

**STATEN ISLAND FLEET WEEK INC.  
P. O. Box 141077  
STATEN ISLAND NEW YORK 10314**

Dear Friends,

Staten Island Fleet Week is planning our annual calendar for "**Fleet Week 2011**" 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 26, Friday May 27 and Tuesday May 31, 2011. 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 our men and women in uniform provide in protecting our freedom. Reserve your school's date and time as early as possible as time slots tend to 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 it in the mailbox located at the entrance of the Recreation Area. In the past years, about fifteen visiting ships and over twenty schools have participated in the program, thus resulting in hundreds of letters being exchanged. With many of our ships going overseas, the letters from caring students play an important part in feeling connected to home. All students are welcome to participate in this program. We ask that each student please clearly mark their name and address on the outside of the envelope in order for sailors to respond to their letter.

Due to the huge success of this event, we encourage schools to plan and reserve your trip early. This year, we will be limiting the amount of students who will be able to tour the participating ships during this year's Fleet Week. This is partially due to a limited amount of ships that will be attending. All schools will be accommodated on a first come, first serve basis. Your school must provide its own transportation & you must reserve your own buses.

Enclosed you will 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,  
Vito Giobbie  
Executive Director  
Staten Island Fleet Week Inc.

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P. O. Box 141077  
Staten Island, New York 10314

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. Request will be reserved in order of response. (Please print clearly)**

Name of school:

Address:

Phone No:

E-Mail:

Fax No:

Contact Person:

( ) Thursday May 26, 2011

Time: \_\_\_\_\_

No. of Students \_\_\_\_\_

Grades \_\_\_\_\_

No. of Adults \_\_\_\_\_

( ) Friday May 27, 2011

Time: \_\_\_\_\_

No. of Students \_\_\_\_\_

Grades \_\_\_\_\_

No. of Adults \_\_\_\_\_

( ) Tuesday May 31, 2011

Time: \_\_\_\_\_

No. of Students \_\_\_\_\_

Grades \_\_\_\_\_

No. of Adults \_\_\_\_\_

Special needs or requests:

**Please Fax to 718-698-9434 by May 1, 2011.**

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

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

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

**Fleet Week Staff Signature**