

## 2026 Special Awarding Agency Checklist

Registering Your Special Awarding Agency		Date & Location
<p>Registration Link:</p> <p><a href="https://universityofhouston.iad1.qualtrics.com/jfe/form/SV_8jjzX5bkN8e3JEq">https://universityofhouston.iad1.qualtrics.com/jfe/form/SV_8jjzX5bkN8e3JEq</a></p> <p>Once the Organization or Agency Lead completes the SAA registration, a confirmation email will be sent to the designated primary contact. This email will include a <b>unique Judge registration link</b> specific to that organization. The Organization or Agency Lead is responsible for <b>forwarding this link to their judges</b>.</p>		<p><u>Organization Registration due:</u> <b>January 31, 2026</b></p> <p><u>Judge Registration due by:</u> <b>February 07, 2026</b></p>
Judging Day		Date & Location
<p><b>Organizer/Lead Judge Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Pick up Judging Record Folder from the SAA check-in table. <i>Folder includes: scoresheets, pens/pencils, SAA manual, and Winner Certification Report.</i></li><li>• Review packet materials with judging team</li><li>• Coordinate projects to be judged amongst judge teams</li><li>• Return the Winner Certification Report by 5:00 PM to the Check-in table.</li></ul>		<p><b>February 14, 2026</b></p> <ul style="list-style-type: none"><li>• Lead Judge/Organizer Check-in begins: 10:00 AM</li><li>• SAA Judging begins: 11:00 AM</li><li>• SAA Check-In ends: 12:30 PM</li><li>• Results Submission: 5:00 PM</li><li>• Awards Ceremony: 7:00 PM</li></ul> <p><b>Location:</b> Fort Bend County Epicenter 28505 Southwest Fwy Rosenberg, TX 77471</p>
Judge Check-in Process		
<p>All judges will check in directly with their assigned Lead Judge or Coordinator by scanning the QR code located on their organization’s folder. This same QR code will also be displayed on the organization’s table marker, which features the organization name.</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><b>Option 1:</b> On-Site Presentation at the Fair</p>	<ul style="list-style-type: none"><li>• Beginning at <b>3:30 PM</b>, SAA representatives may present awards directly to recipients at the Fair.</li><li>• This allows for personal congratulations and photo opportunities with awardees.</li><li>• For team projects, please ensure you bring enough awards for each team member.</li></ul>	
<p><b>Option 2:</b> Post-Fair Delivery</p>	<ul style="list-style-type: none"><li>• If awards will be presented at a later time, the agency is responsible for arranging delivery to the recipients.</li><li>• This may include mailing awards or coordinating with schools or families.</li></ul>	

Please contact Ms. Monica O'Neal at [msoneal@sefhouston.org](mailto:msoneal@sefhouston.org) with questions or concerns.