

**LIFE SAVING  
MATERIAL  
ENCLOSED**



Dear Teacher and Administrator:

The largest and most successful community-school programs conducted in the State of Delaware is the School Essay and Poster Contest sponsored each year by the firefighters in your community.

We, the firefighters in Delaware, wish to request your assistance by encouraging your students to participate in this worthwhile fire prevention program, either in school or at home.

Prizes, awards and recognition given to each Poster and Essay Winner. A major benefit of the program is the research done by all of the students on fire prevention and fire safety. We, in the fire service, feel that each child that participates in the program will become more knowledgeable about fire prevention and fire safety through their research efforts.

The firefighters in your community will be most appreciative to you for your assistance in making our Essay and Poster Contest a success. If you have any questions please contact any one of the committee members listed on our committee sheet. Again, thank you.

Very truly yours,  
2016 Life Safety Committee



## STATE OF DELAWARE LIFE SAFETY COMMITTEE

STATE COMMITTEE	COUNTY	TELEPHONE
Bobbi Albright .....	LADVFA .....	448-0593
Charles Boyer .....	Kent .....	678-8776
Anthony Carnevale .....	New Castle .....	218-6931
Patti Carnevale .....	New Castle .....	824-8180
Georgia Davis .....	LADVFA .....	653-6201
Penny Gentry .....	LADVFA .....	653-4728
Guy Hudson (Chair) .....	Sussex .....	539-3523
Ann Marie Krystopolski .....	New Castle .....	998-7445
Randy Lee .....	Sussex .....	875-2789
Mike Lowe .....	DSFS .....	739-4773
Ron Marvel .....	Sussex .....	629-8715
Joe Mullen .....	New Castle .....	250-5305
Dwayne Pearson .....	New Castle .....	887-0909
Allen Post .....	Kent .....	423-2751
Ginni Tice .....	LADVFA .....	542-1972
Robert Yerkes, Jr. ....	Kent .....	422-4741

## FIRE PREVENTION COMMITTEE SCHEDULE OF EVENTS 2016

- The Month of September: Fire prevention materials will be delivered to every school in the State of Delaware with students in grades kindergarten through eight.
- October 9 thru 15: FIRE PREVENTION WEEK
- October 21: All essays and posters, from all schools, must be to the local fire station.
- November 11: Local fire company have your first place winners to the County Chairman with student information sheets.
- November 25: County Chairman have your first place essay and poster winners to State Chairman.
- December 11 @ 8am: The Fire Prevention Committee will meet at the Delaware State Fire Service Center to pick state winners. Please, County Chairman, have names, parents' names and addresses, school attended, and fire district information on each winner.
- January 8, 2017 2pm at Cheswold Fire Co.: State winners will be presented their awards at an Awards Program. Also involved will be the winners' families, school officials and teachers, fire service officers and personnel, political dignitaries and other guests.



## **POSTER AND ESSAY TOPIC SHEET**

The following is a list of topics for the Delaware Volunteer Firefighter's Association Fire Prevention Essay and Poster Contest held every year during Fire Prevention Week

### **POSTER TOPICS**

**GRADE K:** Identify Things In The Home That Will Burn You

**GRADE 1:** Dangers Of Matches, Lighters And Smoking Material

**GRADE 2:** Knowing How To Escape From A Fire

**GRADE 3:** Identify Home Fire Hazards

### **ESSAY TOPICS**

**GRADE 4:** What Would You Do If Your Clothes Catch On Fire

**GRADE 5:** Fire Safety In The Kitchen

**GRADE 6:** Outdoor Fire Safety

**GRADE 7:** My Responsibilities In The Event Of A Fire Where I Am Caring For Others

**GRADE 8:** Know How To Escape A Fire In A Building Other Than Your Home

**SPECIAL TOPICS:** What Would You Do If Your Clothes Catch On Fire



## POSTER RULES

FIRE PREVENTION WEEK OCTOBER 9 - OCTOBER 15, 2016

1. Students Eligible:  
Kindergarten  
First grade  
Second grade  
Third grade
2. Draw on a single sheet of drawing paper, not to exceed **12"x18"**.
3. Poster may be either crayon, ink, water colors, pastels or pencil.
4. All work must be the work of the student.
5. Poster will be judged on originality, neatness and general composition pertaining to the theme.
6. Teachers will assign each student a code number with 4 or more letters or numbers. Omit names from poster. Retain this information until December 1. Names are to confirm with the assigned numbers or letters. (This is done to allow judging of posters on merit.)
7. Schools or teachers shall have each student place the following information on the **back** of the posters:  
Student's Code No.  
Grade  
Room or Class No.  
School Name  
Teacher's Name  
School's Telephone No.  
**Failure to place this information on back of poster may eliminate entry from competition.**
8. Teachers **may select** the best three posters from each class. The best three and all other entries must be sent to local fire department. The best three from each class are to be submitted under separate cover from the balance of the other entries. They, in turn, will be judged by the local fire company and then the first place selection from each grade will be submitted to the County Committee for competition. First place winners of County competition will then compete in State awards. (If teacher cannot find time to judge posters, all posters may be sent to local Fire Department for judging.)
9. All posters must be in the hands of the local Fire Department before October 21, 2016.
10. Entries submitted after due date may be eliminated from competition.
11. All Rules strictly enforced.

**NOTE: ALL ENTRIES DUE TO LOCAL FIRE DEPARTMENT BEFORE OCTOBER 21, 2016.**  
**Please Print Clearly**



## ESSAY RULES

FIRE PREVENTION WEEK OCTOBER 9 - OCTOBER 15, 2016

1. Students Eligible:
  - Fourth grade
  - Fifth grade
  - Sixth grade
  - Seventh grade
  - Eighth grade
2. Use one side of paper only, not to exceed **8 1/2"x11"**.
3. Essays not to exceed 300 words. Essays exceeding 300 words will be eliminated from competition. (Excluding title)
4. Essay will be judged by neatness, spelling and keeping within the subject.
5. Listing of fire prevention points will not be considered in essay.
6. Teachers will assign each student a code number with 4 or more letters or numbers. Omit names from essay. Retain this information until December 1. Names are to confirm with the assigned numbers or letters. (This is done to allow judging of essays on merit.)
7. Schools or teachers shall have each student place the following information on the **back** of the last page only:
  - Student's Code No.
  - Grade
  - Room or Class No.
  - School Name
  - Teacher's Name
  - School's Telephone No.**Failure to place this information on back of essay's last page may eliminate entry from competition.**
8. Teachers **may select** the best three essays from each class. The best three and all other entries must be sent to local fire department. The best three from each class are to be submitted under separate cover from the balance of the other entries. They, in turn, will be judged by the local fire company and then the first place selection from each grade will be submitted to the County Committee for competition. First place winners of County competition will then compete in State awards. (If teacher cannot find time to judge essays, all essays may be sent to local Fire Department for judging.)
9. All essays must be in the hands of the local Fire Department before October 21, 2016.
10. Entries submitted after due date may be eliminated from competition.
11. All Rules strictly enforced.

**NOTE: ALL ENTRIES DUE TO LOCAL FIRE DEPARTMENT BEFORE OCTOBER 21, 2016.**  
**Please Print Clearly**



**FIRE PREVENTION ESSAY AND POSTER RULES  
SPECIAL SCHOOLS & STUDENTS  
FIRE PREVENTION WEEK OCTOBER 9 - OCTOBER 15, 2016**

1. Eligibility: special students are eligible to enter contest.  
All special education and special school students are eligible to enter contest.
2. Students may submit to their teacher both Essay and/or Poster. The teacher will then select the best of either the Essay or Poster of each student, then submit to the local Fire Department only one entry from each student.
3. Authorized personnel of school may take dictation of Essays from any physically disabled child. Teacher then may type or write dictation of Essay on plain paper and submit entry for judging with student's code and information on back of last page.
4. Write Essays on only one side of paper, not to exceed **8 1/2"x11"**. Essays not to exceed 200 words. (Excluding title)
5. Poster to be drawn on a single sheet of paper or drawing paper, not to exceed **12"x18"** in size. Ink, crayon, water colors or pencils may be used.
6. Judging of Essays and Posters will be in keeping within the "Subject of the Theme".
7. **Theme** for Essay and Poster Contest: **"What Would You Do If Your Clothes Catch On Fire"**
8. Teachers, please assign each child a code number with 4 or more letters or numbers. Omit names from submitted material and retain until December 13. Names are to conform with the assigned numbers or letters. (This is done to allow judging on merit.)
9. Student or Teacher, please place on **back** of last page of either Essay or Poster the following information:  
Student's Code No.  
Grade  
Room or Class No.  
School Name  
School's Telephone No.  
**Failure to place this information on back of last page of Essay or Poster may eliminate entry from competition.**
10. Send all entries to your local Fire Department before October 21, 2016. Essays and Posters will be judged by local Fire Departments. First place winners will be submitted to County Committee. If entry is selected, school and student will be contacted by a member of the County Committee for further information.

**NOTE: ALL ENTRIES DUE TO LOCAL FIRE DEPARTMENT BEFORE OCTOBER 21, 2016.  
Please Print Clearly**



## STUDENT INFORMATION SHEET FIRE PREVENTION POSTER & ESSAY

PLEASE PRINT AND FILL OUT COMPLETELY

**NOTE:** This information sheet **must be attached** to 1st place entries submitted to county level for judging.

SCHOOL CODE \_\_\_\_\_

LOCAL FIRE DEPT. CODE \_\_\_\_\_

COUNTY CODE \_\_\_\_\_

STATE CODE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

NICKNAME \_\_\_\_\_

ADDRESS STREET \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PARENT'S OR GUARDIAN NAME \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

TEACHER'S FULL NAME \_\_\_\_\_

PRINCIPAL'S FULL NAME \_\_\_\_\_

FIRE TERRITORY \_\_\_\_\_

(Circle One)	ESSAY
	POSTER

**NOTE:** Student's name as spelled and printed above will appear on engraving of awards. Correct Spelling Is Important.

Please Circle One ---

COMPANY	1	2	3
COUNTY	1	2	3
STATE	1	2	3



## **DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION REGULATION FOR MATCHING FUNDS**

In order to help each company report their yearly fire prevention expenses the form enclosed has been developed. Hopefully, this form will make your reporting easier at the end of the fire prevention year so that your treasurer can get your reimbursements from the funds appropriated by our General Assembly back to you in a timely manner.

We would suggest that each time you spend money related to fire prevention that you make a copy of the receipt so that it will be available next January 31 when the report is due. The reporting year for these funds is from January 1 to December 31. We also would request that you keep a log on the number of miles traveled in your fire prevention activities so that we can get an accurate count of the miles the volunteer firemen travel.

The three persons noted on the bottom of the form must certify to the validity of the reported expenses. Since the funds that we will be receiving are Delaware appropriated funds, the Delaware Volunteer Firefighter's Association and the State Fire Prevention Commission could be subject to audit to insure the validity of our expenses.

The State Fire Prevention Committee has put in place a set of rules and guidelines to be used for completion of this form. If you have any questions contact any member of this committee.

**Remember: By January 31 you must supply to the chairman of the Life Safety Committee the enclosed form completed and a photo copy of any fire prevention expense receipts between January 1 and December 31 of the previous year. The Fire Prevention Committee will meet after January 31 to review the expenses and checks should be to the member companies by June 30.**

Life Safety Committee





## **DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION REGULATION FOR MATCHING FUNDS**

**The State of Delaware Budget Act provides an appropriation to the State Fire Prevention Commission as a line item "Statewide Fire Safety Education", meaning the general public gains information from fire service personnel in written or verbal form on fire prevention and fire safety. These funds are to be matched by members of the Delaware Volunteer Firefighter's Association for a Statewide Fire Safety Education Program.**

The following are to be used when any fire service organization is applying for their share of the matching funds provided by the State of Delaware. The second and third pages consist of allowable and non-allowable expenses.

1. All fire service organizations will use the attached form when applying for any fire prevention and fire safety funds.
2. All fire prevention and fire safety budgets over \$5,000.00 must be submitted to the Fire Prevention Committee by June 1 of the current year. All fire prevention payments over \$5,000.00 will only be awarded after a submitted budget is approved by the Fire Safety Committee. All fire prevention and fire safety budgets will be acted on by August 1 of the current year as funds permit.
3. All receipts submitted on the attached form must be approved by the Fire Prevention Committee.
4. All fire prevention and fire safety activities must not have a direct financial return.
5. All checks for fire prevention and fire safety activities will be issued by June 30 of any given year.
6. All expenditures must be directly related to fire prevention or fire safety activities and may be subject to review.



## **DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION REGULATION FOR MATCHING FUNDS**

Allowable expenses for fire prevention and fire safety education include such items as:

1. Fire prevention and fire safety education handout materials.
2. Fire prevention or fire safety displays.
3. Fire prevention and fire safety education audio-visual material, such as slides, films, transparencies, tape cassettes and video cassettes.
4. Prizes for fire prevention activities and fire safety activities.
5. Advertising expenses for fire prevention and fire safety educational activities.
6. Expenses for outside speakers, specifically for fire prevention and fire safety education for the general public.
7. Expenses for meals provided for fire prevention and fire safety awards banquets for educational functions. Expenses for such functions will be for guests only and the number of guests plus the cost per guest be noted on company letterhead, or statements submitted.
8. Registration for fire prevention and fire safety seminars that cover public education, a seminar program must accompany the request.
9. Other expenses with prior approval of the Fire Prevention Committee.
10. Expenses for fire safety houses, on a pre-approved basis only, up to \$1,000.00 per year.
11. Reimbursement for laptops and projectors. The program allows for a maximum reimbursement of \$600.00 for laptops and a maximum of \$400.00 for projectors over a two year period. A contract must be signed and all rules will be strictly enforced.



## **DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION REGULATION FOR MATCHING FUNDS**

Non-allowable expenses include such items as:

1. Property (such as land or buildings).
2. Vehicles.
3. Remodeling or renovations.
4. Indirect cost (electric, telephone, heat, fuels, etc.).
5. Dues to organizations or federations.
6. Meals and travel expenses for company members.
7. Entertainment expenses such as luncheons, banquets, gratuities, and decorations for company members.
8. Etc.

