



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** NONPROFIT PERMIT MAIL

**NUMBER:** REF-1330.4

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**ROUTING**  
All Schools  
All Offices

**PURPOSE:** The purpose of the reference guide is to notify schools/offices of the required use of Nonprofit (Third Class) Mail as the default processing method, to provide instructions for preparing Nonprofit Mail, and to define what qualifies as Nonprofit Mail.

**MAJOR CHANGES:** The contents of this reference guide have been revised to reflect the following changes:

- This replaces Reference Guide 1330, dated July 8, 2005.
- The revised policy will require the use of Nonprofit Mail as the standard processing method for mass pre-printed mailing but providing schools/offices the discretion to use First Class Mail paid for out of their budget.
- Mail that does not meet the criteria for nonprofit status will require the school to pay the cost to upgrade mailing or have the opportunity to change the mailing to meet the criteria of Nonprofit Mail.
- The Mail Services Unit will meter (print) the nonprofit permit rate directly onto the letter and manila/flat envelopes. Schools must continue to stamp or pre-print permit indicia onto folded tabbed materials.
- A sample illustration is provided for addressing manila/flat nonprofit envelopes. See Attachment B.

**INSTRUCTIONS:** Schools and offices are required to utilize the District’s Nonprofit status for regular mass mailings of printed materials such as school newsletters when the mailing count is greater than 200. Nonprofit mailing is a significant reduced rate over First Class Mail (\$0.173 Nonprofit vs. \$0.429 for First Class). Nonprofit Permit Mail is considered Third Class Mail and will take seven to ten (7-10) working days for delivery. Therefore, appropriate planning is essential to accommodate the appropriate delivery timeline.



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## I. NONPROFIT PERMIT MAIL REQUIREMENTS

Mail meeting the following criteria will be mailed at the Nonprofit (Third Class) rate:

- The mailing must consist of **at least 200 pieces** of identically prepared/printed, generic material without individual personal information such as names, grade levels, etc.
- Items must be printed on non-glossy paper and all the same size. Postcard items must be at least 3 ½ x 5 inches and no more than 4 ¼ x 6 inches.
- No more than one piece may be addressed to the same person or place.
- The contents cannot contain any individual information such as names, homeroom numbers, grades, etc. **Therefore, place any typed personal information such as homeroom assignments, grades, and teacher's names on the envelope above the delivery address line, not below the city, state and zip code.**
- No handwritten information on either inside content or outside envelope.
- When using a window envelope, it is acceptable to have the typed student name and address on the letter, if it will be used as the address showing through the window of the envelope.
- If envelopes weigh more than three ounces, they must be sealed.
- References to school service organizations may be contained within a school's flyer or newsletter, provided that the reference is not a separate document. Separate school service organization related items **cannot be sent** as Nonprofit Mail.

Use of District mailing services (funds) to mail flyers or brochures on the behalf of vendors for advertising uniforms, photography, graduation, insurance, etc., **is strictly prohibited.**

## II. MAILING COSTS TO SCHOOLS AND OFFICES

- Large Mailings (over 50,000 pieces)  
Special or large mailings, such as meal applications, Adult Education class catalogs and schedules, program announcements, or other material to be sent as Third Class Mail requires the sending school or office to pay/provide funding for actual postage costs for the entire mailing.



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- Board Rule 1451 prohibits the District from paying for mailings sent by School Service Organizations. If materials are not in compliance with Rule 1451, the School Service Organization will have the option to pay the First Class postage amount or have the materials returned to their school site.
- Payment method may be one of the following:
  - Personal Check: Payable to the Los Angeles Unified School District and sent to the Mail Services Unit, or
  - LRP Requisition Form: See Attachment A.

### III. MAILING PREPARATION REQUIREMENTS

#### Proper Addressing of Nonprofit (3<sup>rd</sup> Class) Mail:

##### **Delivery Address**

Use the following format:

Info/Attn (optional):  
Name of Recipient:  
Delivery Address:  
City, State, Zip Code:

PARENT OR GUARDIAN OF JIM SMITH  
JAMES AND NANCY SMITH  
123 W MAIN ST STE 100  
LOS ANGELES CA 90012-1234

- Typewritten or computer-generated only
- All capital letters
- Left-justified
- No punctuation
- At least 10-point, simple type fonts
- One space between city and state
- Two spaces between state and zip code
- Keep address lines in same order as shown
- Place homeroom numbers, tracks, etc., above address line



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- Proper Folding of Materials Without Envelopes
  - Address portion of the material must meet requirements of previous page.
  - Schools/offices must have the permit stamp pre-printed in the upper right corner and the school/office return address in the upper left corner.
  - Have the fold on the bottom of the addressed side (the opened end on top).
  - Be fastened at the open edges (top and sides) with adhesive labels or circles. Staples are not permitted.
  - Be printed on non-glossy paper stock.
  - Barcode clear zone ( $\frac{5}{8}$ " across bottom of mail piece on address side) must be left clear of any printing or graphics.
  - All folded material must follow USPS guidelines for paper weight and tabbing instructions ([www.usps.com](http://www.usps.com)).



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- Proper Preparing of Envelopes of Letter or Legal-Size, and Flats/Manila
  - For proper placement of label on flat/manila envelopes, see Attachment B.
  - No sorting is required.
  - **Do not seal letter or legal-sized envelopes.** Envelopes are fed through and sealed by a meter machine in the Mail Services Unit. Therefore, Nonprofit Mail should be left unsealed, have the flaps overlapped (flaps straight up), be rubber banded, and placed in the yellow “LAUSD Mail Unit” tub.
  - If using flats or manila envelopes with clasps, seal the envelope with the gummed flap over the clasp so the edges of the clasp are not exposed. See Attachment B.
  - Bundle and face envelopes in the same direction.

### IV. MAIL PICK-UP AND DELIVERY TO MAIL SERVICES UNIT

- Place envelopes in the same container (box or carton) in the regular/designated mail pick up area, along with a “Request for U.S. Mailing” form, or use the yellow “LAUSD Mail Unit” tub, keeping First Class Mail separate from the Nonprofit Permit Mail.

You may also deliver the material directly to the Mail Services Unit at one of two locations:

**MAIL SERVICES UNIT**  
**PROCUREMENT SERVICES SUPPORT CENTER**  
8525 Rex Road, Pico Rivera  
7:30 a.m. to 5:00 p.m.

**MAIL SERVICES UNIT ANNEX**  
**BEAUDRY ADMINISTRATIVE HEADQUARTERS**  
333 South Beaudry Avenue, 2<sup>nd</sup> Floor, Los Angeles  
9:30 a.m. to 12:00 p.m.

**DO NOT DELIVER NONPROFIT MATERIAL TO YOUR LOCAL POST OFFICE OR HAVE THE U.S. POSTAL SERVICE MAIL CARRIER PICK UP NONPROFIT MATERIAL.** The permit number is only valid (funded) at one postal location. All nonprofit material must be processed through the District’s Mail Services Unit.



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**ATTACHMENTS:** Attachment A: LRP Requisition Form  
Attachment B: Example of Properly Addressed U.S. Flat Mail

**RELATED RESOURCES:** Reference Guide No. REF-1331.3, Procurement Services Division, "Mail Procedures"  
Board Rule 1451, School Mail Delivery Service

**ASSISTANCE:** For assistance or more information regarding mail procedures, please call the Mail Services Unit at (562) 654-9002. For delivery issues/questions/concerns, please call the Truck Operations Dispatch Unit at (562) 654-9001.