**Sample Email**

 To Teachers Announcing Challenge

 *Coordinators should customize*

**Subject Line: NFPA Fluid Power Action Challenge – Reserve your spot now!**

Dear Middle School Teachers,

I am pleased to announce that <insert your name> will hold an NFPA Fluid Power Action Challenge in your community! Here are the dates:

Workshop day: <insert date>

Challenge day: <insert date>

NFPA Fluid Power Action Challenge is an educational competition designed to introduce science and engineering to students in a fun and friendly environment. Students learn about the basics of fluid power (hydraulics and pneumatics), teamwork, organization and perseverance, as they experiment and design their own fluid power machine.

The event includes a Workshop Day where teams come together to learn about fluid power and careers, build a pneumatic lifter and receive their competition kit of materials. Teams then take their kits (including tools and supplies), back to school to work on solving the challenge problem, developing a portfolio, and then building their fluid power machine.

On the Challenge Day, teams return with their tools to re-build their fluid power machines, and then compete in a timed competition. The teams of four students, ideally 2 girls and 2 boys, will need to attend both days.

The Action Challenge is an amazing event that truly gets students excited, teaches team building, problem-solving, time management and also introduces the many opportunities in careers in fluid power that can really help build a skilled workforce in our community.

Further Information about the Challenge can be found at:

<http://nfpahub.com/fpc/action-challenge/getting-started/>

Attached is a sign-up form that you can use to register your teams for the Challenge. Please complete the form and email/send to me. Be sure to send your registration fee. Checks should be made out to <insert your organization name>. **Space is limited so register now!**

You are responsible for providing transportation for students and teachers to attend both the Workshop Day and the Challenge Day during the times shown on the agenda. Lunch will be provided!

Please let me know if you have any questions or need further information.

We look forward to seeing you at the NFPA Fluid Power Action Challenge!