

# Guidelines for TDAA Judge Expense Reimbursement Program -- Calendar Year 2008

**Overview:** The TDAA Board of Directors in response to input from the membership implemented the Judge Expense Reimbursement Program to assist clubs in meeting expenses of their TDAA trials during these early formation years. The Board of Directors encourages each club to have as a goal to have their trials meet expenses without this program. This program is assessed each year by the Board of Directors to determine any modifications to the program and/or if the program will continue.

For Calendar Year 2008, the TDAA Board of Directors has voted to continue this program **WITH MODIFICATIONS as described below.**

**Eligibility:** Clubs holding two consecutive day TDAA sanctioned trials with a total of 6 or more classes are eligible to request reimbursement.

**Timeline:** The Request for Judge Expense Reimbursement form must be submitted to TDAA within 30 days of the trial to be processed. This form is mailed to TDAA, P.O. Box 158, Maroa, IL 61756.

The club must have completed other financial obligations to TDAA related to the trial (run fees, etc.) before this form will be processed.

**Approved Expenses:** This program is designed to encourage clubs to employ judges from outside their immediate area by assisting with judge expenses including transportation, room, meals and judging fees.

If eligible, transportation will be paid for only one judge per two-day trial.

If eligible, room and board will be paid for only one judge per day.

If eligible, judging fees will be paid, regardless of how many judges worked.

Receipts for all reimbursable items must be attached to the request for it to be paid. Clubs should get "official" forms from the judges with their expenses before the judge leaves the trial site.

**Qualifying for Reimbursement:** Clubs will qualify for this program based on either the number of runs for the weekend or the number of dogs entered.

**NOTE:** The number of runs and the number of dogs entered are the number who complete entry forms whether they compete or not. In other words, if you have entries for 30 dogs with 172 runs, but only 26 dogs with 150 runs actually compete, you must use the original numbers for this program since you have received payment from them and those are the numbers for which you must pay TDAA recording fees.

You may choose to be reimbursed in 2008 based on either the number of total runs or total dogs (as defined above).

- For 0-20 entered dogs **OR** up to 120 entered runs, you may request reimbursement for judge's transportation, room, meals and judging fee.
- For 21-30 entered dogs **OR** 121-180 entered runs, you may request reimbursement for judge's transportation, room and meals.

- For 31-40 entered dogs **OR** 181-240 entered runs, you may request reimbursement for judge's transportation.
- For 41-50 entered dogs **OR** 241-300 entered runs, you may request reimbursement for the judging fee.
- IF you have over 51 entered dogs **OR** more than 300 entered runs, you may not request financial assistance through this program.

Using these criteria, you may choose whichever statistic is most advantageous for the club. For example, if you had 25 dogs but only 115 runs, you would want to request reimbursement based upon runs, not dogs. If you had 25 dogs with 240 runs, you would want to request reimbursement based upon dogs, not runs.

**Additional Information:** To aide the TDAA Board of Directors in determining how to best assist clubs in making the TDAA trials financially successful, during calendar year 2008 we would like more information on expenses and income at the trial for which you are requesting financial assistance. Please complete this request for additional information as listed on the form.

## Request for Judge Expense Reimbursement

See current guidelines for information on how to complete this form.

Dates of Trial: \_\_\_\_\_ Location: \_\_\_\_\_

Host/Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature of Person completing this form: \_\_\_\_\_

Judge's Name [#1]: \_\_\_\_\_

Judge's Name [#2]: \_\_\_\_\_

Number of Dogs Entered: \_\_\_\_\_ Number of Runs Entered: \_\_\_\_\_

Category	Amount	Reimbursable amount	Notes
Transportation:			
Room:			
Meals:			
Judging Fee			
Total:			

0-20 dogs entered OR up to 120 entered runs      Transportation, Room, Meals, and Judging Fee  
21-30 dogs entered OR 121-180 entered runs      Transportation, Room, Meals  
31-40 dogs entered OR 181-240 entered runs      Transportation  
41-50 dogs entered OR 241-300 entered runs      Judging fee  
51 or more dogs entered OR over 300 entered runs      Not eligible

Including the requested reimbursement from above, did this trial resulted in a **profit** or **loss** (circle one) for the host club?

Please provide more detailed financial information on the back of this form.

**Attach copies of appropriate receipts and documentation to this form and submit to:**

**TDAA  
Box 158  
Maroa, IL 61756**

Please round all numbers to the nearest dollar. Estimates are fine if you do not have it broken down specifically.

NOTE: There is no identifying information on this page for your club so that we may analyze this data impartially.

<b>Income</b>	-----
Entry Fees	
Dog Registrations	
Fast Track	
Other:	
Other:	
Expected Judge Reimbursement	
<b>Total Income</b>	
<b>Expenses</b>	-----
<b>A. Judge</b>	-----
Transportation	
Room	
Meals	
Map Copies	
Judging Fees	
Judge: Other _____	
<b>B. Facility</b>	-----
Rental	
Utilities	
Event insurance	
<b>C. Ribbons/Prizes/Toys</b>	
<b>D. Secretary</b>	-----
Postage	
Paper/Envelops	
Copying/printing	
Computer Fees	
Secretary: Other _____	
<b>E. Volunteers</b>	-----
Meals	
Recognition	
<b>F. TDAA</b>	-----
Application Fee	
Recording Fees	
Fast Track	
Dog Registrations	
<b>G. Other Expenses—Please list</b>	-----
<b>Total Expenses</b>	
<b>Profit/Loss</b>	

The one thing that would have helped you MOST to make this a more profitable trial is:

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