**San Juan Music Educators**
A division of the Washington Music Educators Association

January 25, 2024

*Name of Contracted Person <----- Adjudicator, Accompanist, Conductor Info
1234 Anywhere Street
Nowhere, WA 98033
(123) 456-7890*

Dear Change Name,

Thank you for agreeing to **adjudicate** the San Juan region **solo and ensemble contest** to be held **Saturday, January 26th at Bellingham High School.** You are currently scheduled to judge violin solos as well as small string ensembles, however that may be subject to change. **Your day will start at approximately 7:30am and finishing approximately 5:00pm**. You will receive an honorarium of **$300** paid to you no more than 10 days after the event. In addition, you will be reimbursed for mileage, calculated round trip from your home address. Reimbursement of any additional expenses must be approved prior to the event. *(check the partial day honorarium scale)*

You and the San Juan Music Educators Association (SJMEA) are in agreement that you are not an employee, you are a **volunteer** who receives an honorarium. As such, you are responsible for payment of all taxes associated with the honorarium paid by SJMEA, and you are not eligible for unemployment compensation related to providing these services. The duties you perform for SJMEA are in service to your employer. SJMEA is not responsible for any claims of liability.

Included with this mailing are instructions we will review the morning of the event, a sample adjudication form, and driving directions to **Bellingham High School**. Please read the adjudication instructions very carefully and contact me should you have any questions.

Please correct any personal contact information above that might be incorrect. Sign below, make a copy of this letter for yourself, and return this form and completed W9 to me as soon as possible. Mail to:

*Mitch DeGrace
Meridian High School <-------- your mailing info
194 W Laurel Rd
Bellingham, WA 98226*

I can be reached at **opusone4029@comcast.net or (360-220-2744)**

Sincerely,

**Mitch DeGrace**
Event Coordinator

**I agree to adjudicate the SJMEA region solo and ensemble contest at Bellingham High School on January 26th, 2024**

**Adjudicator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(this document to be kept on file with the treasurer after event settlement)*