

# *Staten Island Fleet Week, Inc.*

Approved by the Internal Revenue Service as a 501 (c)(3) Organization  
455 Front Street, Staten Island, NY 10304  
(718) 273-9626 • Fax (718) 698-9434  
<http://www.adopt-a-sailor.org>  
[www.sifleetweek.com](http://www.sifleetweek.com)

Dear Friends,

Staten Island Fleet Week is planning our annual calendar for “**Fleet Week 2010**” and cordially invites your school to participate in two exciting events. This is a New York City hosted Cultural Event approved by the Department of Education.

**FREE TOURS** of the visiting ships will take place this year on Thursday May 27, Friday May 28, and Tuesday June 01, 2010. Tours take approximately one hour and are given by the crewmembers of the visiting ships. These tours provide first hand experience of the dedication and proficiency of our men and women in protecting our freedom. Reserve your school's date and time as early as possible. Time slots fill up quickly!

A recreation area is provided for groups to eat lunch after the tours. Our gift shop offers souvenirs with specially selected items and prices for students. A café is located on site with a very reasonable lunch menu and a variety of snacks and beverages.

We will once again host our “**Sailor's Mailbox**” **Pen Pal Program**. Each school is encouraged to write letters to a sailor and place them in the mailbox located at the entrance of the Recreation Center. In the past years, about fifteen visiting ships and more than twenty schools have participated in the program, resulting in hundreds of letters being exchanged. With many of our ships being deployed overseas, the letters from caring students play an important part of feeling connected to home. All students are welcome to participate in this program. We ask that each student please clearly mark his or her name and address on the outside of the envelope in order for sailors to respond to them.

Due to the huge success of Fleet Week, we encourage schools to plan and reserve your trip early. Your school must provide it's own transportation. You must reserve your own buses.

Enclosed please find a form to fax to us with your preferred tour date and time. When your school's request is placed on the official visiting guest list we will fax the approved form back to your school. Please make sure your correct fax number is on the form. If you have any questions please feel free to call Donna Cutugno at 718-698-4053.

Sincerely,

Staten Island Fleet Week Inc.

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Yes! Our school would like a special tour of the visiting ships at the Stapleton Homeport on the following dates: Tours are scheduled between 9:00 – 11:00 am.

**Please indicate 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice of dates. Requests will be reserved in order of response.**

Name of school:

Address:

Phone No:

E-Mail:

Fax No:

Contact Person:

( ) **Thursday May 27, 2010** Time: \_\_\_\_\_  
No. of Students \_\_\_\_\_  
Grades \_\_\_\_\_  
No. of Adults \_\_\_\_\_

( ) **Friday May 28, 2010** Time: \_\_\_\_\_  
No. of Students \_\_\_\_\_  
Grades \_\_\_\_\_  
No. of Adults \_\_\_\_\_

( ) **Tuesday June 01, 2010** Time: \_\_\_\_\_  
No. of Students \_\_\_\_\_  
Grades \_\_\_\_\_  
No. of Adults \_\_\_\_\_

Special needs or requests:

**Please Fax to 718-698-9434 by May 1, 2010.**

**Please copy and pass on to others who have an interest in participating.**

**An approved copy will be FAXED back to your school.**

Approved by Fleet Week: \_\_\_\_\_

**Fleet Week Staff Signature**