



Policies and Procedures Manual

Title: Distribution of Flyers Policy-Post Office
Policy Administrator: Post Office Manager
Effective Date: 1/4/2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform the College community of the policies regarding the distribution of flyers through campus mail. Flyers are defined as mail which is received in bulk by the Post Office for distribution to departments, offices and/or students.

Policy:

1.0 Size Requirements

Flyers must be a minimum size of 3 ½" X 5 ½". For 8 ½" X 11" sheets this requires a tri-fold. All other sizes must be folded to the width of 3 ½".

2.0 Student Only Flyers

Flyers and notices for students should be left unaddressed; however if this is not possible, they must be addressed in post office box sequence.

3.0 Deadline for Distribution

A 48 hour lead time is required for all flyers and notices to be distributed to student boxes. Every attempt will be made to distribute flyers and notices on the day they are received, but depending on volume this is not always feasible.

4.0 Distribution Priority

Incoming U.S. Mail receives priority distribution before flyers and notices. Flyers and notices cannot be distributed on Monday mornings or mornings after a holiday due to the large volume of U.S. Mail.

5.0 Appropriateness

The Post Office Manager reserves the right to review flyers to determine the appropriateness for distribution. It is recommended that prior approval be obtained from the Post Office Manager before the flyer is printed or duplicated. Flyers or materials from outside groups which are determined to be inappropriate for distribution will be returned to sender, if known, with an explanation. Election campaign flyers will not be distributed

Procedures:

1.0 *Delivery of Flyers*

Approved flyers should be delivered in bulk to the post office in Hogan Campus Center.

Forms:

Title
URL
Title
URL

Related Information:

Title
URL
Title
URL

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