

Example of an Invitation to Judges

December 19, 20____

Dear _____ ,

The _____ FFA will be hosting the FFA Sectional Speaking Contest on (Date of Contest) at the _____ High School. In order for the contest to run smoothly we need qualified judges to evaluate each event. We would like to formally invite you or a representative from your organization to judge an event.

The events are judged by a panel of three judges. Each school is allowed to send two candidates for each event except Parliamentary Procedure which is allowed one team per school. The top two placing members/teams from each competition will advance to the Sectional Competition at _____ High School in March. From there only the top candidates will be eligible to compete at the State Convention.

As judges you will evaluate FFA members who have put a lot of hard work, dedication and commitment into preparing for the speaking contests they are participating in. Your job is to select the members who have prepared themselves and their materials the best for this competition.

All judges are asked to be present at 3:30 pm on (Date of Contest) in the High School Ag Room for an orientation before the competitions begin. The contests are usually completed by 6:30 pm. as long as everything moves along smoothly. When your event is done, we ask that you report to the tabulation room to submit your results. The awards are then given out and you are free to leave. This is a learning experience and members do benefit from hearing direct input from you. They may ask you questions if you make yourself available.

Please return the attached agreement by _____ so we can send you information regarding the event you would like to judge. If you have any questions, please contact me at _____ ext _____. We look forward to hearing from you and appreciate your time.

Sincerely,

(Name of Advisor)
Agricultural Education Instructor/FFA Advisor
_____ High School