

# Border Terrier Club of America Policies and Procedures Manual

## LETTER TO BE SENT TO SPECIALTY EARTHDOG TEST JUDGE(S)

BORDER TERRIER CLUB OF AMERICA  
c/o [E.D. Chairperson's or 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 [class] test at the [year] National Specialty Earthdog Test in [Location] on [date]. More detailed information, such as directions to [location] and hotel details, will be sent you nearer the time.

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, and a gift.

I am enclosing a copy of this letter, together with two copies of the AKC Earthdog Judge's affirmation letter and a self-addressed envelope, and request that you sign and return the copy of this letter plus one copy of the AKC Earthdog Judge's affirmation letter 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 [host club name 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]  
Earthdog Committee Chair [or show chair]  
[Telephone No.]  
[E-mail address]