

MAIL ROOM SERVICES

Contact: Cindy Paymard 760.752.1232

Hours: 7:30 a.m. to 4:00 p.m.

OUTGOING MAIL PROCEDURES

It is the responsibility of the San Marcos Unified School District Copy Services Department to provide postage for all appropriate District mailings. However, it is important that the following guidelines be followed by all District employees in order to efficiently utilize the mail system.

GENERAL GUIDELINES

- Outgoing business mail received in the District Office Copy Services room by 2:30 p.m. will be metered and delivered to the San Marcos Post Office by 3:00 p.m. daily. Mail received after 2:30 p.m. will be held for the next day's mail delivery to the Post Office.
- Due to the increasing cost of postage, whenever possible, information should be sent home with students. Examples of this include, but are not limited to, correspondence, newsletters and handbooks which will not be sent in the US Mail.
- Any mail that is sent through the Mail Room must pertain to School District business only. If the mail is of a personal benefit to an employee or student, it is the responsibility of the individual to provide their own postage. The mail clerk has the authority to inspect all envelopes sent to the Mail Room prior to attaching postage.
- Mail that does not have a District school return address pre-printed on it needs postage affixed to the envelope prior to arriving at the Mail Room as these items will not be metered. All questionable mail is subject to inspection.
- The Mail Room is not allowed to affix postage to any kind of cards (Ex: get well, thank you, invitations, etc.).
- All mail is sent first class unless otherwise specified. The Mail Room can send registered or certified first class mail; however, this option is reserved for special circumstances.
- Alert the Mail Room when you are planning a large mailing.

ADDRESSING YOUR MAIL

The accuracy of the address affects the speed and handling of your mail. The United States Post Office (USPS) requires the use of a standardized address format as shown in the following sample:

JOHN DOE

ACME INC

123 MAIN ST NW STE 12

ANYTOWN NY 12345-6789

- All addresses should be printed in block form with a uniform left margin, beginning in the middle of the envelope.
- Apartment (Ex: APT) or suite (Ex: STE) number should be on the same line as the street address.
- Use either a Post Office box number (Ex: PO BOX 1234) or a street address (Ex: 123 MAIN ST) but not both.
- If the address also has a directional, for instance "NW" for Northwest, be sure to include the abbreviated direction on the address line.
- City, State and Zip Code should be the bottom line of the address, without punctuation (Ex: ANYTOWN NY 12345-6789).
- To find the correct spelling of a city name or to find a Zip Code, visit www.usps.com.
- Leave the upper right hand corner of the envelope clear for postage (i.e. no tape or writing).
- A return address **and Department name** must be included, in the upper left corner, on the front of all envelopes.

METERED U. S. POSTAL MAIL ENVELOPES

- Use envelopes that are as close as possible to the size of the enclosures.
 - A mailing consisting of 3 or less 20 lb. sheets of paper should be mailed in #10 (regular size) business envelopes.
 - A mailing consisting of 4 or more 20 lb. sheets of paper must be mailed in 6 x 9 or larger manila envelopes.
 - If a mailing has 10 or more pages, it must be sent in a 9 x 12 envelope.
 - No staples, tape or paperclips on envelopes.
 - Overstuffed envelopes will not be accepted by the Post Office or Mail Room.
 - Do not put large clamps in envelopes that need to be metered.
 - Postcards should be no less than 3 ½ x 5 in size. Use card stock 009" or thicker. The postage machine cannot meter postcards with a slick or glossy surface.
- Sort envelopes as follows:
 - Separate stamped, prepaid (no postage due) and business reply envelopes from envelopes that will be metered by the District's postage machine.
 - Separate sealed envelopes from unsealed envelopes that need to be metered.
 - Separate different sizes of envelopes to avoid smaller ones from being overlooked.
 - Fronts of envelopes must face in the same direction.
 - Rubber band each type of mailing separately.
 - Large mailings should be placed in mail trays – no rubber bands needed.
 - Do not put Post-It notes on any mail that needs to be metered.

LARGE MAILING ENVELOPES/PACKAGES

- Due to new Postal regulations, envelopes with clasps, strings, buttons, etc. cannot be stamped at a letter rate. They now must be stamped at a flat or parcel rate.
- All manila envelopes should be stacked facing the same direction with the flap on the right-hand side when reading the address.
- Seal all large mailing envelopes larger than letter size. If the envelope has a metal clasp, please cover the clasp with a piece of tape before sending it to the Mail Room.
- It is helpful in determining postage when the contents of large envelopes or packages are noted.
- Packages should be wrapped and sealed securely.

SPECIAL CONDITIONS

- Mail Room personnel may open unidentified mail provided that both the addressee and sender of the mail cannot be determined.
- The Mail Room clerk will review the contents of the mail to determine the addressee and/or sender.
- If the addressee is identified, the mail will be placed in his/her mailbox.
- If only the sender is identified, the mail will be returned to sender with notice that the addressee could not be identified.