

Guidelines for Bulk Mailing

UA RECOGNIZED STUDENT ORGANIZATION Bulk Mail Procedures: Step by Step Instructions

BEFORE YOU MAKE COPIES OF YOUR MAILING, YOU MUST FOLLOW ALL GUIDELINES LISTED IN THE STUDENT ORGANIZATION POLICY AND FORM HANDBOOK!

CONTACT AND INFORMATION

1. **Center for Student Involvement & Leadership**
Student Union Memorial Center, Room 404
621-6853 uaorgs@email.arizona.edu

ORIGINAL COPY

2. You must bring a "proof/original copy" of your mailing to the Center for Student Involvement & Leadership (SUMC 404) **prior** to having it printed/copied. If your mailer is in a language other than English, you must provide us with an English version. This will help to insure that your mailing is correct and approved before you make copies.

MINIMUM NUMBER OF COPIES

3. You must have at least 200 pieces of the same information to be mailed. No handwritten notes. Mailing should not include any advertising from vendors/sponsors.

ADDRESSES

4. a) Addresses must be legible. They may be handwritten, although handwritten addresses take longer to reach their destination. For faster results, labels should be prepared. The label should be in all capital letters and there should be no punctuation used. Zip codes must contain all five numbers (e.g. 85710). Please check each piece before bringing the mail.

Example label:

JOHN D MEMBER
FINANCE COMMITTEE
E CACTUS STREET APT 248
TUCSON AZ 85755

- b) Return addresses **MUST** be on each piece and must be **EXACTLY** as follows:

THE UNIVERSITY OF ARIZONA
CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP
YOUR CLUB NAME
THE UNIVERSITY OF ARIZONA
P O BOX 210017
TUCSON AZ 85721-0017

PERMIT

5. You may **PRE-PRINT** the Non-Profit stamp (See example below) or you may hand stamp when you arrive at Center for Student Involvement & Leadership.

NON-PROFIT ORG.
U.S. POSTAGE
PAID
TUCSON, ARIZONA

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SEALING

6. Seal each envelope by using tape, adhesive tabs, or by licking the glue on the envelope itself. NO STAPLES! We will only accept envelopes or 8 " x 11" folded sheets.

SORTING

7.
 - a) Separate all pieces by the 5 digit Zip Code.
Example: All 85603's are grouped together; all 85719's are grouped together. Do this until all zip codes within the mailing have been grouped.
 - b) Count all the pieces by the 5 digit Zip Code
Example: 85701 – 35 pieces 85702 – 40 pieces
8. Each Zip Code needs at least 10 pieces to make a batch. If you have nine or less of the same Zip Code then put those to the side in a "mixed zip code" pile. Within the "discard" pile, pieces should all be going to the same first three digits in a Zip Code. For example, all the Zip Codes starting with 857 should be grouped together. Please keep all 857 and 856 Zip Codes separate.

Mixed States

After you have sorted the 3 and 5 digit pieces, let the Office Manager in Student Union Memorial Center, Room 404, know and they will help you sort the rest of the mailing.

General Instructions

- Face all addresses in the same direction
- Secure packaged groupings with rubber bands. Rubber band the mailing using the following recommended methods
- One rubber band around the girth for package up to one inch in thickness.
- Two rubber bands (one around the length and one around the girth) for packages between one and four inches (always band LENGTHWISE FIRST, THEN AROUND THE GIRTH).
- Package size should be no more than four inches thick.

When mailing out a flyer or letter without an envelope for bulk mail: You need to fold the item so that the fold is at the bottom and the open ends face the top so mail machine can properly handle the mail. Tape the top center of the mail if there is a single sheet. With multiple sheets, tape the left and right side of the mail shut.

****Again, the folded portion of the mail should be at the bottom.**

FINAL STAGES

- 1) Bring your mailing into the Center for Student Involvement & Leadership—Student Union Memorial Center, Rm 404.
- 2) You will affix labels and place mail into cardboard trays which the Center provides.
- 3) You will take the completed mailing to Printing and Graphic Services (West Stadium Room 102 (Gate 13) — Attention: Georgeanne Tesi) along with your check. OR You may choose to bring your mailing directly to the Cherrybell Post Office. **Make sure you bring three copies of your mailing with you! If you use the Post Office, you will need to have a letter of authorization from the Center for Student Involvement & Leadership. See Office Manager in SUMC 404.**

ASK QUESTIONS IF YOU ARE UNSURE ABOUT ANY PORTION OF THE PROCESS!!

Remember, failure to comply with bulk mail regulations could result in delay or payment of postage at a higher rate. The Postal Service seeks to treat your mail as expeditiously as possible! To do so, there must be a commitment to proper preparation.

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Mailing Labels Request Form

UA Recognized Student Organizations Including Greek Life

Center for Student Involvement & Leadership
Student Union Memorial Center (SUMC) Room 404
621-6853
uaorgs@email.arizona.edu

Name of Organization: _____ Date: _____

Name of Person Requesting: _____ Position: _____

Phone: _____ E-mail address: _____

Type of labels requested: (check one)

- ☐ Pre-enrollment students ☐ Enrolled students ☐ Residence Hall lists*
 ☐ Freshmen
 ☐ Transfers
 ☐ Other: _____

*requires organization to provide blank labels for printing and fee for information

Parameters: (check all that apply)

- ☐ Men ☐ Women ☐ In-state ☐ Out-of-state ☐ 17-18 years of age
☐ 18-19 years of age ☐ 19+ ☐ Other: _____

Choose one: ☐ Zip-code order (for bulk mail) ☐ Alphabetical order

Please be aware of the following standing policies regarding label requests and use of UA student information provided to UA student organizations:

- No advertisements (other than a “one-line sponsorship”) may be displayed in any mailings by any commercial vendors if using mailing labels provided by UA.
- Labels requested from any UA information system cannot leave the Center for Student Involvement & Leadership SUMC 404, until labels are affixed to letters.
- All copies of labels must be destroyed by Center for Student Involvement & Leadership upon completion of mailing.
- If student organizations have used campus *Printing and Publications* for their information preparation, the Center will coordinate with that office directly for mailing label information.

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- Mailing labels and the information provided in mailing labels may not be provided, given to, or shared with any commercial vendor or outside entity-the use of UA labels is restricted solely to those organizations who have been given labels and provided the necessary documentation to complete a mailing to students.
- All mailers must be approved for content by UA Student Organization Recognition Services in Center for Student Involvement & Leadership, SUMC 404 OR if you are a part of Greek Life by the Greek Life Staff, SUMC 404. Do not copy, label, or prepare any mailings until you confirm with us that your mailer has been approved! The mailer you submit must be in its final form-including all flyers, photos, etc. You must also provide an English version if your mailers are in another language. No mailings to students are permitted without this approval.

If you have questions about this policy, please ask the Student Coordinator of Clubs and Organizations at 621-6853.

As the authorized representative of my organization, I have read the above regulations, understand them, and agree to abide by them.

Name

Position

Date

For Office Use Only:

Date Request Received: _____ Request: () Approved () Denied-Why:

Date Mailer Materials Approved: _____

Date Labels Distributed: _____

To Whom: _____ Position: _____ Phone: _____