**Bulk Mail Process 2019-2020**

1. You must have 200 letters to qualify for a bulk mail.

2.     You can not have personal information in the letter.  This means that you can have the person’s name on the letter, but there can not be any additional information about that person.

3.     Your envelope must be a ¼” or less in thickness.

4.     All your envelopes must contain the same information.

5.     Your envelope must have the school bulk mail stamp on it, in the right hand corner where the stamp would normally be.

6.     You must determine whether or not you need your envelope to come back to you or stay at the address you sent it to.

a.    If you need the envelope back the United States Post Office requires that you have Address Service Requested on your envelope.  This is placed directly under your return address.  This service will forward the envelope to the new address, or the envelope will return to you.  The cost for a letter to be forwarded to the new address is $0.50.  If the envelope is returned to you it is $0.44.  This fee is on top of the $0.11 you paid to send it bulk mail.

b.   If you do not need the envelope back the United States Post Office requires that you have Postal Customer or Current Resident on your envelope.  This is placed to the right of the address you are sending the letter to.  This service will leave the envelope at the address it is sent, the envelope will not be forwarded or returned to you.  There is no additional cost for this service.

7.     Once you place your letter into the envelope the envelope must be sealed.

8.     Now you determine whether or not your envelope qualifies for a 5-digit or a 3-digit tray.

a.   A 5-digit is when all 5 numbers in the zip code are the same.  You must have at least 150 pieces of the same zip code to make a tray, if not it has to go into a 3-digit tray.

b.   A 3-digit is when the first 3 numbers in the zip code are the same.  In this tray the envelope’s zip code must be in numeric order.  Example: 76501, 76502, 76503, 76504, 76505.

9.     You must have the number of envelopes in each tray.

a.      You can place a sticky note on the tray

b.     You can rubber band the envelopes in bundles of 50.

10. Your postal account # the bulk mail will be charged to needs to be sent with the mailing.

You can order your bulk mail envelopes from Vanessa Huggins at the print shop. She needs to know if you need the address service requested or postal customer on your envelope.  If you have purchased envelopes somewhere besides the school district Vanessa can still prepare them for bulk mail for you at a small fee.  The print shop # is 215-3820.

For more information concerning the process of bulk mail, please feel free to contact Andy @ 215-2182.