**Your County**

**Cooperative Extension Service**

2301 South University Avenue • Little Rock, Arkansas, 72204-4940 • (501) 671-2000 • [www.uaex.uada.edu](http://www.uaex.uada.edu)

# Judging Agreement Template

# For (Name of Event)

This agreement is between the Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas System, Division of Agriculture (UADA) and (Name of Judge). There is no personal or financial interest between the parties outside of this agreement. (If there is, contact your District Director or appropriate supervisor for assistance.)

(Name of judge) agrees to judge (describe event(s)) on (list date(s)) at (name location). Judging will follow show/event guidelines. After satisfactory completion of the judging activities, UADA will pay (name of judge) the sum of $\_\_\_\_. (If travel expenses are paid, say so here and include the phrase “in accordance with State of Arkansas travel regulations.” Also, submit a Spend Authorization in Workday, and establish the judge as an External Committee Member. A W-9 will also be required. In place of paying travel expenses, it is recommended that the judging fee be increased to cover those costs, thus eliminating all other paperwork and system transactions.)

If an unavoidable event prevents (name of judge) from performing his/her judging duties, notification should be sent to (list UADA contact name and contact information here) as soon as possible so that alternative arrangements can be made.

Matt Brown,  
Associate VP for Finance & Admin.  
UA System, Division of Agriculture

Date

Program/Event Judge

Date