

SCVQA
Mailing the Newsletter
5-14-2015
Joni Strother

Job Requirements

- The Newsletter Mailer must be able to print address labels or hand address the paper newsletters. Currently, 22 guild members get their newsletters via the US Mail.
- The Mailer will have to physically pick the newsletters up and mail them in a timely manner.
- The Newsletter Mailer needs to make sure the extra copies of the newsletter get to the Membership Chair every month, usually at guild meetings.
- The Mailer should be available to send new copies of the newsletter during the month if a member did not receive a copy.
- The Mailer must be able to go to the post office and the store for supplies occasionally.

Procedure

1. Print address labels incorporating any changes you received from the Membership Chairperson last month.
2. The Newsletter Editor will send you an e-mail when s/he notifies the copy shop that the newsletters are ready to be printed. The e-mail to the printer will include the link to the electronic newsletter, the number of newsletters to print and a request to notify the Newsletter Mailer when the printed copies are ready. The Membership Chair will be able to tell the Newsletter Editor how many newsletters to print. Lately we've had seven extra newsletters printed a month. Pick the newsletter up at:

Copy Plus

1969 Tully Road, Suite 50

408 251 6100

FAX

Cell 408 761 1553

Hours: 9:30 to 6 on weekdays, 10 to 2 on weekends

Owner: Francis

You do not pay the bill, just sign the invoice. Have the printer call the Treasurer if needed.

3. Tape the newsletters.
4. Affix first class postage to each newsletter. Weigh a few newsletters to determine if they are over one ounce. If so, second ounce postage is required.
5. Mail newsletters. E-mail the Newsletter Editor to say that the paper newsletters have been mailed.

6. Keep a supply of expense forms for items like tape and first class stamps. Save receipts for reimbursement.
7. Expenses and supplies you will need:
 - a. first class stamps, additional ounce postage
 - b. staples
 - c. tape
 - d. photocopies, (occasionally, there aren't enough newsletters printed)
 - e. address labels
 - f. printer ink cartridges
8. Bring extra newsletters to the Membership Chair at the next meeting. S/he sits at a table in the lobby.
9. Once a year, submit your budget.