Requirements and instructions for utilizing bulk mail are attached. There is a substantial savings to the District if standard size, non-profit bulk mail is utilized instead of the more expensive methods of mailing as illustrated below. The attached bulk mail instruction guide has information on how to save time and money. **Please utilize the least expensive method of mailing whenever possible.** Bulk Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days.

DMM 243. 3.0 3.1

<table>
<thead>
<tr>
<th>Non-profit Automation</th>
<th>$0.093¢ (per piece) (per attached instructions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-letter size bulk mail</td>
<td>$0.293¢ (per piece) regular rate</td>
</tr>
</tbody>
</table>

Example:
Mail a 200 piece letter size non-profit bulk mailing and it will cost:

- Letter size non-profit bulk mail: $18.60 for the total mailing
- Oversize regular bulk mail: $58.60 for the total mailing

**The regular bulk mail rate is strongly discouraged by the District as the non-profit rate is substantially less. Usage of the more expensive method of bulk mail may result in an advisory letter being sent to the school and appropriate Area or Assistant Superintendent.**

By following the attached instructions, the District will save over 75% in mailing costs!!

Thank you for your attention and cooperation. Please feel free to call the Mail Services department for additional information at 799-5225, Ext. 5490 WAN: 0099-5490

**CONTENTS:**

1. U.S. POSTAL BULK MAIL REQUIREMENTS
2. BULK MAIL INSTRUCTION STANDARD SIZE
   - LETTER SIZE AND SCHOOLS NEWSLETTER
3. BULK MAIL INSTRUCTIONS OVERSIZE (Periodical Format)
4. BULK MAIL APPROVAL CERTIFICATE
5. ZIP CODE COUNT SHEET
U.S. POSTAL BULK MAIL REQUIREMENTS

A. A sample of the item(s) mailed must be sent or faxed to the mail services for approval accompanied by “BULKMAIL CERTIFICATE” prior to publication. Fax X2912, Make copy online or page “7”

B. Each bulk mail must have a minimum of 200 pieces.

C. Each piece must be identical in content, size, weight, and color.

D. Address labels must be machine produced. No hand written. Font size 10, style Arial.

SAMPLE:

TO THE PARENT OR GUARDIAN
STUDENT NAME HERE
00000 ANY ST
LAS VEGAS NV 891XX

E. Letters/Post Cards:
   Letters: If folded in half it must be 24 lb. paperweight. Tri-fold can be 20lb. paperweight (copy paper).
   Post Cards: Minimum size 3½ X 5", maximum size 6X4¾ and 90 to110lbs. paperweight
   Do not use glossy or shiny paper. Use white or pastel color envelopes/cards. NO RED

F. Each piece must have the same message and cannot be personalized, i.e. class schedule, room assignments, bus routes. The mailing also cannot contain any advertisements, commercial products endorsements. ie Discount stores, Target, credit cards, phone cards (AT&T), small coupons, Safe Key, Middle Years, TV station, logo’s, travel agencies or anything showing price list of school uniforms, pictures, yearbooks, rings, caps, gowns, insurance, web sites, city/county, parks, physicals or price listings in general.

G. All envelopes must be SEALED. Do not use clasp.

H. NOTE: A single page or more may now be folded in half, fold must be at the bottom and tab top center. Scotch tape is now permitted, do not use staples.

I. All return address must start Clark County School District, followed by your schools name and address in the upper left corner. Sample below:

   CLARK COUNTY SCHOOL DISTRICT
   SILVERADO HIGH SCHOOL
   1650 SILVER HAWK AVE
   LAS VEGAS NV 89123

J. The bulk imprint permit #1 must be printed on each piece at the top right corner Sample below:

   NON PROFIT ORG.
   U.S. POSTAGE
   PAID
   LAS VEGAS, NEVADA
   PERMIT # 1

K. Presort bulk mail by same 5 digits of zip code, disregard the Zip + 4 (last 4 digits). Only U.S.A. zip codes address can be bulk mailed.

L. Mail must face the same way, (do not turn mail upside down or backwards to even out bundles), a bundle may be no larger than 4 inches, use only # 64 rubber bands both length and width.

M. Bundles to qualify for a "5" bar coded sticker must be 10 pieces or more of the same five (5) digit zip code and place red "5" bar coded label on top of each bundle lower left corner.

N. Zip codes with nine pieces or less must be separated into two (2) separate bundles, using the first three digits of the zip code (890 or 891). Identify each bundle as MIXED CITY 890 and MIXED CITY 891 with a piece paper placed on top of bulk mail for picked up.
O. Endorsement: RETURN SERVICE REQUESTED, OR ADDRESS SERVICE REQUESTED (option) use capital letters only, placed ½ inch below the return address, and recommended to be used for registration mailing, there is a return charge for using endorsements on NON PROFIT bulk mail. RETURN SERVICE REQUESTED a photocopy will be returned at .70 cent for each piece. ADDRESS SERVICE REQUESTED will be return at First Class postage rate for each piece.

P. Please do not leave “Post-Its” on your bundles except for the two mixed city bundles.

Q. Furnish a complete and ACCURATE COUNT along with the school name, location number, phone number and the person who prepared the mailing (see attached or online ZIP CODE COUNT SHEET). Make copies from last page of instructions.

R. All bulk mail must be processed through the CCSD mail service. Do not take it to the U.S. Post Office yourself.

S. U.S. Postal Service delivery time is “APPROXIMATELY” 3-10 working delivery days.

T. For pickups call the mail service one (1) day in advanced at 799-5225 Ext. 5490
No smaller 3 1/2"X 5" no larger 6 1/8" (HT) X 11 1/2" (WTH)

A. No need to rubber band or "5" label, just have it FOLDED AT THE BOTTOM AND TAB TOP CENTER, then place the mailing in U. S. Postal tub facing the same direction.

B. Letters folded in half must be minimum of 24lbs paperweight. Anything less must be tri-fold. Multiple pages must have 2 tabs, one on each side.

C. Address labels must be machine produced, not hand written, align labels evenly and straight. You may use light gray tick marks to align labels. Graphic Arts has offered to make two sizes of tick mark templates. See Sample below:

D. ACCURATE COUNT ON THE ZIP CODE COUNT SHEET.

E. No printing under address label.

F. Bar coding clearance requirements at the bottom right corner of letter.
   1. 5/8 inches high
   2. 4 3/4 inches along the bottom

Sample below:

REMEMBER ALL BULK MAIL MUST BE PRE-APPROVED BEFORE PRODUCTION BY MAIL SERVICE

LETTERS

Single fold MUST BE 24LBS paper wt.
Two pages or more must tab on all 3 side

POST CARDS

3½"X5" Must be 90lb paper wt. Maximum 6"X4¼ Must be 110lb paper wt.
CCSD BULK MAIL INSTRUCTIONS OVERSIZE

OVERSIZE 6 1/8" (HT) X 11 1/2" (WTH)

USE WHITE U. S. POSTAL TUBS ONLY
NO CARDBOARD BOXES

For your convenience tubs are available, call Mail Service 799-5225 Ext. 5490. By using the tubs it saves time for both school and Mail Services with easy to follow instructions.

1. Using a U.S.P.S. tub, mail must now lay flat. SEE SAMPLE BELOW:

2. If you can fill a tub with 3/4 or more of the SAME ZIP CODE, you don’t have to use #64 rubber bands or “5” bar code labels.

3. Remaining zip codes MUST be bundled with #64 rubber bands and “5” labels (follow U.S. Postal Requirements pages 1 and 2) placed in a tub laying flat.

4. Zip codes with nine pieces or less are separated into two (2) separated bundles, working with the first three digits of the zip code, one bundle of 890 the other 891, identify each bundle as MIXED CITY 890 and MIXED CITY 891 placed on top of the completed bulk mail for picked up.

REMEMBER ALL BULK MAIL MUST BE PRE-APPROVED BEFORE PRODUCTION BY MAIL SERVICE
This pertains to your newsletters Periodical Format. What this does is allows you to advertise in your parent newsletters. There are two requirements and restrictions.

Requirement One:

Title Page (Front Page) Must have three requirements.

a). Volume Number.
b). Issue Number
c). Date (s) published (ie) Monthly, Bi-Monthly or Quarterly.

Sample: Volume 1 Issue 1 Choose one of the following March March-April March-April-May

Requirement Two:

ID Statement must be printed on 1st, 2nd, or last page. This can be printed in small font. ID Statement may be printed in #6 font. Some samples are enclosed. If you choose, the Districts Graphic Arts Departments will prepare the newsletter in periodical format. (See sample below).

Canarelli Parent Newsletter is published bi-monthly CLARK COUNTY SCHOOL DISTRICT
Lawrence & Heidi Canarelli Middle School 7808 S Torrey Pines Dr. Las Vegas, NV. 89139-6190
Phone: (702) 799-1340 Fax: 799-5715.

Restrictions:

I have a acronym “FIT”

“F” Financial - Applying for credit cards/debit cards (Visa, MasterCard, Target or any other cards.
Exception: You can mention credit/debit cards for purchases only.

“I” Insurance - Advertisements

“T” Travel - Name of business, prices on airline, buses, and hotel accommodations.

If you have any questions call me 799-5225 Ext. 5490 or WAN: 0099-5490
CCSD BULK MAIL APPROVAL CERTIFICATE
PRIOR TO PRODUCTION

MUST ACCOMPANY ALL NON-PROFIT STATUS MAILINGS

DATE____________________

TITLE OF MAIL PIECE_________________________________________
LETTER, NEWSLETTER, FLIER

SCHOOL_________________________ LOCATION #________________

CONTACT PERSON_______________________ PHONE# ___________
FAX#____________

----------------------- TO BE FILLED OUT BY MAIL SERVICES -------------------

UPGRADEABLE YES NO IF NOT UPGRADEABLE WHAT CHANGES COULD
BE MADE?

QUALIFIED THROUGH POST OFFICE YES NO IF YES,

DATE____________________ MAIL REQUIREMENTS CLERK

INVOLVED________________________ MAIL SERVICE EMPLOYEE

RECOMMENDATIONS

MAIL SERVICE EMPLOYEE
SIGNATURE________________________________
## ZIP CODE COUNT SHEET

**DATE**

**SCHOOL**

**LOCATION**

**CONTACT PERSON**

**PHONE #**

### ZIP CODE IDENTIFICATION:

**ZIP CODE IDENTIFICATION:**

**ZIP QUANTITY** | **ZIP QUANTITY**
---|---
89002 | 89101 | 89128 | 89005 | 89102
89103 | 89130
89007 | 89104 | 89113 | 89009
89106 | 89134 | 89011 | 89107
89135 | 89012 | 89108 | 89138 | 89014
8919 | 89139 | 89015 | 89110
89141 | 89030 | 89113 | 89142
89031 | 89115 | 89143 | 89032
89117 | 89144 | 89033 | 89118
89145 | 89036 | 89119 | 89146 | 89052
89120 | 89147 | 89074 | 89121
89148 | 89084 | 89122 | 89149
89086 | 89123 | 89156

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**CHECK HERE WHEN LABELS PRINTED BY SASI**

- **MIXED CITY 890**
- **MIXED CITY 891**
- **MIXED NEVADA**
- **MIXED STATE**

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**TOTAL PIECE COUNT**

**Letters**

**Post Card**

**Non-Profit**

**Presorted First Class**

**Tubs**

**Trays**