

Instructions for Chair
(Impartiality on our part is essential)

****General Instructions: Chairpersons don't do anything to the reports. Just give them to the judges as is. There can be things that fit that are not on the list as the list is just a guide not all inclusive.

As club members we can't change anything or advise the judges. The judging is to be independent so there is no possibility of favoritism, etc.

***The letter for the judges (page 3) is all we do as far as the actual judging goes. SGVD only reports the results.

**Procedure

1. Committee chairmen are to choose 3 judges who are not members of clubs in SGVD to read and judge the reports. Mail/email the names of the three judges to no later than December 1, 2024.

2. Clubs **are to email Denise Jackman, copies of their Reports** (each area they are reporting in) by the Birthday Council (or Jan 10, 2025).

3. **Denise Jackman will then email Report Committee Chairmen** a link to the reports to be judged. As a chair, who will share the reports with the judges who will read and judge reports. Judges will select placement for 1st, 2nd ,3rd, Honorable Mention in each category. Categories include small, medium, intermediate, and large clubs.

**The judges are to sign the placement sheets and return them to you.

4. Please email Denise Jackman the placement sheets. Keep a copy for your records. These are due by February 14, 2025.

5. Statistical and Membership Reports are required reports that clubs are required to complete and email to Denise Jackman. These are due to me by February 14, 2025.