

# 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	\$0.093¢ cents (per piece) (per attached instructions)
Non-letter size bulk mail	\$0.293¢ (per piece) regular rate

### 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 discouraged 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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# U.S. POSTAL BULK MAIL REQUIREMENTS

- A. A sample of the item(s) mailed must be sent or faxed to the mail services for approval accompanied by "BULKMAIL CERTIFICATE" **prior to publication**. Fax X2912, Make copy online or page "7"
- B. Each bulk mail must have a minimum of 200 pieces.
- C. Each piece must be identical in content, size, weight, and color.
- D. Address labels must be machine produced. No hand written. Font size 10, style Arial.

SAMPLE: TO THE PARENT OR GUARDIAN  
STUDENT NAME HERE  
00000 ANY ST  
LAS VEGAS NV 891XX

- E. Letters/Post Cards:  
**Letters:** If folded in half it must be 24 lb. paperweight. Tri-fold can be 20lb. paperweight (copy paper).  
**Post Cards:** Minimum size 3½ X 5", maximum size 6X4¼ and 90 to 110lbs. paperweight  
**Do not use glossy or shiny paper. Use white or pastel color envelopes/cards. NO RED.**
- F. Each piece must have the same message and cannot be personalized, i.e. **class schedule, room assignments, bus routes. The mailing also cannot contain any advertisements, commercial products endorsements. ie Discount stores, Target, credit cards, phone cards (AT&T), small coupons, Safe Key, Middle Years, TV station, logo's, travel agencies or anything showing price list of school uniforms, pictures, yearbooks, rings, caps, gowns, insurance, web sites, city/county, parks, physicals or price listings in general.**
- G. All envelopes must be **SEALED**. Do-not use clasp.-
- H. NOTE: A single page or more may now be folded in half, **fold must be at the bottom and tab top center.** Scotch tape is now permitted, do not use staples.
- I. All return address must start Clark County School District, followed by your schools name and address in the upper left corner. Sample below:

CLARK COUNTY SCHOOL DISTRICT  
SILVERADO HIGH SCHOOL  
1650 SILVER HAWK AVE  
LAS VEGAS NV 89123

- J. The bulk imprint permit #1 must be printed on each piece at the top right corner Sample below:  
NON PROFIT ORG.  
U.S. POSTAGE  
**P A I D**  
LAS VEGAS, NEVADA  
PERMIT # 1
- K. Presort bulk mail by same 5 digits of zip code, disregard the Zip + 4 (last 4 digits). Only U.S.A. zip codes address can be bulk mailed.
- L. Mail must face the same way, (do not turn mail upside down or backwards to even out bundles), a bundle may be no larger than 4 inches, use only # 64 rubber bands both length and width.
- M. Bundles to qualify for a "5" bar coded sticker must be 10 pieces or more of the same five (5) digit zip code and **place red "5" bar coded label on top of each bundle lower left corner.**
- N. Zip codes with nine pieces or less must be separated into two (2) separate bundles, using the first three digits of the zip code (890 or 891). Identify each bundle as MIXED CITY 890 and MIXED CITY 891 with a piece paper placed on top of bulk mail for picked up.

- 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

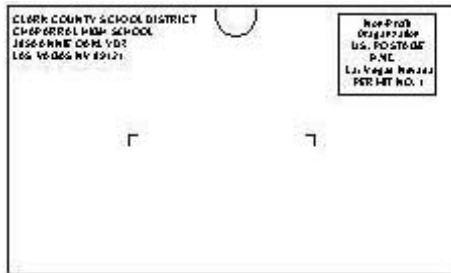
No smaller 3 1/2"X 5" no larger 6 1/8" (HT) X 11 1/2" (WTH)

- 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. Letters folded in half must be minimum of 24lbs paperweight. Anything less must be tri-fold. Multiple pages must have 2 tabs, one on each side.
- C. Address labels 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. See 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

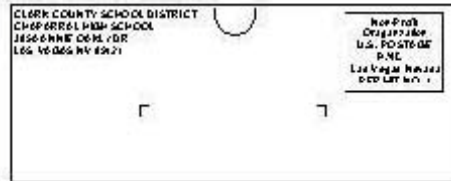
**Sample below:**

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

## **LETTERS**

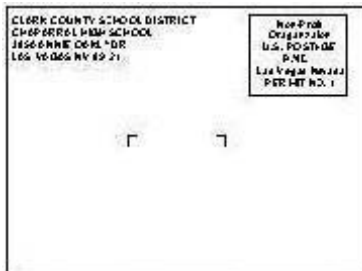


Single fold **MUST BE 24LBS** paper wt.  
Two pages or more must tab on all 3 side

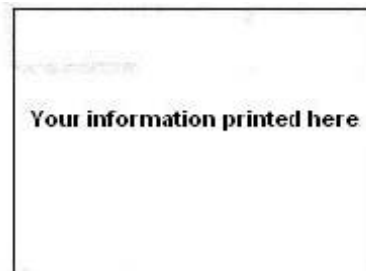


Copy paper is **20lbs paper wt. MUST BE TRIFOLD**

## **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

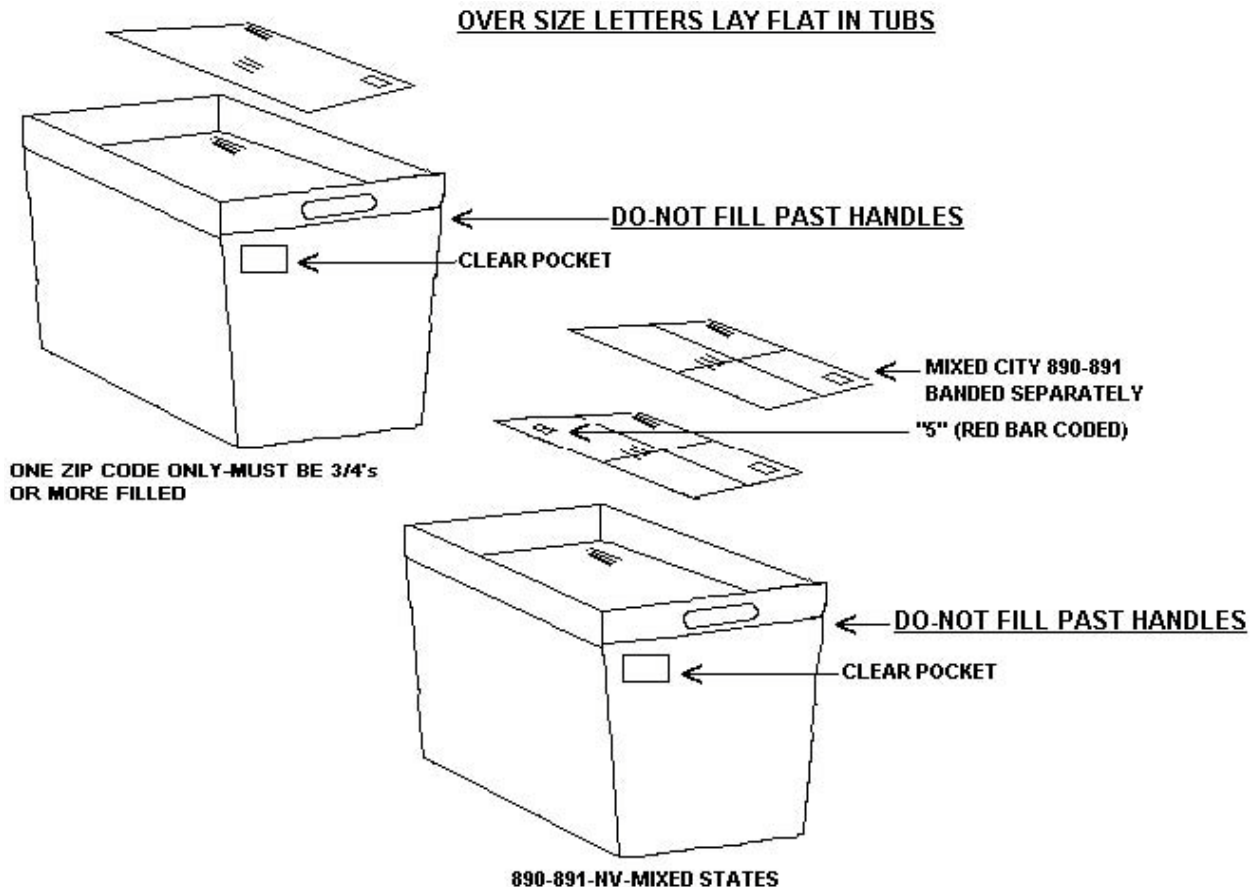
OVERSIZE 6 1/8" (HT) X 11 1/2" (WTH)

## 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 saves 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.
3. 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.

### Requirement One:

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

### Requirement Two:

ID Statement must be printed on 1st, 2nd, or last page. This can be printed in small font. ID Statement may be printed in #6 font. Some samples are enclosed. If you choose, the 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/debit cards (Visa, MasterCard, Target or any other cards.

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

**"I" Insurance** - Advertisements

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

If you have any questions call me 799-5225 Ext. 5490 or 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 QUANTITY</u>		<u>ZIP 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 _____
_____	89109 _____	_____	89139 _____	89015 _____	89014 _____
_____	89141 _____	89030 _____	_____	89113 _____	89110 _____
_____ 89031 _____	_____	89115 _____	_____	89143 _____	89142 _____
89117 _____	_____	89144 _____	89033 _____	_____	89032 _____
89145 _____	89036 _____	_____	89119 _____	_____	89118 _____
_____	89120 _____	_____	89147 _____	89074 _____	89052 _____
_____	89148 _____	89084 _____	_____	89122 _____	89121 _____
_____ 89086 _____	_____	89123 _____	_____	89156 _____	89149 _____

**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 \_\_\_\_\_