

**2025 SEFH Special Awarding Agency Checklist**

<b>Complete the Online Special Award Application</b>		<b>Date &amp; Location</b>
<p>Register your Special Awarding Agency: <a href="https://universityofhouston.iad1.qualtrics.com/jfe/form/SV_ex6UueF7GiEK8GG">https://universityofhouston.iad1.qualtrics.com/jfe/form/SV_ex6UueF7GiEK8GG</a></p> <p>Once the Organization/Agency Lead has registered an SAA, the listed primary contact will receive a confirmation email with a Judge registration link. Each organization's link will be unique to that organization.</p>	<p><u>Organization Registration due:</u> <b>February 01, 2025</b></p> <p><u>Judge Registration due by:</u> <b>February 08, 2025</b></p>	
<b>Judging Day</b>		<b>Date &amp; Location</b>
<p><b><u>All judges must check-in prior to judging.</u></b></p> <p><b>Organizer/Lead Judge Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Pick-up Judging Record Folder from check-in (Folder contents: Scoresheets, pens/pencils, SAA manual, and Winner Certification Report)</li> <li>2. Review packet materials with judging team</li> <li>3. Coordinate projects to be judged amongst judge teams</li> <li>4. Return the Winner Certification Report by 5:00 PM to the Check-in table</li> </ol>	<p><b>February 15, 2025</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>	
<b>Awards Ceremony</b>		
<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>		
<b>Award Delivery</b>		
<p><b>Option 1: Award recipients at the Fair.</b></p>	<p>Beginning at 3:30 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><b>Option 2: Deliver the award directly to awardees.</b></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](mailto:msoneal@sefhouston.org) with questions or concerns.