

2024 SEFH Special Awarding Agency Check List

Complete the Online Special Award Application		Date & Location
<p>Register your Special Awarding Agency: https://universityofhouston.iad1.qualtrics.com/jfe/form/SV_ex6UueF7GiEK8GG</p> <p>Once the Organization/Agency Lead has registered an SAA, forward the following link to your judges: https://sefhouston.stemwizard.com/</p>	<p><u>Online application due:</u> January 26, 2024</p> <p><u>Judge Registration due by:</u> February 10, 2024</p>	
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: Scoresheets, pens/pencils, SAA manual, Winner Certification Report) 2. Review packet materials with judging team 3. Coordinate projects to be judged amongst judge teams 4. Return the Winner Certification Report by 4:30 PM to the Check-in table 	<p>February 17, 2024</p> <p>Check-in: 11:30 AM – 12:30 PM Judging: 1:15 PM – 4:15 PM Results Submission: 5:00 PM Awards Ceremony: 7:00 PM</p> <p>Location: Fort Bend County Epicenter 28505 Southwest Fwy Rosenberg, TX 77471</p>	
Awards Ceremony		
<p>The award ceremony will occur on the evening of Judging Day!</p> <p>All SAA’s judges are invited to attend the award ceremony.</p>		
Award Delivery		
<p>Option 1: Award recipients at the Fair.</p>	<p>Beginning at 4:00 pm, SAA’s may begin to present their awards to award recipients. This arrangement will allow each SAA to congratulate and take photos with your awardees.</p> <p>If awarding a team project, ensure an adequate number of awards for each team member are available.</p>	
<p>Option 2: Deliver the award directly to awardees.</p>	<p>If awards will be presented later, the agency will be responsible for arranging delivery of awards to recipients.</p>	

Please contact Ms. Monica O’Neal at msoneal@sefhouston.org with questions or concerns.