



TOWNSHIP GOVERNANCE ACADEMY

OVERALL TRACKING FORM (2 PAGES)

Name _____ E-mail _____

Township & County _____ Phone _____

Address _____ City/Zip _____

I believe that I have successfully completed the coursework and project requirements necessary to qualify as a Township Governance Academy graduate. Below is my record of course completion, and my final project report is attached. NOTE: A “Practical Application Commitment” form from each of the courses must be turned into the MTA Education Center within two months after the completion of each course. A copy of each of the completed “Practical Application Commitment” forms should also be kept in your personal file for verification purposes.

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

While the entire TGA curriculum is available online, a requirement for graduation is to complete at least two of the 11 courses in person. Why? Graduates report that one of the most valuable parts of the program is the connection they develop with their peers in the classroom on their path to graduation—something that simply cannot be replicated online.

TGA OVERALL TRACKING FORM (PAGE 2)

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

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

This completed form needs to be turned into the MTA Education Center, along with the "Final Project Reporting Form." Please keep a copy of all materials for your records.