



Organizer / Host Role

The Organizer/ Host is responsible for the Fluid Power Action Challenge event and logistics. More than one person can handle responsibilities; consider requesting assistance from colleagues and stakeholders.

Responsibilities

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

NFPA created resources to help. See below for a timeline and step-by-step instructions.

Organizer / Host Resources

- **6 months before:**
 - Determine the event costs
 - Find a location for the event
 - Schedule Workshop and Challenge days
 - Set a registration fee (if needed)
 - Recruit local middle schools/school boards; let them know that you will host 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 set per team Required)
 - NFPA Fluid Power Challenge kits for your Community Wide or In School event
 - Kit vendor: Mechanical Kits; support@mechanical-kits.com
- Order T-shirts (Suggested)
 - You can use artwork and logos to get started, and use any color shirt you like
 - NFPA 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 lunch arrangements
 - Challenge Event Invite for Families, Community
 - Prepare copies of the following for Workshop Day:
 - Print Sponsor Signs (11in by 17in)
 - Print School Name Signs (11in by 17in)
- **Preparing for Challenge Day**
 - Prepare Student Certificates to distribute on Challenge Day
 - Print feedback surveys, display Sponsor Signs, and School Name Signs as you did on Workshop Day.

Frequently Asked Questions

Q: How much time can an Organizer or Host expect to spend on a Fluid Power Action Challenge?

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

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

A: Yes! NFPA can help connect you to an experienced Fluid Power Action Challenge Organizer / Host. Please contact James Foster, Workforce Program Manager, at jfoster@nfpa.com to get started.



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, avoid conflicts such as statewide testing days, holidays, winter break and spring break

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:

- Middle School Team Portfolio (example)
- High School Team Sample Portfolio

The portfolio is worth 55 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.

Tell us How It Went!

Please send your event pictures, along with a brief story about your Challenge event, to workforce@nfpa.com. We welcome your suggestions and feedback, too!