

# NON PROFIT MAILING

## ALL BULK MAIL MUST BE PRE-APPROVED BEFORE PRODUCTION BY MAIL SERVICE

Requirements and instructions for utilizing bulk mail are attached. There is a substantial savings to the District if standard size, non-profit bulk mail is utilized instead of the more expensive methods of mailing as illustrated below. The attached bulk mail instruction guide has information on how to save time and money. **Please utilize the least expensive method of mailing whenever possible.** Bulk Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days DMM 243. 3.0 3.1

Non-profit Automation  
(per attached instructions) \$0.093¢ cents (per piece)

Non-letter size bulk mail  
regular rate \$0.293¢ (per piece)

### Example:

Mail a 200 piece letter size non-profit bulk mailing and it will cost:

Letter size non-profit bulk mail \$18.60 for the total mailing

Oversize regular bulk mail \$58.60 for the total mailing

By following the attached instructions, the District will save over 75% in mailing costs!!

*\*\*\*The regular bulk mail rate is strongly discourage by the District as the non-profit rate is substantially less. Usage of the more expensive method of bulk mail may result in an advisory letter being sent to the school and appropriate Area or Assistant Superintendent.*

Thank you for your attention and cooperation. Please feel free to call the Mail Services department for additional information at 799-5225, Ext. 5490 WAN: 0099-5490

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- O. Endorsement: RETURN SERVICE REQUESTED, OR ADDRESS SERVICE REQUESTED (option) use capital letters only, placed ½ inch below the return address, and recommended to be used for registration mailing, there is a return charge for using endorsements on NON PROFIT bulk mail.

RETURN SERVICE REQUESTED a photocopy will be returned at .70 cent for each piece.

ADDRESS SERVICE REQUESTED will be return at First Class postage rate for each piece.

- P. Please do not leave “Post-Its” on your bundles except for the two mixed city bundles.
- Q. Furnish a complete and **ACCURATE COUNT** along with the school name, location number, phone number and the person who prepared the mailing (see attached or online **ZIP CODE COUNT SHEET**). Make copies from last page of instructions.
- R. All bulk mail must be processed through the CCSD mail service. Do not take it to the U.S. Post Office yourself.
- S. U.S. Postal Service delivery time is “APPROXIMATELY” 3-10 working delivery days.
- T. For pickups call the mail service one (1) day in advanced at 799-5225 Ext. 5490



# CCSD BULK MAIL INSTRUCTION STANDARD SIZE

## LETTER SIZE AND SCHOOLS NEWSLETTER

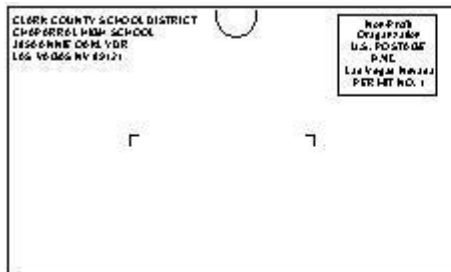
No smaller 3 1/2"X 5" no larger 6 1/8" (HT) X 11 1/2" (WTH)

- A. No need to rubber band or "5" label, just have it **FOLDED AT THE BOTTOM AND TAB TOP CENTER**, then place the mailing in U. S. Postal tub facing the same direction.
- B. Fold in half must be minimum of 24lbs paperweight. Anything less must be trifold. Multipliable page must have 2 tabs, one on each side.
- C. Address label must be machine produced not hand written, align labels evenly and straight, you may use **light gray tick marks to align labels**, Graphic Arts has offered to make two sizes of tick mark templates Sample below:
- D. **ACCURATE COUNT ON THE ZIP CODE COUNT SHEET.**
- E. No printing under address label.
- F. Bar coding clearance requirements at the bottom right corner of letter.
  - 1. 5/8 inches high
  - 2. 4 3/4 inches along the bottom

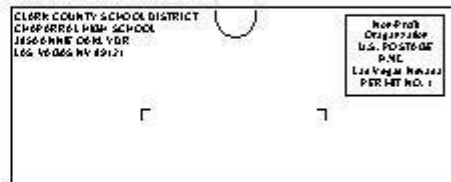
Sample below:

**REMEMBER ALL BULK MAIL MUST BE PRE-APPROVED BEFORE PRODUCTION BY MAIL SERVICE**

### LETTERS

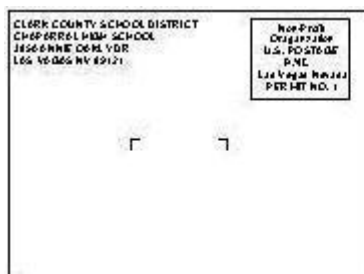


Single fold **MUST BE 24LBS** paper wt.  
Two pages or more must tab on all 3 side

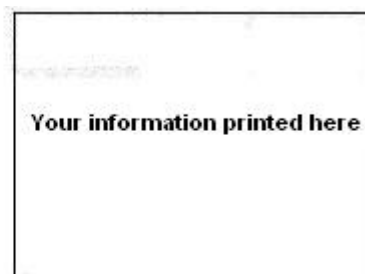


Copy paper is **20lbs paper wt. MUST BE TRIFOLD**

### POST CARDS



3 1/2"X5" Must be 90lb paper wt.



Maximum 6"X4 1/4 Must be 110lb paper wt.

# CCSD BULK MAIL INSTRUCTIONS OVERSIZE

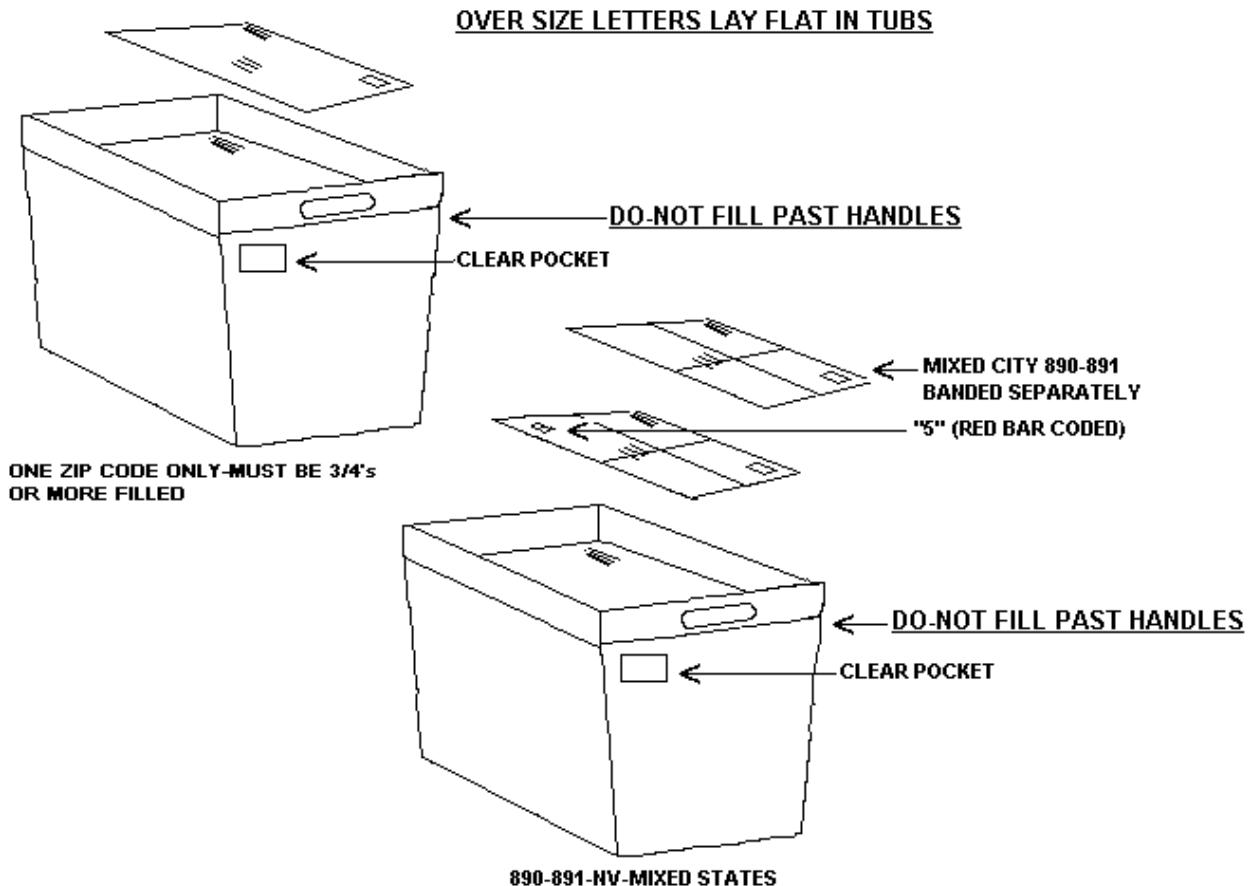
OVERSIZE 6 1/8" (HT) X 11 1/2" (WTH)

## USE WHITE U. S. POSTAL TUBS ONLY NO CARDBOARD BOXES

For your convenience tubs are available, call Mail Service 799-5225 Ext. 5490. By using the tubs it will save time for both school and Mail Services with easy to follow instructions.

1. Using a U.S.P.S. tub, **mail must now lay flat.**  
SEE SAMPLE BELOW:
2. If you can fill a tub with 3/4 or more of the **SAME ZIP CODE**, you don't have to use #64 rubber bands or "5" bar code labels.
2. Remaining zip codes **MUST** be bundled with #64 rubber bands and "5" labels (follow U.S. Postal Requirements pages 1 and 2) placed in a tub laying flat.
4. Zip codes with nine pieces or less are separated into two (2) separated bundles, working with the first three digits of the zip code, one bundle of 890 the other 891, identify each bundle as MIXED CITY 890 and MIXED CITY 891 placed on top of the completed bulk mail for picked up.

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## PERIODICAL FORMAT NEWSLETTERS

This pertains to your newsletters Periodical Format. What this does it allows you to advertise in your parent newsletters. There are two requirements and restrictions.

### 1. Requirements:

Title Page (Front Page) Must have three requirements.

- a). Volume Number.
- b). Issue Number
- c). Date (s) published (ie) Monthly, Bi-Monthly or Quarterly.

Sample:

Volume 1    Issue 1            Choose one of the following    March    March-April    March-April-May

### 2. Requirement:

ID Statement. Must be printed on 1<sup>st</sup>, 2<sup>nd</sup>, or last page. This can be printed in small font. I ID Statement may be printed in #6 font. Some samples enclosed. Or if you choose districts Graphic Arts Departments will prepare the newsletter in periodical format. (See sample below).

Canarelli Parent Newsletter is published bi-monthly CLARK COUNTY SCHOOL DISTRICT  
Lawrence & Heidi Canarelli Middle School 7808 S Torrey Pines Dr. Las Vegas, NV. 89139-6190  
Phone: (702) 799-1340 Fax: 799-5715.

### Restrictions:

I have a acronym "FIT"

**"F" Financial** – Applying for credit cards/debt cards (Visa, MasterCard, Target or any other cards.

Exception: You can mention credit/debt cards for purchases only.

**"I" Insurance-** Advertisements.

**"T" Travel-** Name of business, prices on airline, buses, hotel accommodations.

If you have any questions call me 799-5225 Ext. 5490    WAN: 0099-5490

**CCSD BULK MAIL APPROVAL CERTIFICATE**  
**PRIOR TO PRODUCTION**

**MUST ACCOMPANY ALL NON-PROFIT STATUS MAILINGS**

**DATE** \_\_\_\_\_

**TITLE OF MAIL PIECE** \_\_\_\_\_

**LETTER, NEWSLETTER, FLIER**

**SCHOOL** \_\_\_\_\_ **LOCATION #** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE#** \_\_\_\_\_

**FAX#** \_\_\_\_\_

----- **TO BE FILLED OUT BY MAIL SERVICES** -----

**UPGRADEABLE YES NO**

**IF NOT UPGRADEABLE WHAT CHANGES COULD BE MADE?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALIFIED THROUGH POST OFFICE YES NO**

**IF YES, DATE** \_\_\_\_\_

**MAIL REQUIREMENTS CLERK INVOLVED** \_\_\_\_\_

**MAIL SERVICE EMPLOYEE RECOMMENDATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAIL SERVICE EMPLOYEE  
SIGNATURE** \_\_\_\_\_

**ZIP CODE COUNT SHEET**

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ LOCATION # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

**EXACT COUNTS ONLY**

**ZIP CODE IDENTIFICATION:**

<u>ZIP</u>	<u>QUANTITY</u>	<u>ZIP</u>	<u>QUANTITY</u>	<u>ZIP</u>	<u>QUANTITY</u>
89002	_____	89101	_____	89128	_____
89005	_____	89102	_____	89129	_____
89006	_____	89103	_____	89130	_____
89007	_____	89104	_____	89131	_____
89009	_____	89106	_____	89134	_____
89011	_____	89107	_____	89135	_____
89012	_____	89108	_____	89138	_____
89014	_____	89109	_____	89139	_____
89015	_____	89110	_____	89141	_____
89030	_____	89113	_____	89142	_____
89031	_____	89115	_____	89143	_____
89032	_____	89117	_____	89144	_____
89033	_____	89118	_____	89145	_____
89036	_____	89119	_____	89146	_____
89052	_____	89120	_____	89147	_____
89074	_____	89121	_____	89148	_____
89084	_____	89122	_____	89149	_____
89086	_____	89123	_____	89156	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CHECK HERE WHEN LABELS PRINTED BY SASI

MIXED CITY 890 \_\_\_\_\_

MIXED CITY 891 \_\_\_\_\_

MIXED NEVADA \_\_\_\_\_

MIXED STATE \_\_\_\_\_

TOTAL PIECE COUNT \_\_\_\_\_

Letters \_\_\_\_\_ Post Card \_\_\_\_\_ Non-Profit \_\_\_\_\_ Presorted First Class \_\_\_\_\_

Tubs \_\_\_\_\_ Trays \_\_\_\_\_