Maximum of 4 articles can be used for Elective credit. Be sure to list article name)	2 each		-----

PART IV: Final Project to Graduate: Application of a Learned Skill in a Township Activity	-----		-----

Fillable PDF versions of the Practical Application Commitment (PAC) form and Final Project Reporting Form can be found at <https://michigantownships.org/learning/tga/>. Download or print the completed forms and email to TGA@michigantownships.org or mail to the street address below, ATTN: Education Coordinator.

Please keep a copy of all materials for your records.