

## 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

### **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 packages 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 a comfortable handful (i.e., not 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 of your mail/our mail 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.

## 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.

- 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: \_\_\_\_\_