



BULK MAIL INSTRUCTIONS (*United States Postal Services Bulk Permit #156*)

Requirements

- There is a minimum of 200 pieces.
- Each piece of mail must be identical—nothing individualized.
- Special Bulk Mail envelopes must be used; order them from the Printing Department. Return address has to be:
Alachua County Public School
620 E. University Avenue
Gainesville, FL 32601

The permit stamp needs to be in the upper right-hand corner. If you don't have preprinted envelopes then there is an ink stamp available for you use. Email wpops@gm.sbac.edu to borrow it.

- You must have the Post Office form and the "Approval for Bulk Mailing" form.

Forms

- The Post Office will not process a Bulk Mail shipment without a signed *Approval for Bulk Mailing* form, located on the district's website: Hover your cursor over ***For Employees*** – on the drop-down menu click on ***Forms*** – and then ***Administration – Approval for Bulk Mailing – ADM-213-001.pdf***. Print form, complete and sign, and send to the Public Information Office at [955-6700](tel:955-6700). Funds will be verified and the form will be faxed back to you.

- The Post Office also requires a #3602-N or #3602-NZ Bulk Mail form, <http://www.usps.com/forms>

Information needed for completing forms: Permit #156
School Board of Alachua County
620 East University Avenue
Gainesville, FL 32601
955-7547

Address Labels

Addresses can be downloaded from IC and merged into a mailing list. You will need to make sure you have all the parts, including city, state, zip, and ***apartment number*** if applicable.

When you are creating your address labels a new line needs to appear under the recipient's name stating "***or current resident***." This will prevent the mail from being returned along with an additional fee from the post office.

If the list is being sent to an outside mailing facility, they are aware of the "current resident" requirement. The mailing facility will also (depending on quantity of mailing) run the address against the NCOA list to weed out any unusable addresses or correct as needed. There is a fee for this service and is recommended for mailings over 500 pieces.

Do not use the words "***return service requested***" unless you are prepared to pay approximately three times the amount of first class for each returned piece of mail.

Taking Bulk Mail to a Mailing Facility

A mailing facility will do everything (fold, stuff, seal, complete forms and take to Post Office) or whatever you request, and will charge you accordingly. You provide the envelopes, contents, labels and the District's *Approval for Bulk Mailing* form. They will bill you directly (this **does not** include postage).

Doing Bulk Mail Yourself

- Stuff envelopes, apply labels, and sort by zip (all "326" are grouped together, etc.).
- Complete both necessary forms (Post Office form and "District Funds Available" form).
- Take two copies of the USPS form and one copy of the District form, along with your mailing, to the 34th Street Post Office.

When your mailing is complete, please email one copy of USPS form #3602 with final amounts and totals to the Communications Office at wpops@gm.sbac.edu.

Postage Payment

At the beginning of the following month you will receive an invoice for the postage cost.