

Greater Renton-Tukwila Youth Soccer Association

Title: Bulk Mailing

Policy and Procedure Number: 015

Revision: NEW

Approval Date: October 5, 2005

A. Purpose

This procedure defines how the Association and Clubs use the Association bulk-mailing permit to minimize mailing costs.

B. Requirements

Bulk mailing must satisfy the following:

1. Club using the mailing must pay for the cost of the mailing
2. Association pays annual cost of permit
3. Must be official Association soccer related business, including newsletters, registration forms, WSYSA-approved tournament fliers (procedure 023)
4. Meet Postal Regulation for bulk mailing (in particular, return address must match the organization name and address listed on the Permit).

C. Using Bulk Mail Permit

1. Produce materials with postage block reading: Non-Profit Organization U.S. Postage PAID Permit #17 Renton, WA
Role: Association or Club representative
2. Prepare the materials for mailing following <http://pe.usps.gov/text/dmm200/discount.htm>
Role: Association or Club representative
3. Deliver materials to Renton Post Office. Note bulk mailing is accessed through the back door. Postage fee is paid at that time. Office hours are limited so check before you go.
Role: Association or Club representative
4. Notify Association VP of Administration of the number of items mailed and provide a copy of materials prior to mailing.
Role: Association or Club representative

D. Using Seattle Mailing Bureau

1. Produce materials with postage block reading: Non-Profit Organization U.S. Postage PAID Permit #9556 Seattle, WA (PS Form 3623, Application for Nonprofit Standard Mail Rates at Additional Mailing Office has been filed with post office by VP Administration). Postage fee is due in advance.
Role: Association or Club representative
2. Deliver materials in PDF format along with database extract of mailing labels to Seattle Mailing Bureau (contact: Pam Spring 206-431-5700 or pams@seattlemailing.com). Payment due in advance.
Role: Association or Club representative
3. Notify Association VP of Administration of the number of items mailed and provide a copy of materials prior to mailing.
Role: Association or Club representative

E. Maintaining Bulk Mail Permit (annually)

1. Analyze past year usage and cost/benefit for inclusion in annual report (propose whether or not to renew).
Role: Association VP of Administration
2. Decide whether to renew Permit
Role: Association Board Due: January
3. Renew Bulk Mail Permit
Role: Association Treasurer Due: January 15

Other references

Quick Service Guide 670 Standard Mail Nonprofit Eligibility

<http://pe.usps.gov/text/qsg/q670.htm>

How to apply

<http://www.usps.com/businessmail101/misc/nonprofitApplication.htm>