

**Firefighter's ABC's High School Program**  
[www.FirefightersABCs.com](http://www.FirefightersABCs.com)

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**Sample introduction letter for principals & staff regarding the Firefighter's ABC's School Program**

Please feel free to modify and change to suit your school or your districts needs.

High School & College info page - [http://www.firefightersabcs.com/school\\_information/index.php](http://www.firefightersabcs.com/school_information/index.php)

High School PDF's page - [http://www.firefightersabcs.com/resources\\_directory/downloads.php](http://www.firefightersabcs.com/resources_directory/downloads.php)

High School Sponsor page - [http://www.firefightersabcs.com/affiliate/affiliate\\_listing.php](http://www.firefightersabcs.com/affiliate/affiliate_listing.php)

Good morning –

This year our school is a member of the Firefighter's ABC program, an on-line internship program for students in grades 9-12 interested in pursuing careers in fire and medical response fields. The program is being offered through sponsorship by **XXX company name**, and allows us to offer licenses to 24 of our students. The interns are to be distributed among grades 9-12 equally, with 6 interns afforded to each grade level and those 6 being split equally between male and female students. The interns will be valid for these students for a 4 year time period.

By enrolling in this program, students gain access to information and training opportunities that will help prepare them for careers in their chosen field. Student's complete monthly tasks, such as shadowing at a fire station, attending a city council meeting, etc. and then prepare a portfolio assignment pertaining to the task. The portfolio then enables them to showcase their achievements when searching for further education or career opportunities.

In order to make the program a success, we need a teacher to serve as a supervisor of these students, making sure their monthly tasks are completed and contained in their portfolio. In other schools, the program has been most successful when the portfolio tasks have become a part of that student's graded coursework (either in addition to or in lieu of other assignments, depending on the nature of the course). Supervising teachers would be given access to the monthly on-line prompts so you would know what information should be completed for the student portfolio.

You can read more information about the program at their website, <http://www.firefightersabcs.com> My thought is that since many of you teach some classes which tend to be heavy in some grade levels (such as comp. lit. having many freshman vs. marketing with juniors and seniors), it may be more feasible to have more than one teacher participate, with each teacher selecting specific grade levels to monitor. If that is the case, we would need to designate one person as the main contact and have that person share the information with the others. In addition to promoting within the classroom, we will also be promoting this program through our career center.

Please let me know if you are interested in serving as a teacher supervisor for the program so I can coordinate who our main point of contact will be.

Thank you, - "Firefighter's ABC's thanks Tammy of Tracy Unified School for drafting this letter"