Government Meeting Specialist Tracking Sheet

Name of Member:

Company:

	Date Completed	Date Completed	Date Completed
Business Management (1 program)			
Education/Programming (2 programs)			
Ethics (1 program)			
Facilities and Services (2 programs)			
Financial and Contract Management (1 program)			
Leadership (1 program)			
Logistics (2 programs)			
Personal and Professional Development (1 program)			
Protocol (1 program)			
SGMP Cares (1 program)			
Technology (1 program)			
Travel: Federal, State, and Local (1 program)			
The total class time is 15 programs for initial and 20 programs for renewal			