



South Bend Community School Corporation

MAILROOM INFORMATION MANUAL

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The South Bend Community School Corporation Mailroom is not a full service post office. There are a few things we cannot do that a normal post office can provide.

Please take note of the following information to help better prepare you for any of the postal needs to support all schools/departments.

*All mail must be in an envelope (postal or inter-school)

*All envelopes to be sent through the US Postal Service must have a complete return address w/Return Services Requested (typed or stamped) under the return address

*Do not use post it notes on mail

*Do not put anything in an envelope other than paper – the meter machine will not process any envelopes with objects in the envelope

*Do not use dark colored, red or pink paper for postcards or envelopes. Mail machine ink is dark red and the postage will not show up

*SBCSC mail machine only seals #10 size envelopes. All other envelopes must be sealed prior to send to the mailroom. If using a clasped envelope, please seal & place a piece of tape over the clasp. Simply using the clasp does not mean you are sending a secure piece of mail. Clasped envelopes will not go through the meter machine unless tape is placed over the clasp.

*Do not hand write addresses – please use printed labels when addressing envelopes to insure a discounted postal rate for mailing.

*Envelopes with more than 5 sheets of paper must be sealed and flattened before arriving at the SBCSC Mailroom

*Out of country mailings are handled differently. Please make sure they are not included with local bundles of mail. Please separate them with a rubber band

*All mail returned from the US Postal Service due to “bad addresses” will need to be updated in the system at the building level after the new address has been researched, reviewed, and confirmed with a parent/guardian

*If sending mail with a “Business Reply” envelope please seal the outside envelope

*Do not staple manila envelopes (inter-school or postal)

*Do not nest or tuck envelopes. Nested or tucked envelopes will result in the mail being returned & causes a delay in mailing

MAIL REQUISITION

Mail must be presented to the mailroom with a pink mailing requisition. (Available through the SBCSC/Print Shop using stock #123606 & ordered through the digital storefront program)

*Fill in the date

*Fill in the school/department name

*Fill in accounting code

*Fill in the total number of pieces being mailed

*Send pink mailing requisition with all mail to be metered. Please use only 1 mailing requisition per day. No need to bundle and use several requisitions for each piece of mail. Please bundle stamped mail and mail to be metered separately, then rubber band all mail together. Do not nest or tuck your envelopes. All envelopes should be received by the mailroom with flaps down. If there is a large bundle of mail please place a rubber band in both directions around mail or send to the mailroom in a small box.

*Large mailings (200 pieces or more) must be at the mailroom by 10:00am for processing that day

*Mail being sent out of the country must be bundled separately with its own mailing requisition

*Place bundled mail in inter-office mail bag. If mail was placed in a box, please place it near the mailbag for the driver to pick up and deliver with the usual inter office school mail.

These steps will prevent any delays & all mail will be processed the day it is received in the SBCSC/Mailroom

CERTIFIED MAIL

Proper placement of certified mail receipt and cards is very important. Please take note of the following steps for all Certified Mail.

*Address your envelope. Seal your envelope. Be sure to include your return address in the top left corner of your envelope

*Place white receipt with green writing on envelope as follows:

- a. Remove adhesive strip cover from back and place top of solid green bar on receipt at top of envelope just to the RIGHT of the return address (Exhibit B below)
- b. Fold remainder of receipt to the back of the envelope
- c. Keep bottom for your tracking reference

* Place green card on envelope as follows:

- a. Complete both sides of green card (on the sender side, include building/dept and your name)
- b. Remove adhesive strip covers from both ends of green card and place on the back of envelope (Exhibit C below)

ALL CERTIFIED MAIL MUST BE INCLUDED ON THE MAILING REQUISITION FORM

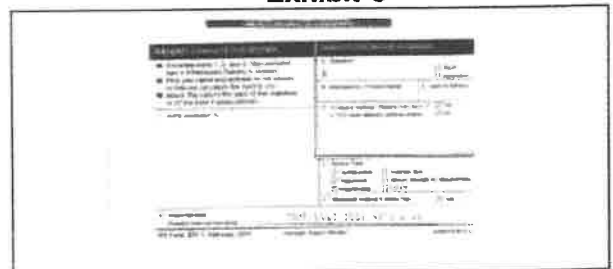
Certified postal rates vary from year to year – to date 2020 a certified mail costs \$6.90

PLEASE CONTACT SUE ALERDING/MAILROOM AT 393-6103 IF YOU HAVE ANY QUESTIONS

Exhibit B



Exhibit C

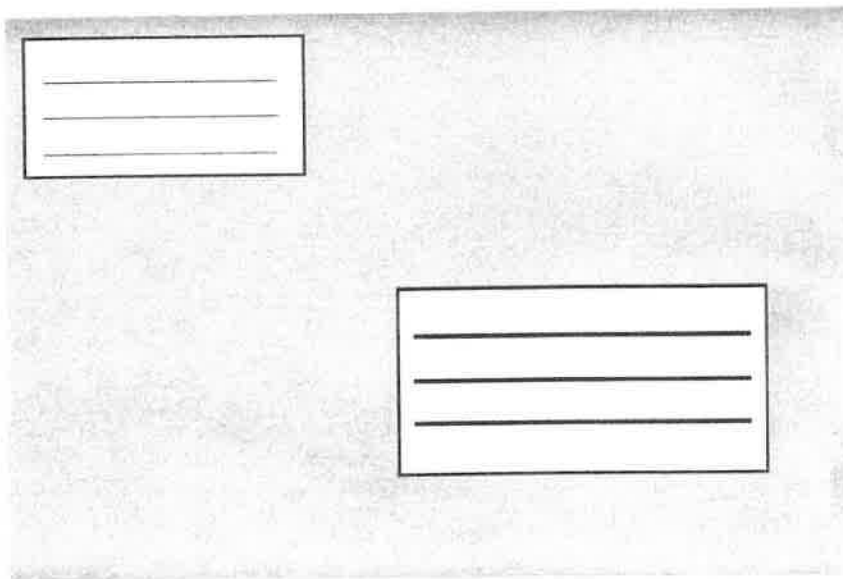


LARGE ENVELOPES
(5"X7" TO 12" X 15")

Please address all large envelopes so the flap side is on the right side of the envelope (Exhibit D below). This will prevent the flap on the envelope from being ripped open when it is fed through the postage meter machine.

Large envelopes with the flap on the side must be sealed prior to being sent to the SBCSC/Mailroom. The postage meter is unable to seal side flaps. If ordering manila envelopes for a mailing, please do not use the clasped envelopes as they will not go through the postage meter machine. If you are using a clasped envelope you must seal the flap over the clasp to secure your mailing.

Exhibit D



DELIVERY ROUTES

SBCSC services the following locations with the inter-school mail system. We request that you limit the thickness per inter office envelope to a maximum of 2 inches, except for IEP'S and student records. All inter school envelopes must be marked with the department/school and recipient name.

NORTH ROUTE

Adult Education
 Adams High School
 Clay High School
 Clay International Academy
 Coquillard
 Darden
 Dickinson
 Edison
 Kennedy
 LaSalle
 Madison
 Marquette
 Rise Up Academy
 Service Building
 Swanson
 Tarkington
 Teamsters (Mon & Wed)
 VMF

SOUTH ROUTE

AFSME
 Harrison
 Hay
 HeadStart
 Jackson
 Jefferson
 Lafayette
 Lincoln
 Marshall
 Monroe
 Navarre
 NEA (Tue & Thur)
 Nuner
 JJC (Tue & Fri)
 Riley High School
 Studebaker (YAS, Approve,
 Snap, Intern)
 Warren
 Wilson
 Washington HighSchool

Program	Location	Route
Adult Secondary	Bendix Building	North
Approve	Studebaker Center	South
Costume Collections	LaSalle	North
Early Childhood	Lafayette	South
HeadStart	Lafayette	South
Media Services	Edison	South
SAMP	Lafayette	South
Technology	Edison	South
Beacon Health Ventures (Tue & Fri)	Private Location	North

METERED POSTAGE RATES

(Example only – rates will change with US Postal increases)

*Any mail over $\frac{3}{4}$ " thickness will have to be metered as a parcel

Weight (oz)	SBCSC postage rate for mail less than $\frac{1}{4}$ " thick	USPS postage rate for mail less than $\frac{1}{4}$ " thick	Flat rate for mail $\frac{1}{4}$ " – $\frac{1}{2}$ " thick
Up to 1oz	0.46	0.50	1.00
Over 1oz – 2oz	0.46	0.65	1.20
Over 2oz – 3oz	0.46	0.80	1.40
Postcards	X	0.35	X

Any questions on postage rates please contact the Mailroom at 393-6103