**Sample Email**

 To Teachers Announcing Challenge

 *Coordinators should customize*

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

Dear <select Middle School and/or High School> Teachers,

I am pleased to announce that <insert company, school, or organization name> will host an NFPA Fluid Power Action Challenge in your community (see below)!

Workshop day: <insert date & times>

Challenge day: <insert date & times>

Location: <insert location name / address>

The NFPA Fluid Power Action Challenge is a fun, hands-on, design and build educational competition that introduces STEM and fluid power to students. Working in teams, students learn about fluid power basics (hydraulics and pneumatics), while utilizing key skills (teamwork, time management, communication, project management, and problem solving), to design a fluid power machine that solves an engineering problem.

**Workshop Day:** Teams learn about fluid power and careers, build a pneumatic lifter, and receive their Workshop (materials) and Tool Kits. When they return to school, teams begin the research, design, and build process to construct a machine prototype. Teams also use this time to prepare portfolios.

**Challenge Day:** Teams return with their portfolios and Tool Kits to re-build their fluid power machines using a fresh set of materials (Challenge Kit). They compete with their machines in a timed competition on a Challenge Board.

The Fluid Power Action Challenge is an amazing event that excites students, introduces fluid power education, builds on key skills, and reinforces STEM while illuminating potential career pathways. To learn more about the event, please visit [NFPA’s Getting Started](https://nfpafoundation.org/middle-schools/programs-resources/fluid-power-action-challenge/getting-started/) page.

If ready to register your team(s), please use the attached sign-up form. Please complete the form and return it to me at following <insert address or email>. Please be sure to send your registration fee to my attention at <insert address>. Checks should be made out to <insert company / school / organization name>. **Space is limited, please register today!**

You are responsible for providing transportation for students and teachers to attend both the Workshop Day and the Challenge Day during the times listed above. Lunch will be provided! NFPA offers an Action Challenge grant to schools and community organizations to help offset event related costs. You can apply for the grant [here](https://nfpafoundation.org/middle-schools/programs-resources/challenge-grants/action-challenge-grant-application/).

Please contact me with questions or if you need additional information. We look forward to seeing you at the NFPA Fluid Power Action Challenge!