

SANT CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: Addendum to Newsletter—Mailing the Newsletter

1. Get the address labels from the Membership Chairperson at the monthly meeting.
2. Call the printer on the Monday after the meeting and find out when the newsletters will be ready. Pick the newsletter up at:

Copy Plus

1694 Tully Road, Suite D, San Jose, California

(408) 270-8989

FAX (408) 270-8585

Cell (408) 761-1553 Hours: 9:30 to 6 pm on weekdays, 10 to 2 pm on weekends

Owner: Francis, Employee: Jenny

We had an arrangement with the former owner of the copy shop to deliver the newsletter to my house free of charge if I couldn't get out there. Make whatever deal you like with Francis. He's been done so early in the day that I've had no problem with rush hour traffic picking it up myself. Do not let the printer give you the bill. Have the printer call the Treasurer.

3. Tape the newsletters.
4. Set the first class labels aside.
5. Cross your own name off the bulk labels. Number the bulk label pages. This will help keep them organized and make sure you don't drop a page as you go.
6. Get last month's paperwork to use as reference. These are "Postage Statement Nonprofit Standard Mail" and "SCVQA 3/5 Letter Nonautomated Permit Imprint". Fill out two copies of each form for this month. You will keep one set and turn one in to the Post Office.
7. If there are at least 10 newsletters of a zip code, count the labels together. Begin with 950xx. Label the flat. Count all of the same zip code mailing labels and record on the presorting list. It should match last month's list, probably. All 950xx go into the same tray, facing the front where the label is. They should be placed with the folds at the bottom of the tray so the labels can be viewed face-up while in the tray. After labeling all the newsletters in a zip code, count them and make sure the number matches the one you wrote on the presorting list.
8. Next do 951xx It also has its own box and label
9. Then comes 940xx. Use a small flat and label it. Even though we don't have enough pieces to qualify for the lowest price, we will help the Post Office consolidate mailings by doing this.
10. Next work on odds and mixed. They go into a small flat. Label the flat.
 - a. "A": count and bundle 936xx through 960xx and rubber band them together
 - b. "Mix: count, bundle and rubber band all other zip codes together.
11. The flats go into sleeves
12. Complete the 3/5 letter permit. There must be more than 149 newsletters per column to get the best rate. Complete the postage statement, doing the entire math. Remember, you need two completed copies of each. Campbell Post Office

500 Hamilton, Campbell, CA

(408) 378-0226

Hours: 9:30 to 1:30 pm weekdays for bulk mail

Park in the back in the "bulk mail" spaces near the loading dock. Weigh 10 newsletters and place them back in the container. You need to weigh them to find the number of ounces they weigh and the percentage of pounds they weigh too. The weight of one newsletter in percent of pounds needs to be recorded on the Postage Statement forms

13. The postal worker checks your math and stamps both copies of the postage statement. You retain one postage statement and one 3/5 letter permit form for our records. Ask how much money is left in our account and replace when needed. Ask the Treasurer for \$500 at a time.
14. First class: affix first class stamps and post at the front of any post office. Using the weight of each newsletter learned from bulk mailing, add additional postage if over one ounce.
15. Keep a supply of expense forms for items like tape and first class stamps. Save receipts for reimbursement.
16. Expenses and supplies you will need:
 - a. first class stamps
 - b. rubber bands
 - c. staples
 - d. tape
 - e. photocopies
 - f. flats, sleeves and labels from the Post Office, (no cost)
17. Bring extra newsletters and the empty label box to the Membership Chair at the next meeting. S/he sits at a table at the rear of the auditorium, so you can conduct all your business at once.

Reviewed 2006