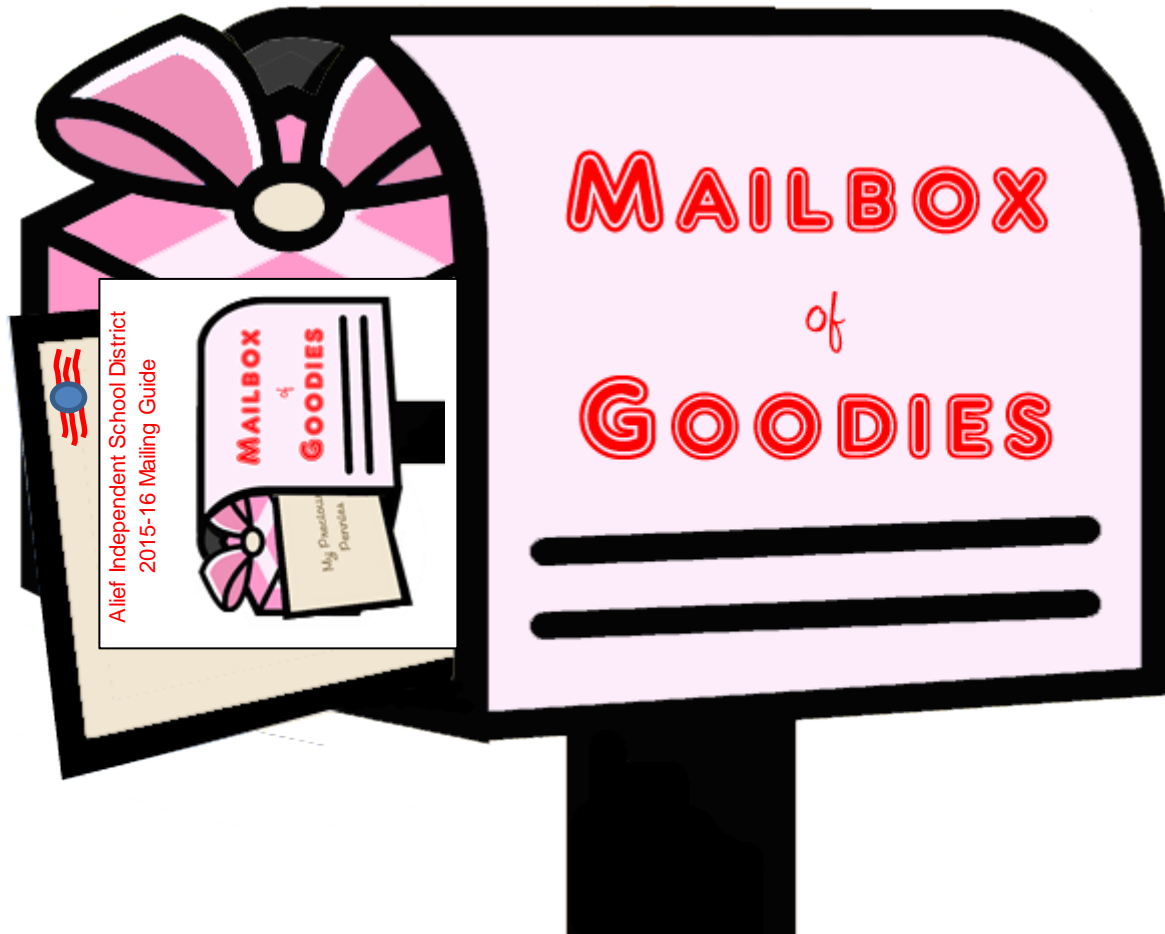


# Alief Independent School District 2015-16 Mailing Guide



Be the first in your building to read the *2015-16 Mail Manual* and learn how to ensure that your mailings are processed and received as quickly as possible!

Who would have ever imagined that machines would take over our lives, especially the small, sometimes paper thin, mini-computer we tend to plaster against our ears or volley conversations back and forth via texting. While I have embraced the fine art of texting, I really still prefer live, face-to-face interactions. I love studying the body language of the person I am dialoging with; and, even though there is the option of engaging via Facetime, I do not relish interactions when I am totally unprepared for my family or even my closest friends to see me without make up or before I run a comb through my hair.

Stop and imagine the world in 50 to 75 years. Will "Earthlings" work from home using their personal computers or a more sophisticated form of electronics? Will there be a need to jump in the car for a trip to the mall or will shopping be initiated exclusively through a Google search? Will we resort to Facetime when visiting our physician for minor ailments? The possibilities are infinite, but narrowing it down to a question a little more relevant to the subject at hand, will the post office eliminate mail delivery, with the exception of packages from all of the merchandise ordered online?

I would hate to think that my great, great grandchildren might not ever experience the excitement of opening a mailbox and finding an "unexpected surprise." Do you remember receiving post cards from family and friends while vacationing in exotic locales? How many have you received in the past five years? If you did, I bet it was from someone classified as a member of the *older generation*; and, with the pace that we are living our lives today, the traveler most likely returned from vacation before their postcard arrived! Thus, the term **snail mail** was born.

In Alief ISD, the mailroom clerks do everything possible to ensure that your mail is prepared efficiently and is ready for processing at the Alief Post Office. However, the mailroom clerks need your assistance in packaging and in creating mail pieces that will meet USPS guidelines. Please, take a few minutes to review this year's manual. Every question you might have regarding district mailing procedures is answered. Also, please share the manual with anyone in your organization who processes mail.

In addition to the manual, this year we have prepared a quick guide for all employees. It takes less than two minutes to read both sides, and those two minutes will give users enough information to ensure the efficient processing of their mail pieces.

Have a great school year, and we look forward to serving you and our students throughout the year. Please feel free to call the mailroom at extension 4060 if you have questions or need mailing assistance.



## MAIL PROCEDURES

### Addressing Your Mail Piece

*(Please note page 4 for "Additional Information on Addressing Mail to the Homes of Students.")*

Alief ISD is a **business customer** of the United States Postal Service (USPS) and holds special permits that allow the district to take advantage of reduced pricing. Failure to meet the standards set by USPS will result in the return of district mail. The following addressing errors are received in the mailroom on a daily basis. Each of these items is noted in this manual. **(The words *business customer* cannot be expressed enough. There is a totally different set of regulations for processing the district's mail versus processing mail for personal needs.)**

1. illegible or incomplete address
2. zip code and city do not match
3. **incorrect positioning of address**
4. incorrect positioning within window envelope (The entire address must be totally visible. This includes the bottom line of the address. Even if the bottom line is partially visible, postal equipment must be able to scan every part of the address.)
5. no return address
6. packaging mail in an envelope with a metal clasp
7. packaging a regular, first-class letter in a specialty envelope (bulk mail, business reply, etc.)

Approximately 25% of all mail pieces have something wrong with the address; i.e., a missing apartment number or a wrong ZIP Code. Even though some of these pieces are delivered to the intended address, letters missing information cost the postal service time and money, which is eventually filtered down to the consumer.

Name of Addressee:	MS LISA JONES	
Additional Info:	THE PARENT OF JOHN WILSON	
Suite or apartment number:	<b>APT #4321</b>	-if the apartment/suite number does not fit on the delivery address line
Delivery address:	1234 MAIN ST <b>APT #4321</b>	-if the apartment number fits on the same line
City, State, ZIP Code:	HOUSTON TX 12345	

Use the following guidelines when addressing your mail pieces:

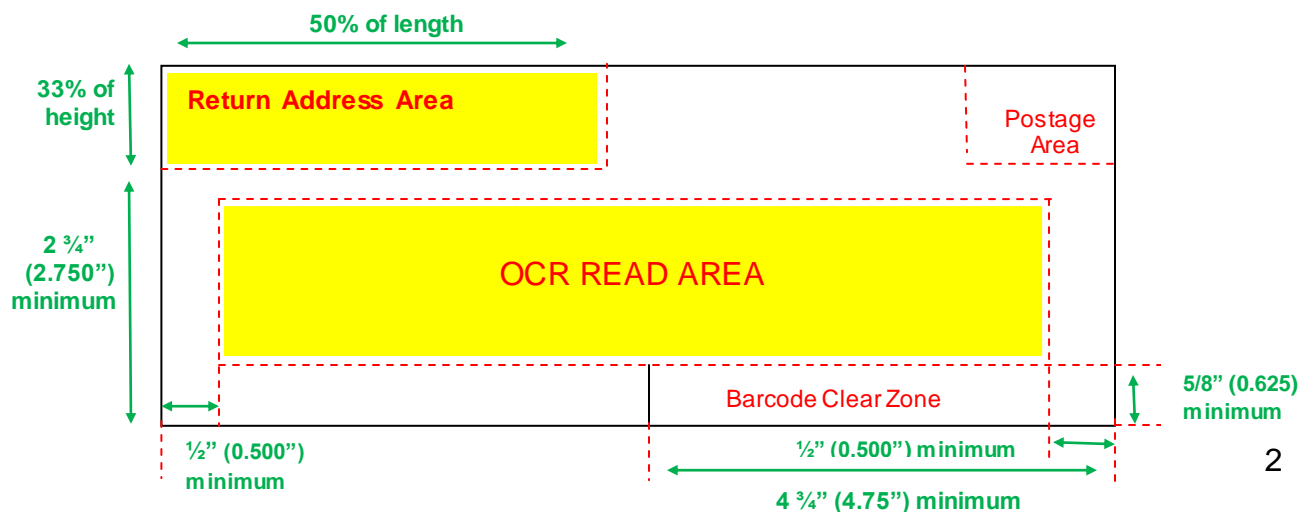
1. Write the address neatly and in a straight line.
2. Center the address on the middle of the envelope.
3. Do not use the whole envelope to write your address.
4. **Reserve a 1/2" margin on each side of the envelope and a 5/8" margin on the bottom for the post office.**
5. Always put the address and the postage on the same side of your mail piece.
6. Always put the attention line on top-- never below the city and state or in the bottom corner of your mail piece.
7. On a letter, the address should be parallel to the longest side.
8. **If there is not enough room to print the apartment number on the same line as the delivery address, put it on the line ABOVE the delivery address--NOT on the line below. (See example above.)**

9. Words like **east** and **west** are called directionals and are essential components of the address. A missing or bad directional can prevent your mail from being delivered correctly.
10. Use the free ZIP Code and the ZIP+4 code lookup on the Postal Service Web site ([www.usps.com](http://www.usps.com)) to find the correct ZIP Codes and ZIP+4 codes for addresses.

Use the following guidelines when printing addresses from your printer:

1. Use one space between the city and state and two spaces between the state and zip code.
2. Include the number sign (#) or the abbreviation for **apartment** (APT) before an apartment number.
3. Use simple type fonts. Fancy-type fonts such as those used on wedding invitations are not easily read by mail processing equipment. Fancy fonts look great on your envelopes, but delivery may be delayed.
4. All letters should be capitalized.
5. Only abbreviate the state. Cities cannot be abbreviated.
6. There should be no punctuation except for a dash between the five-digit zip code and the extended zip code.
7. Format the envelope/label with 10 or 12 point type. **(This is a USPS preference.)**
8. The margins should be left-justified.
9. Use black ink on white or light paper.
10. Do not use reverse type (white printing on a black background).
11. If the address appears inside a window, make sure there is at least a 1/8" clearance around the address. If parts of the address slip out of view behind the window, the mail processing machines may not be able to read the address.
12. Address labels should be applied at the **center** of the OCR Read Area (see illustration below). Please take care to place the labels straight, since mail processing machines have trouble reading slanted information. **(Please note: Labels affixed vertically or even at a 45° angle will be returned for reprocessing.)** Also, double check to ensure that all printed information is inside the label border.
13. Some types of paper interfere with the machines that read addresses. The paper on the address side should be white or light in color with no patterns or prominent flecks. Also, the envelope should not be too glossy, so avoid shiny, coated paper stock. Do not use a red envelope because the red postage ink will not show up.

**As final check:** Look over your completed envelopes from a "processing" point of view. If you cannot read the address, then automated mail processing equipment will not be able to read the address either. Below is a guideline for meeting USPS addressing requirements. **You may only write in the yellowed areas.** (Please Note: Envelope examples are not drawn to scale.)



### Does Not Meet USPS Guidelines

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

**ATTENTION: JOHN SMITH**  
Attention line is in the Barcode Clear Zone. See example at the bottom of page 2.

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX

Addressing is in Barcode Clear Zone, and the zip code is missing. See example at the bottom of page 2.

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

Addressing is above the OCR Read Area. See example at the bottom of page 2.

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

Address is too low in window. See page 2, number 11.

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

Address label should be applied to the center of the OCR Read Area. See page 2, number 12.

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

Address is placed outside of the OCR Read Area, and the zip code is missing. See example at the bottom of page 2.

ABC Co.  
12345 Main St  
Houston Tx

### Meets USPS Guidelines

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

Information/Attention JOHN SMITH  
Name of Recipient ABC COMPANY  
Address 12345 MAIN ST STE 432\*  
City, State, ZIP Code HOUSTON TX 77014

*\*Reminder: An apartment/suite number should be included on the address line if there is room. Otherwise, the number should be noted above the address line, not below.*

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC COMPANY  
12345 MAIN ST  
HOUSTON TX 77014

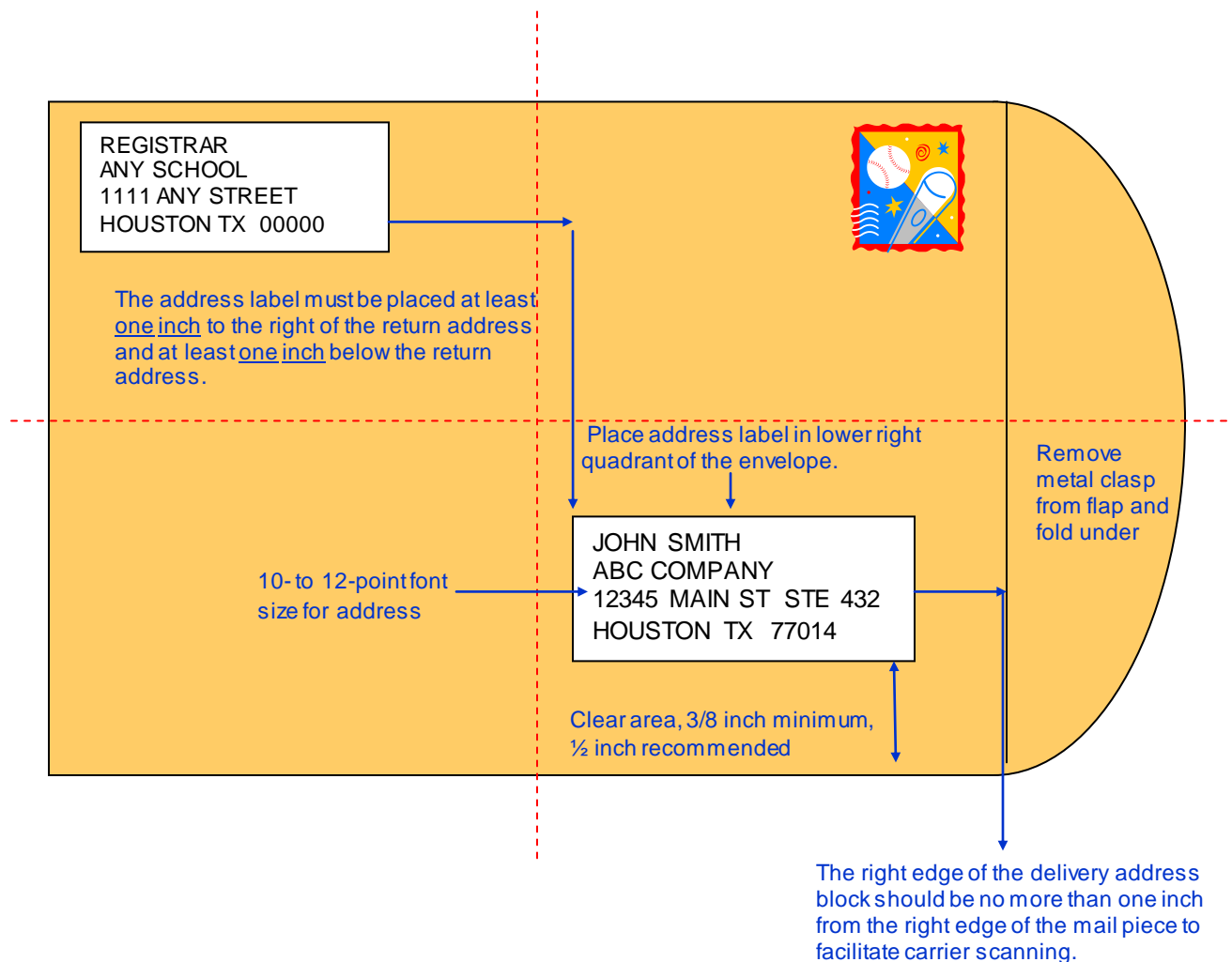
ALIEF ISD  
PO BOX 68  
ALIEF TX 77411

ABC Company  
12345 Main St  
Houston Tx 77014

## Addressing “Brown Kraft” Envelopes/Flats (10”x13” or larger)



- Please remember to remove the metal clasp from the back side of your envelope.
- The flap should be on the right side of the addressed envelope.
- Fold the flap to the back side of the envelope.
- Postage must be placed on the flap-side of the envelope.
- Address must be placed on the right half of the envelope, not in the middle. See label position below.



## Addressing 5160 Avery Labels

Jane Smith  
Parent of: Benjamin Michael Williams  
12345 Northw est Oak St Apt #14D  
Houston, TX 77000-1234

Arial Size 8

Jane Smith and/or Ben Ross  
Parent of: Benjamin Michael Williams  
12345 Northwest Oak St Apt #14D  
Houston, TX 77000-1234

Arial Size 9

Jane Smith and/or Ben Ross  
Rodriguez  
Parent of: Benjamin Michael Williams  
Apt 123  
12345 Sam Houston Parkway North  
Houston, TX 77000-1234

Arial Size 10

John Williams  
Parent of: Rosalynn Maria  
Hernandez  
12345 NW Oak St Apt #14D  
Houston, TX 77000-1234

Arial Size 11

Jane Smith  
Parent of: Benjamin Michael Williams  
12345 Northwest Oak St Apt #14D  
Houston, TX 77000-1234

Arial Size 10

Arial Size 10 is the preferred choice for addressing when formatting Avery 5160 labels.  
*Hint: When using Mail Merge in Excel, users should scan addresses before printing their labels. If a user notices addressing with six lines or extensive lettering, the user can edit the label(s) by decreasing the font size. This step should eliminate most errors.*

Jane Smith and/or Ben Ross  
Parent of: Benjamin Michael  
Williams  
Apt 123  
12345 Sam Houston Pkwy North  
Houston, TX 77000-1234

Arial Size 11

***A label with this type of formatting would be rejected and returned to the sender.*** The complete address must be visible—even if the destination is obvious. **Remember:** *The district is a business customer, and mailroom clerks hand sort to eliminate a step for postal workers. This extra step allows the district to receive substantial discounts. Essentially, clerks have prepared the mail piece for the next step in the sorting process, machine sorting at the post office using an Optical Character Reader (OCR). The OCR cannot decipher missing pieces of an address, so mail with a partially visible address is rejected and left for postal clerks to determine the destination. This extra step is more costly to the post office, since more work equals higher labor costs.*

## Additional Information for Addressing Mail to the Homes of Students

To mail a letter to the home of **John Wilson** (son of William Smith and Lisa Jones), the examples below are acceptable and follow USPS formatting guidelines. These examples are especially critical when sending mail to a student who lives in an apartment.

MR AND MRS WILLIAM SMITH  
THE PARENTS OF  
JOHN WILSON  
1234 MAIN ST APT 435  
HOUSTON TX 12345

MR WILLIAM SMITH AND MS LISA JONES  
THE PARENTS OF  
JOHN WILSON  
1234 MAIN ST APT 435  
HOUSTON TX 12345

MS LISA JONES  
THE PARENT OF  
JOHN WILSON  
1234 MAIN ST APT 435  
HOUSTON TX 12345

MR WILLIAM SMITH  
THE PARENT OF  
JOHN WILSON  
1234 MAIN ST APT 435  
HOUSTON TX 12345

**Why is this form of addressing so critical for mail delivered to apartments? The postal carrier delivers mail to residents found on a listing provided by the management. Generally, the only names appearing on the listing are the names of the adult(s) who signed the lease. In the examples above, we are assuming that the management knows that both William Smith and Lisa Jones are residents in the apartment. If not, mail could be returned if addressed to a resident not found on the lease.**

### Bulk Mail

#### **What is a bulk mailing?**

To qualify for lower postage rates, the mailroom generally sends all items that meet the following guidelines bulk versus first class.

1. Mail pieces for a bulk mailing should not be time sensitive. (In other words, will the material still be relevant if the addressee receives it up to ten days after the mailroom has processed and delivered to the Post Office?)
2. Bulk mailings must have at least 200 pieces of identical mail. (Ex: TAKS results are different and must go first class.)
3. A bulk mail envelope must be used. The mailroom cannot process a bulk mailing in any other type of envelope. **(Warehouse Item #35-2110)**

ALIEF INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 68  
ALIEF, TEXAS 77411

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
ALIEF, TEXAS  
PERMIT NO. 41

**DO NOT USE THIS ENVELOPE WHEN  
PROCESSING REGULAR MAIL. THIS ENVELOPE  
IS TO BE USED FOR BULK MAILINGS ONLY.**

*(This example is not drawn to scale.)*



- An electronic mail job must be ordered from MIS. This is a requirement. Do not send your envelopes pre-addressed. All addresses must be verified through software, and the only way to complete the verification is through an electronic label job. Failure to comply with this requirement will result in the loss of the district bulk mail permit.

**Should you send first class or bulk??**

To assist you in determining whether to mail first class or bulk, please note the comparison below:

	<b>First Class Presort</b>	<b>Bulk</b>
<b>Price Per Piece</b>	\$0.471	\$0.185
<b>Estimated Timeframe for Delivery</b>	3-5 days	Up to 10 days
<b>Minimum Number of Pieces</b>	N/A	200
<b>Maximum Number of Pieces</b>	N/A	N/A
<b>Forwarded or Returned if Undeliverable</b>	Yes	No
<b>Domestic Delivery</b>	Yes	Yes
<b>International Delivery</b>	Yes	No

*Larger mailings can qualify for additional postage discounts if there are a minimum of 500 pieces for first class and a minimum of 200 pieces for bulk.*

Before scheduling a bulk mailing, call the mailroom at 281-498-8110, extension 4060, and ask for assistance. This will ensure that your mailing is processed and mailed in a timely manner.

**Preparing Your Bulk Mailing**

Either copy the material yourself or work with Printing Services to help with the preparation. The mailroom has special equipment that can fold, stuff, and seal your printed material into the special **bulk mail** envelope. Up to four 8 ½ x 11 or 8 ½ x 14 pages plus an insert can be folded and inserted using the mailroom folder/insertor. Your printed material may be printed on one side or two. If the printed material has multiple pages, do not staple or collate the pages. Instead, send one stack of page one, one stack of page two, etc. The mail equipment will do the collating and stuffing. ***(For jobs that include folding, please avoid bold images, lines, or large blackened areas on the top 1/3 of the page.)***

**VERY IMPORTANT** – Do not forget to order an **ELECTRONIC LABEL JOB** from *MIS Request* via e-mail (under **MIS Request** in the address book) and be sure to include the date that the label job should be sent to the mailroom. MIS will prepare the electronic job and will include the names and addresses of the students/staff members you want to target.

When the mail pieces and envelopes are delivered to the mailroom, the staff will stuff, address, and send your mailing to the post office.

Bulk mailings are prioritized “first in, first out,” and the normal processing time is three working days. However, if there are other bulk mailings ahead of you, the job may take four, five, or even six working days before it is ready to be sent to the post office for delivery. For assistance in scheduling your bulk mailing, please call extension 4060, and a member of the mailroom staff will be able to confirm a timeline.

### IMPORTANT TO NOTE!

The Post Office can take up to ten working days to deliver bulk material; however, if USPS is experiencing heavy volume, your mailing could be delayed longer. Be sure to take this into consideration when mailing dated material.

### To Recap Procedures for Preparation of a Bulk Mailing

1. Call the Mailroom at 281-498-8110, extension 4060, to schedule your bulk mailing. Give approximate date the bulk mail pieces will be delivered to the mailroom and the date the mailing is targeted to arrive to the addressees. The mailroom staff will notify you of any mailings ahead of yours or if your mailing will be processed first. Remember: Processing is “first in, first out.”
2. Prepare your letter, order an electronic label job from MIS (making sure that you provide the date the job needs to arrive in the mailroom), and order envelopes from the warehouse.
3. Bring everything to the mailroom and rest assured that the mailroom will process the mailing in a timely manner, following USPS guidelines.
4. If you have ANY questions about the above procedures, **PLEASE CONTACT THE MAILROOM FIRST** at 281-498-8110, extension 4060. A member of the mailroom staff can answer all of your questions regarding bulk mail. This will help to ensure that your time is maximized by not having to process work a machine can do for you! Also, there is nothing more frustrating than preparing a 2000 piece mailing incorrectly and having to redo it!

Please share the above procedures with staff members who prepare bulk mailings; i.e., front office, assistant principals, counselors, special education, band/orchestra directors, coaches, etc. These guidelines are extremely important, and failure to follow the regulations set by USPS could result in the district losing all bulk mailing permits.

### Business Reply Envelopes (a.k.a. Postage Paid Envelopes)

On occasion, the mailroom receives requests for postage paid envelopes to be included in mailings that require a reply. Please contact the mailroom at extension 4060 for more information regarding this service.

### Certified Mail Instructions

Forms for certified mail are available in the mailroom.

1. Complete Form #3800 by filling in the areas marked with a red “X.” Write the name of your organization on the top of the form so it can be returned to you. (See example at right.)

The mailroom staff will insert fee amounts.



- Fold the form at the white line, remove backing, and place over the top of the envelope to the immediate right of the return address. (See example below.)



Note: Notations on the envelope such as **certified mail, personal, attention, etc.** should be placed under the return address. Be sure that the **Certified Mail** sticker is not affixed over the postage area.

- Complete both sides of Form #3811 (green card) and attach to the back of the envelope. Make certain the name of your school/department appears on the back of the form so it can be returned to you.

United States Postal Service

|||||

First-Class Mail  
 Postage & Fees Paid  
 USPS  
 Permit No. G-10

**This is important!** → ●Sender: Please print your name, address, and ZIP+4 in this box●

Addressee:    NAME  
                         ADDRESS  
                         CITY STATE ZIP

USPS TRACKING #

|||||

9590 9403 0110 5077 4679 57

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, Or on the front if space permits.</li> </ul>	<p>A. Signature X <span style="float: right;"><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</span></p> <p>B. Received by (<i>Printed Name</i>)      C. Date of Delivery</p> <p>_____</p> <p>D. Is delivery address different from Item 1?      <input type="checkbox"/> Yes If yes, enter delivery address below.                      <input type="checkbox"/> No</p> <p>_____</p>
<p>1. Article Address to:</p> <p style="text-align: center;">Recipient:    NAME                          ADDRESS                          CITY STATE ZIP</p> <p style="text-align: center;">     </p> <p style="text-align: center;">9590 9403 0110 5077 4679 57</p>	<p>3. Service Type</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Adult Signature  <input type="checkbox"/> Adult Signature Restricted Delivery  <input type="checkbox"/> Certified Mail®  <input type="checkbox"/> Certified Mail Restricted Delivery  <input type="checkbox"/> Collect on Delivery  <input type="checkbox"/> Collect on Delivery Restricted Delivery  <input type="checkbox"/> Insured Mail  <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)           </div> <div style="width: 35%;"> <input type="checkbox"/> Priority Mail Express®  <input type="checkbox"/> Registered Mail™  <input type="checkbox"/> Registered Mail Restricted Delivery  <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Signature Confirmation™  <input type="checkbox"/> Signature Confirmation           </div> </div>
<p>2. Article Number (Transfer from service label)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">             7015 1520 0003 3944 5050           </div>	<p style="text-align: right;">Domestic Return Receipt</p>

Affix sticker from Certified Form

## **Delivery of Boxes/Packages**

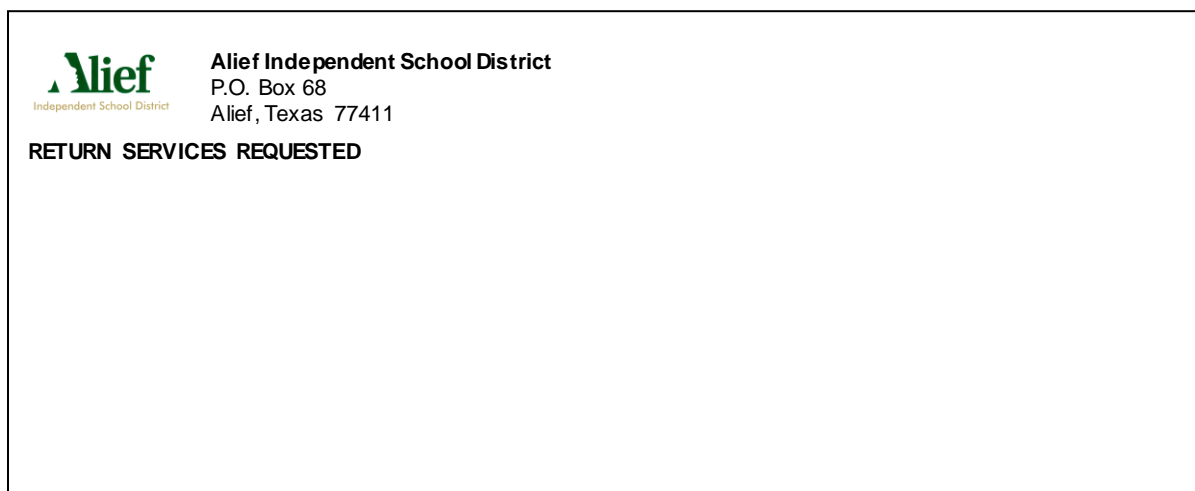
Please NOTE that the mail vans are full when they leave the administration building each morning and when they return from the routes in the afternoon. For this reason, as well as other liability precautions taken by the mailroom staff, incoming boxes/packages must be picked up in the mailroom by the addressee. (If a package is delivered to the mailroom addressed to you, a member of the mailroom staff will send you an e-mail.) Likewise, outgoing boxes must be delivered to the mailroom by the sender. This ensures that proper tracking is completed. (In addition, it is not an option to refuse to pick up a package. The mailroom staff cannot get involved in interactions/negotiations between employees and vendors regarding receipt of packages/mail. If you have questions regarding this procedure, please call extension 3333.)

Delivery of items purchased with budgeted funds should be received through the warehouse. If the items are to be returned, the expeditor, not the mailroom, will assist you with this transaction. To make arrangements for a budgeted item to be returned to a vendor, please contact Becky Schuessler at 281-498-8110, extension 5490.

## **Envelopes**

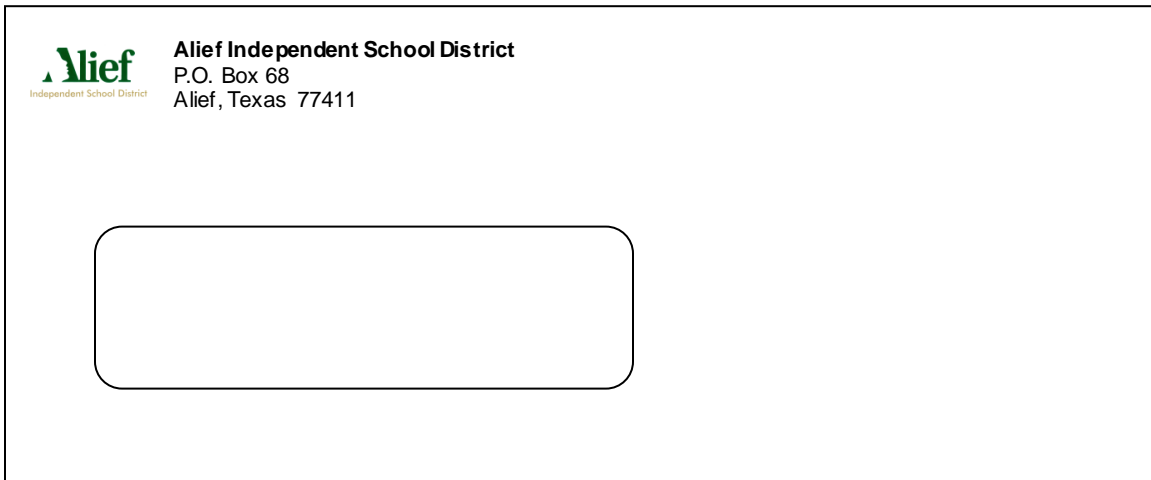
Selecting the correct envelope is a critical step towards ensuring that a mail piece reaches the intended destination in both a timely and cost effective manner. While the mailroom will process specialty envelopes that meet district mailing guidelines, please remember that the ink used to affix postage is red. **Therefore, red or dark colored envelopes are not permitted unless the mailer is using white address labels and providing stamps.** The envelopes below are available in the warehouse.

Below are examples of envelopes available in the warehouse.

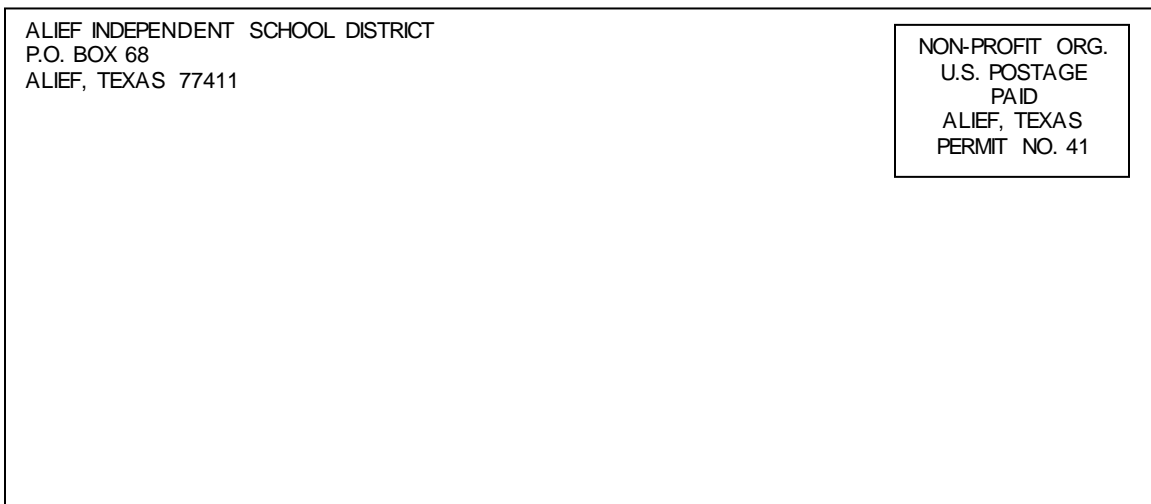


This envelope is **warehouse stock 35-2100** and is used for regular first class mail. It cannot be used for a bulk mailing because it does not carry the district's bulk mail imprint. Each campus/department can requisition envelopes with return address information specific to their location; however, if the district address versus the

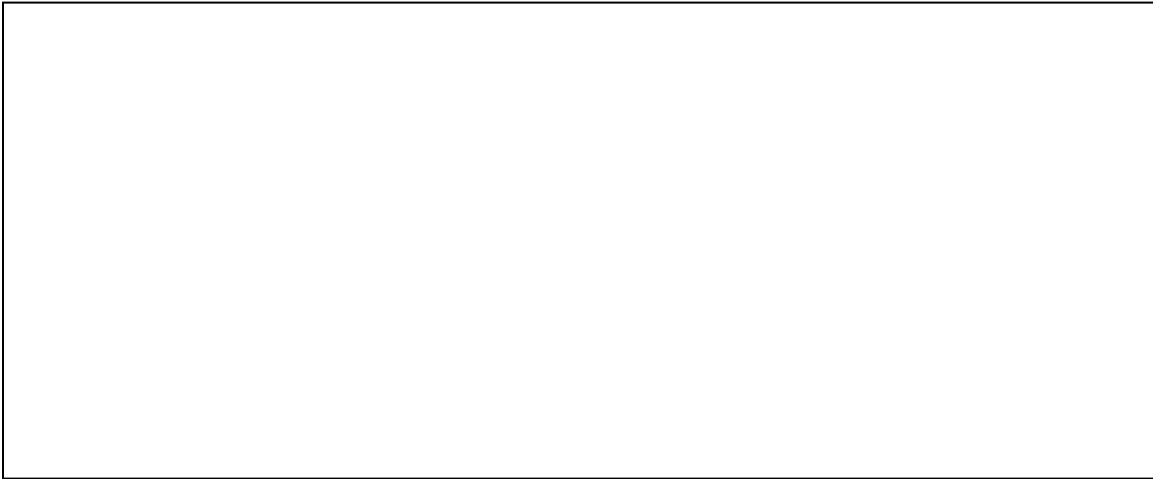
campus/department address is used, the user will need to insert a location manually in the top left-hand corner. This assists the mailroom staff in rerouting returned mail.



This envelope is **warehouse stock 35-2125** and is used for first class mail with an address directly imprinted on the mail piece. Most users will not order this type of envelope. Generally, it is used by Nutrition, Accounting, Risk Management, or any group that sends personalized mail. Please note: The mail piece must be folded so that the address information fits in the window. The user will need to take “settling” into consideration. If the addressee info is too far to the left or right or to the top or bottom and any part of the address is hidden, the Post Office will return the piece to the district.



This envelope is **warehouse stock 35-2110** and **is used for bulk mailings only**. The district can lose bulk mail privileges if personal mail or even business mail that has been personalized for a specific addressee is mailed in a bulk mail envelope. Only **like** pieces, at least 200 in a mailing, can be mailed in this envelope. Please see the section on ***Bulk Mail*** for details.



This envelope is warehouse stock 35-2150 and is used for first class mail only; however, if using this envelope, the mailer will need to put the district return address in the upper left-hand corner.

Large manila envelopes should only be used if the materials will not fit into any other size envelope. Mailing an 8 ½" x 11 letter in and 10" x 13" envelope is considered a flat and requires triple or more in postage. Also, since the mail postage machines do not seal large envelopes, please seal before sending to the mailroom.

### **Express Mail**

Express Mail is mail that requires ***overnight*** delivery. This service is handled electronically, and mail pieces should be prepared as usual. Please attach a note to let the mailroom know if a signature is required. For tracking purposes, the mailroom will forward the post office receipt to the sender. ***Departments not located in the administration building and campuses:*** ***When sending an express package, please put a note on the mail piece and alert your mail carrier by calling the mailroom at 281-498-8110, extension 4060.***

### **Folding**

Upon request, the mailroom staff can fold letters/brochures. Please note that the equipment sensors send a message to let the folder know when a new page is being processed. As a result, the machine will not fold pages with bold images, lines, or large blackened areas on the top 1/3 of the page.

### **Interdepartmental Mail**

1. Inter-departmental mail envelopes should be legibly addressed and should indicate the name of the person or department and the facility where the addressee is located.

To expedite the receipt of mail to employees at Hastings or Elsik High School, please indicate north, south, central, or annex. For facilities that house multiple departments, please note the location and the specific department.

EXAMPLES: John Jones  
Hastings N

John Doe  
ASF (a building not a department)  
Tax Office

2. Do not send interoffice mail in a regular/letterhead envelope. Stray envelopes can easily get mixed up with the first-class envelopes and mailed in error. Not only will the sender's piece be lost, but the district will be charged for the postage.

When using a #10 envelope to send correspondence to a district facility/campus, please place the envelope in an inter-departmental envelope so it is not confused with mail destined for the post office. Inter-office envelopes are a warehouse stock item--**#35-2080**.

3. Breakable items, food/candy, and **cash** should not be sent through the district mail. For your protection, the mailroom will hold the cash and request that you pick it up as soon as possible.
4. Be sure to sort letters and interoffice envelopes. (Please note: Letters to be processed should be bound with rubber band and separated from interoffice mail.
5. To protect your mail piece (and because off-size envelopes do not fit in the mail tubs), the mailroom staff is unable to pick up items (including student artwork, scrapbooks, etc.) that cannot be placed in an interoffice envelope. Generally, an interoffice envelope is about the maximum size that will fit in the mail tubs used by drivers to protect mail during transport. Since the trucks are full by the end of the routes and because the tubs slide freely during transport, the chances of damaging items not placed in a tub are high. Sorry for the inconvenience.
6. If you have a small package or special mailing, please be sure to tell your mail carrier. (Please Note: The drivers do not deliver or pick up large boxes. Besides the liability precautions, the vans leave the mailroom and return to the mailroom full—with little or no room to transport boxes.)
7. Do not put special delivery items for UPS or Federal Express in the mail bends. The district no longer has an account with either service. For pick-ups with either of these carriers, you will need to call the vendor to make arrangements.

### **Post Cards**

Post cards are always sent first class. The mailroom staff will apply all information necessary for mailing; i.e., ancillary information (return service requested), address, postage, and barcode required for automated mailings. This process saves the district

\$0.03 per card; however, if the addressor imprints information in the space designated for USPS, the district will pay a higher rate.

#### Charges for Post Cards

First Class Regular Mail	\$0.35 each
Presorted First Class	\$0.2951 each
Bulk	\$0.26 each

Neither of these options would be used unless your campus/department pre-printed post cards that were to be personalized at a later date.

Use this option for large mailings (over 200 pieces) of postcards.

**All pre-printed postcards will need to be approved by the mailroom prior to any preparations made by the sender.** This will ensure that the district is not charged for formatting not approved by USPS. Therefore, before requisitioning post cards from a vendor or formatting your own design, please contact Printing Services. They have the specifications on file and will be able to provide a quality piece that will meet USPS guidelines. At the very least, request layout information and design your own template.

**Reminder:** Please request that the print shop imprints the district bulk mail stamp on the front of your postcards unless you are going to use the cards for smaller mailings (less than 200 pieces) or the cards are to be personalized with handwritten information. For larger mailings (over 200 pieces) purchased post cards are not an option.

**Caution:** One side of the card is for the return address, the address label, and the postage area only. Red and dark-colored cards are not allowed, and glossy papers will not run through the postage machines.

#### Postcard Dimension Requirements

Maximum size	6"L x 4 ¼"W
Minimum size	5"L x 3 ½"W
Maximum thickness	.016"

### Preparing Your Daily First Class Mail for Delivery to the Post Office

1. U.S. mail should be separated and bundled with rubber bands into the following categories:
  - a. unstamped sealed mail to be metered in the mailroom (**Do not use small pieces of tape to secure the contents of your envelope. If you feel more confident sealing the envelope before sending it to the mailroom, please use the envelope glue strip or put tape across the entire flap area—being careful not to wrap the tape around to the front side of the envelope on the postage area.**)
  - b. unstamped unsealed to be metered in the mailroom (**Please fold flaps down for each envelope versus stacking with flaps open.**)
  - c. certified mail
  - d. priority mail (Please note: All large envelopes weighing over 13 oz. must be processed as priority mail.)
  - e. mail addressed to foreign countries



***Stamped mail will not be picked up by the district mail carriers and should be set aside for the U.S. Mail carrier that services your building. This procedure will eliminate additional handling that could possibly slow down the delivery of personal bills, greeting cards, etc.***

2. Do not put money or items such as large **binder clips**, magnets, candy, or anything of bulk into your mail piece. Mailroom personnel cannot be held responsible for the loss of money, and bulky items will not go through the sorting machines at USPS. A solution would be to put these types of items in a padded 5 ½" x 8 ½" manila envelope. **(An example of mail that cannot be processed by the mailroom would be envelopes addressed to Provine Studios that contain cash. A check or money order must be enclosed versus cash.)**
3. The post office returns a large number of letters each day because of incorrect addresses. To assist mailroom clerks in returning undeliverable mail to the sender, please write the campus/facility name in the return address area.

Returned mail in district envelopes with no campus designation must be opened by mailroom clerks to determine where it should be sent. Personalized envelopes are available from Printing Services, or the sender can stamp the name or organization number in the left-hand corner of the envelope. EXAMPLE: 042 (for Olle)

4. Any envelope with a clasp **must have the clasp removed** and must be taped across the full flap to ensure a smooth flow through metering equipment. Please be sure that the tape does not wrap around to the front side of the envelope in the postage area. Postage ink will not dry on tape, and USPS requires permanent, non-smearred stamping.
5. Envelopes containing several pages must be sealed prior to sending to the mailroom. "Overstuffed" envelopes can easily spill their contents! Any envelope thicker than ¼" requires a minimum of 90 cents in postage. Consider using a larger envelope or duplexing the information. Also, if the crease at the top of the envelope is repositioned to the front of the envelope because of overstuffing, the mail will be returned to you for repackaging.
6. If window envelopes are used, the entire address (**including zip code**) must be visible. Caution: The complete address must be visible even after the contents settle to the bottom of the envelope.

For absence letters, a special window envelope has been ordered and stocked in the warehouse. Per the District Attendance Office, attendance letters must be mailed in the correct envelope. All letters inserted in an envelope other than the one specified by the District Attendance Office will be returned to the campus.

7. If you have a large, first class mailing (200 pieces or more), call extension 4060 prior to beginning the job.
8. Please leave the job of addressing school mail to adult personnel only. However, if you choose to let a student address outgoing mail, review every piece to

ensure that all formatting guidelines have been followed. All mail processed for delivery to USPS will reflect the pride we all feel for the district. Please make it a habit to type (or run address labels) for all mail pieces. Not only will it present a professional image, but it will also ensure that your mail is processed as efficiently as possible. However, if you elect to handwrite an address, please take the time to write the information both legibly and neatly. The Post Office will return mail that has illegible addressing, and they spend less time trying to decipher bad handwriting than the mailroom staff does.

*(Teachers should purchase stamps for class projects. By using stamps, the “business” side of the mail process is taken out of the picture, and postal regulations that must be followed by the district would not apply.)*

9. Please call the mailroom at 281-498-8110, extension 4060, if you have a larger than usual amount of mail for the mail carriers to pick up. Your carrier will be notified prior to arriving at your campus/facility to have a dolly on hand.
10. Do not use a district envelope to mail a personal letter. If there is no return address or if the mail appears to be of a personal nature, the mail piece will be opened by the staff to see if the owner can be determined. State law does not allow us to use taxpayer money to mail letters/cards that are not for school business. Likewise, a card to a sick staff member or holiday/greeting cards to the staff are considered personal and should be sent to the mailroom with stamps affixed.

## U.S. Postal Abbreviations

### Two-Letter State Abbreviations

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC

South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

### Street Suffix Abbreviations

Avenue	AVE
Boulevard	BLVD
Bridge	BRG
Bypass	BYP
Center	CTR
Circle	CIR
Corner	COR
Court	CT
Creek	CRK
Crossing	XING
Drive	DR
Expressway	EXPY
Freeway	FWY
Highway	HWY
Hill	HL
Island	IS
Junction	JCT
Loop	LOOP
Mountain	MTN
Parkway	PKY
Place	PL
Plaza	PLZ
Road	RD
Square	SQ
Street	ST
Terrace	TER
Turnpike	TPKE
Village	VLG
Valley	VLY