



## Coordinator Role

The Coordinator handles all details and logistics of a Fluid Power Action Challenge event.

## Responsibilities

- Finding a location
- Managing the budget
- Recruiting teams
- Soliciting local businesses (if needed)
- Sending instructions to teachers or team leaders
- Ordering Challenge kits, t-shirts, trophies and food for Workshop and Challenge Days

The Coordinator job responsibilities can be handled by more than one person if needed. We've created tons of resources to help you. See below for a timeline and step-by-step instructions.

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## Coordinator Resources

[The following resources can be accessed here.](#)

- **6 months before:**
  - [Determine the costs of the Challenge](#)
  - [Find a Location to Hold the Challenge](#)
  - Schedule Workshop and Challenge days
  - Set registration fee
  - Recruit local middle schools/school boards and let them know that you are going to hold a Challenge.
    - Promotional Flyer
    - Coordinator's e-mail to teachers announcing challenge (Sample)
    - E-mail attachment – Sign-up form for schools
  - Solicit local support
    - Coordinator's e-mail to local companies (Sample)
    - Sponsorship Flyer B & W
    - Sponsorship Flyer Color
    - E-mail attachment – Challenge Sponsorship Form
    - Save the Date

### Once teams are signed up:

- Send an e-mail to the teachers, with the following forms as attachments.
  - Coordinators e-mail to teachers (Sample)
  - E-mail attachments
    - Challenge Agenda (Sample)
    - Challenge Rules
    - Team Registration Form
    - Photo-Video Student Consent Form



- Tips for Teachers & Mentors
- Order Kits (1 per team Required)
  - N F P A Fluid Power Challenge kits
  - Available from: [Mechanical Kits Ltd. / 1-877-430-4549 support@mechanical-kits.com](http://Mechanical Kits Ltd. / 1-877-430-4549 support@mechanical-kits.com)
- Order T-shirts (Suggested)
  - You can use artwork and logos to get started, and use any color shirt you like
  - N F P A Foundation Logo
  - Fluid Power Action Challenge Logo
  - Fluid Power Man Logo
- Order Medals (Suggested)
- Order Trophies (Suggested)
- Arrange tour for teachers (Suggested)
- Notify the press
  - Sample Challenge press release announcing event
  - Sample Challenge press release after event

#### 1 month before:

- **Preparing for Workshop Day**
  - Make arrangements for lunch
  - Challenge Event Invite for Families, Community
  - Work with the Facilitator to prepare copies to hand out on the Workshop Day:
    - Print Sponsor Signs (11 by 17)
    - Print School Name Signs (11 by 17) sponsor
- **Preparing for Challenge Day**
  - Prepare Student Certificates to hand out on the Challenge Day
  - Print feedback surveys and display Sponsor Signs and School Name Signs as you did on Workshop Day.

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## Frequently Asked Questions

### Q: How much time can a Coordinator expect to spend on organizing a Fluid Power Action Challenge?

A: Approximately 45 hours from start to finish and that includes the time spent at Workshop and Challenge Days.

### Q: Do you have a mentor program to help if questions come up?

A: Yes! We have experienced Fluid Power Action Challenge hosts that you can contact with related questions. *All you have to do is contact us at [workforce@nfpa.com](mailto:workforce@nfpa.com) to get connected!*

### Q: What is the best time of year to schedule a Fluid Power Action Challenge?



A: Anytime of the year works well, even during summer camps. However, try to avoid conflicts such as state-wide testing days.

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**It is important to create a timeline and plan for milestones that need to be achieved between Workshop and Challenge days.**

**Teams are encouraged to investigate concepts from the previous year's program:**

- Daman Products Inc. Team Sample Portfolio
- High School Team Sample Portfolio
- Middle School Team Sample Portfolio

**The portfolio is worth 45 points and should be given ample time and consideration to complete.**

- Use the Portfolio Checklist to structure your portfolio & include the Portfolio Template.
  - Know the difference between Iso and Orthographic Views.
  - Review the Hints for Device Design and Construction and explore concepts.
  - Review the Judges Rubric and don't forget to use the required terms in the portfolio.
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**Tell us How It Went!**

Send your pictures, along with a brief story about your Challenge event, to [workforce@nfpa.com](mailto:workforce@nfpa.com). We welcome your suggestions and feedback!