

Speech and Debate Judge Onboarding Process

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Background

Speech and Debate officials are considered independent contractors, not District employees. As a result, individuals serving as a Speech and Debate Judge must sign a contract for services to be paid by the District. This process will ensure that any Speech and Debate Judges hired by the District are being paid properly.

There are three steps required before paying Speech and Debate Judges:

1. The Contract - authorizes the individual to serve as a Judge for the District
2. Payment information - the W9 and Direct Deposit forms tell AP how to pay these individuals
3. Payment submission - The Activities Secretary should reconcile the event dates with the Coach to ensure payment to the correct judges. Please note that coaches cannot be paid to judge while coaching.

The following process is intended to ensure that the Contract and Payment information for each Judge is in place prior to working as a Judge. Pay for all Judges will then be submitted to finance to be paid through accounts payable.

Speech and Debate Judge Contract Process

1. Debate/Speech Coach sends an email to the Judge with:
 - a. pdf contract - annually, **current contracts** can be viewed [here](#)
 - b. W9 form
 - c. Direct Deposit form
2. Judge completes and signs forms and returns to activities secretary
3. Activities secretary receives signed forms and forwards W9 and Direct Deposit Form to Accounting and send the [contract](#) to Jenny Siebrecht in Purchasing via this Google form - <https://docs.google.com/forms/d/e/1FAIpQLSd6WzWEoNZmX3huGctQPuc5dsxtB095gjVJLi7qge-AC475lg/viewform>
4. Purchasing will obtain CFO signature and send the final signed copy back to the activities secretary. Purchasing will add contract information to the current contract spreadsheet.

Speech and Debate Judge Contract E-mail for Judges:

From: Speech and Debate Coach

To: Speech and Debate Judge

CC: Activities Secretary

Re: Speech and Debate Judge Contract

Thank you for agreeing to be a Speech and Debate Judge for Anoka-Hennepin Schools. Debate Judges are considered independent contractors, not District employees. As a result, you will need to sign a Contract for Services with the District. To streamline this process, the District has established a standard contract for all Speech and Debate Judges. Before beginning to Judge, you will need to complete the following steps. Once you have completed the process you will be authorized to judge Speech and Debate for any ISD 11 High School.

1. Sign and return the attached forms as soon as possible to **[Activities Secretary NAME, e-mail]**, so that they can be processed by the District.
 - [Contract for Speech & Debate Services](#)
 - [W9 Form](#)
 - [Direct Deposit Form](#) if you would like to be paid via automatic deposit

Once your contract for service is finalized, you will be authorized to be paid to Judge Speech and Debate events for the District. The District pays \$110 per event for Speech and Debate Judges.