

**Border Terrier Club of America  
Policies and Procedures Manual**

**SAMPLE LETTER TO BE SENT TO REGULAR CLASSES OBEDIENCE JUDGE**

BORDER TERRIER CLUB OF AMERICA, Inc.  
c/o [show. Chairperson's name]  
[Address]

[Date]

[Judge's name]  
[Judge's address]

BORDER TERRIER CLUB OF AMERICA NATIONAL SPECIALTY – [Date]

Dear [Judge's name],

It is my privilege and pleasure to send you this formal invitation, on behalf of the Border Terrier Club of America, to judge the Regular Obedience classes at the [year] National Specialty in [location] on [date]. More detailed information, such as directions to [location] and hotel details, will be sent you nearer the time.

Obedience classes which you will be judging are [list classes], plus a Team Obedience class (a very popular spectator event!). We are also offering some non-regular classes, and [name of second judge] has agreed to judge the [classes] and to join you for the Team event

According to the BTCA Policy Manual and Guidelines, your compensation for this judging assignment is up to two days' room and board (including banquets), travel expenses, fee, gift and a copy of the Specialty video of the Obedience classes [if available].

I am enclosing a copy of this letter, together with a self-addressed envelope, and request that you sign and return it as your acknowledgment of this judging assignment and its terms. Please would you also include details of your fee, if any.

On behalf of the Border Terrier Club of America, and the [name of host club if any] (the Host Club), I look forward to welcoming you to [location] in [month, year] to judge at our [year] National Specialty.

Sincerely,  
BORDER TERRIER CLUB OF AMERICA

[name]  
Show Chair  
[Telephone No.]  
[E-mail address]