

Dear

This letter is to confirm your acceptance to judge at the _____ to be held on _____. Thank you for agreeing to be a member of our judging panel.

Your assignment to judge is:

- _____ :
- _____ :

The _____ will pay an honorarium to its judges of \$ _____ per _____ We will also reimburse reasonable expenses you may incur as detailed in this contract. Please submit an expense report and receipts to substantiate your expenses to the club Treasurer _____ within 10 days of the event at which you judge. Expenses received after 10 days of the event will not be considered by the club.

The _____ will pay for air travel with the following conditions: The _____ will pay for a round-trip economy ticket with a Saturday-night stay from a regional airport close to your home, purchased at least 30 days in advance of your travel date. If there are two regional airports reasonably close to your home, The _____ will pay for a ticket from the one with the lowest fares. ***Please note:***

Any deviation from these restrictions will be at your expense.

The _____ will arrange and pay for all hotel accommodations. The _____ will arrange for ground transportation to and from the airport/hotel/show grounds. Please ask the front desk to imprint your personal credit card for incidentals. **Upon checkout, please make sure you are not charged for your room. Please checkout only for the incidentals on your personal credit card.** Should you choose to extend your stay in the area _____ will only be responsible for hotel accommodations and ground transportation up to and including the date of the previously scheduled departure.

Acceptable expenses:

- Airport parking- The _____ will reimburse substantiated parking charges at the point of departure airport and mileage to/from the airport in the amount of ___per mile.

- Automobile- The _____ will reimburse \$ _____ per mile plus tolls if you drive to/from your home to the show site. If you live a considerable distance from _____ and choose to drive from your home, The _____ will only reimburse mileage up to the cost of a round-trip economy ticket with a Saturday-night stay from an airport reasonably close to your home, purchased at least 30 days in advance of your travel date. RV reservations at the _____ should be made by you and the cost submitted as an expense report item.
- Meals and Incidental Expenses-Reasonable charges for meals and incidental expenses not provided by the _____ will be reimbursed up to a maximum per diem expenditure of \$ _____ for each full day of travel.

Unacceptable charges include, but are not limited to: baby, house or dog sitters, special meals, airfare upgrades/changes, alcoholic beverages, phone calls charged to your hotel room and car rentals. Exceptions must have prior approval by The _____ in writing.

Please find enclosed an expense report to help track your reimbursable expenses.

Please read, sign and return one copy of this contract and the judging assignment sheet to the _____. The additional copies are for your records. If you have any additional questions, please contact me the Club Event Chairperson

Thank you for being a part of our event!

Sincerely,

I have read the contract for judging at _____ events. I accept and agree to the terms and conditions of the judging contract as listed above and to the attached Judging Assignment as presented to me:

Signature of _____

Cell phone: _____

E-mail: _____