



Dear National Fire Academy Student:

Congratulations on being accepted into the U.S. Fire Administration's/National Fire Academy's (USFA's/NFA's) Volunteer Incentive Program's (VIP's) *Community Education Leadership--VIP (CEL--VIP)* course. This course teaches volunteers who perform local safety education how to lead successful community education programs. The course emphasizes personal commitment in community education and how to obtain organizational and community support for safety education.

We realize that each organization often has very different support systems and levels of sophistication in fire and life safety education. We ask you not to get 'hung up' on trying to think that you and your organization will have everything that we ask you to bring to class. It will be helpful if you can bring the following items to class.

- A mission statement from your organization and, if available, a description of the prevention/education function.
- Bring with you a problem that you would like to address in your community to be used in class activities (i.e., falls to the elderly, kitchen burns to pre-school children). Although not essential, you are encouraged to bring data, goals/objectives, and any other program information regarding this problem.
- We often make time for students to share their programs with one another. You are encouraged to bring any educational program, media pieces, or even high-tech programs that your organization uses in the area of fire or life safety education.

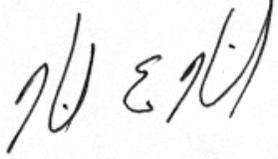
End-of-class graduation ceremonies are an important part of the course, and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

It is important to note that this is a 6-day class, and the first day of class will begin on Sunday at approximately 8 a.m. just after orientation. Orientation will normally commence at 8 a.m.; however, make sure you confirm this when you check in. Subsequent classes will meet daily from 8 a.m. to 5 p.m. with graduation occurring on Friday at 4 p.m. Because of this schedule, you will be provided lodging for Friday night. Evening classes may be required.

For your information, the NFA classroom environment is PC based. As increasing numbers of students and instructors are bringing laptop computers or other electronic devices to campus you alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. Classrooms are outfitted with surge protectors at each table for your convenience. Thumb drives or external hard drives used to bring course materials to class cannot be connected to FEMA property without being scanned for viruses. Due to time limitations for scanning, these devices cannot be larger than 8 GB. Anything over this amount will not be scanned and cannot be used. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows 7 and Office 2010 as the software standard.

Should you need additional information or have any questions pertaining to course content or requirements, please contact Ms. Mary Marchone, Fire Prevention Management Curriculum Training Specialist at (301) 447-1476 or email at mary.marchone@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirby Kiefer". The signature is written in a cursive style with a large initial "K".

Dr. Kirby Kiefer, Acting Superintendent
National Fire Academy
U.S. Fire Administration