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| **Request Form from Clubs to Accredited Judges and Understudy Judges** |
| **Please use this form as an email contact or as a follow up to a phone request.** |
| **JUDGE:**  | **CLUB:**  | **MEETING DATE:** |
| **LIVE JUDGING ?***\*See expenses below* | **CLUB REPRESENTATIVE:** | **WILL PRINTS BE SENT TO JUDGE?** Yes/No **Date / /**  |
| **REMOTE JUDGING?** | **DATE RESULTS REQUIRED:** | **LOCATION:** |
| **CLUB CONTACT PHONE:** | **CLUB EMAIL:** | **CLUB WEBSITE:** |
| **This form has been created by the PSQ Judges Executive, to encourage Clubs to give Judges an accurate description of their Club’s requirements.****Please email this form to the judge (not to the Judges Executive).** |
| **Name and Definition of Subject # 1**  | Please copy and paste the SUBJECT DEFINITION as given to the members, into here. |
| **Name and Definition of Subject # 2** | Please copy and paste the SUBJECT DEFINITION as given to the members, into here. |
| **Grades to Judge?** |  |
| **Approximate TOTAL Number of Images?** |  |
| **Awards to be given**?e.g. Honour, Merit, Acceptance or other  |  |
| **Is a Photo of the Month/Best Image or similar,to be selected?** |  |
| **Will Travelling Expenses be required?**Please note, it is recommended that the Judge be paid travelling expenses. \**See note 1 below* |  |
| **Remote Judging Results:** | Word Doc / Spreadsheet / Audio or Video Recorded / Skype / MyPhotoClub / Zoom / Other |
| ***Note 1***: Payment: As all PSQA and USJs are volunteers who give freely of their time to help Clubs, it is asked that, if possible, their travelling expenses of 45 cents per kilometre be paid. Please NEGOTIATE the calculation method BEFORE the meeting. Options include – reimbursement based on fuel docket, kilometre rate or a set rate that a particular club has established. Should Clubs want to pay by Bank Transfer, please make these arrangements prior to the Judge attending. | **Additional Notes:** |
|  **The PSQ Management Committee & The Judges Executive thank you for assisting the program. Please take the time to fill out the Feedback Form on completion of the Judging.** |