

2022 SEFH Special Awarding Agency Check List

Complete the Online Special Award Application	DATE & Location
<p>Go to sefhouston.org to register your organization.</p> <p>Once an organization is registered, Special Awarding Agencies may begin to register judges.</p>	<p>Online applications due: February 5, 2022</p>
To Submit Award Materials select one of the options listed below:	Information
<p>OPTION 1: Award materials may be delivered in person Monday – Friday 9:00am - 5:00pm</p> <p>Please notify the UH STEM Center if you will be submitting materials in person by sending an email to: info@sefhouston.org or msoneal@sefhouston.org</p>	<p><u>All materials must be received by:</u> February 11, 2022 University of Houston STEM Center 3585 Cullen Blvd. Lamar Fleming Bldg. Room 138 Houston, Texas 77204-5008</p>
<p>OPTION 2: Student awards may be sent to the UH STEM Center via UPS or FedEx</p>	<p><u>All materials must be received by:</u> February 11, 2022 Science and Engineering Fair of Houston Science and Research Building 1, Room 209B 3507 Cullen Blvd. Houston, TX 77204-5008</p>
<p>Option 3: Award recipients at the Award Ceremony.</p>	<p>If attending the Award Ceremony, check-in by 12:15 pm.</p>
<p>Option 4: Deliver the award directly to awardees.</p>	<p>The agency will be responsible for arranging delivery of award to the awardee.</p>
Project Judging Day	DATE & Location
<p><u>All judges must check-in prior to judging.</u></p> <p>Lead Judge Responsibilities:</p> <ol style="list-style-type: none"> 1. Pick-up Judging Record Folder from Check-in (Folder contents: Name badges, scoresheets, pens/pencils, SAA manual, Winner Certification Report) 2. Review packet materials with judging team 3. Coordinate projects to be judged amongst team 4. Return the Winner Certification Report by 4:30 pm to the Check-in table 	<p>February 26, 2022 11:30am – 4:30pm</p> <p>George R. Brown Convention Center – Exhibit Hall E</p>
Attend the Awards Ceremony	DATE & Location
<p>Each SAA may choose to send a representative to the award ceremony.</p> <p>Please arrive no later than 12:15 pm to check-in and be seated in the Special Awarding Agency area.</p>	<p>March 5, 2022 Location: UH Student Center South – Houston Room (second floor)</p> <p>1:00-3:00 PM Awards Ceremony</p>