



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Mail Procedures/Nonprofit Permit Mail

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PURPOSE: To inform schools and offices of the District’s policies and procedures relating to the processing and mailing of interoffice/school, 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 and U.S. Postal Service (USPS) materials by the District’s Mail Services Unit.

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

- This Reference Guide includes the Nonprofit Permit Mail procedures (REF-1330.3) which has been retired.
- The revised policy will require the use of Nonprofit Mail as the standard processing method to achieve the most cost effective result. Although required to utilize Nonprofit Permit Mail (\$0.173), the change in policy would allow schools/offices the discretion to use first-class (\$0.429) mailing (paid for out of their budget), if the time constraints or other factors would have a negative impact on the required delivery time not accommodated for within the Permit Mail timeline, 7 to 10 working days.
- 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.
- The addition of a “Special Services Section” to the Reference Guide, which explains other services available through the Mail Services Unit.
- The business hours have changed for the Mail Services Unit Annex, located on the 2nd floor of the Beaudry Administrative Headquarters

ROUTING
All Schools
All Offices



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building. Schools and offices may drop off mail at the Annex between the hours of 9:30 a.m. and 12:00 p.m.

INSTRUCTIONS: For a quick reference of Mail Services and Requirements, please refer to the matrix provided in Attachment D.

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.

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.



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Use of District mailing services (funds) to mail flyers or brochures on 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.
- 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 (3rd 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 (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).

- Proper Presentation 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.



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- 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 SCHEDULE

Mail Services Unit drivers provide mail pickup and delivery to schools and offices daily between 7:00 a.m. and 2:00 p.m.

If schools and offices miss their regular pickup, outgoing mail may be brought (if it can't wait for following day's pickup), directly to one of the two Mail Services Unit locations:

**MAIL SERVICES UNIT
PROCUREMENT SERVICES SUPPORT CENTER**

8525 Rex Road, Pico Rivera

7:30 a.m. to 5:00 p.m.

Mail may be dropped off with the receptionist in main lobby.

**MAIL SERVICES UNIT ANNEX
BEAUDRY ADMINISTRATIVE HEADQUARTERS**

333 South Beaudry Avenue, 2nd Floor, Los Angeles

9:30 a.m. to 12:00 p.m.

Mail received at the Annex after 11:00 a.m. will be postmarked for the next day.

Please call the Mail Services Unit one day prior to schedule the pick-up of mail placed in boxes or mail tubs.

If school/office requires sealed boxes, radios, or equipment to be picked-up from one District location and delivered to another District location, the school/office must notify the Truck Operations Section one day prior to the pick-up date, by calling (562) 654-9003.

The Mail Services Unit sorts and processes both U.S. Mail and interoffice/school mail daily. All mail received at the Mail Services Unit (Procurement Services Support Center) prior to 4:30 p.m. is sorted and processed the same day for next day delivery.

**DO NOT DELIVER NONPROFIT MATERIAL TO YOUR LOCAL
POST OFFICE OR HAVE THE U.S. POSTAL SERVICE MAIL
CARRIER PICK UP NONPROFIT MATERIAL.**



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The permit number is only valid (funded) at one postal location. All nonprofit material must be processed through the District's Mail Services Unit.

V. MAILING RESTRICTIONS

- School Service Organizations
 - Board Rule 1451 prohibits school service organizations such as Associated Student Body (ASB), Booster Clubs, Parent Teacher Association (PTA), Congress of Parents and Teachers, and similar organizations, from using District mail services (postage). The Mail Services Unit will randomly check the contents of mail for compliance. References to student body or parent organizations may be contained within a school's flyer or newsletter, provided that the reference is not a separate document. However, any separate student body or parent organization-related item(s) cannot be sent as Nonprofit Mail.
 - If materials do not comply with Board 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.
 - Should school service organizations choose to pay the postage, they will be notified of the required amount, and payment can be made via one of the following methods:
 - Personal Check: Payable to the Los Angeles Unified School District and sent to the Mail Services Unit, or
 - LRP Requisition: See Attachment A. Complete the LRP requisition, which provides the SAP funding information, as if ordering supplies from the Stores Distribution Section, and fax the form to the Mail Services Unit at (562) 654-9012. School service organizations using this option will be required to reimburse mailing cost to their school.
- Vendor Flyers and Brochures
 - Use of District mailing services (funds or postage) to mail flyers or brochures on the behalf of vendors for advertising uniforms, photography, graduation, insurance, etc., **is strictly prohibited**. These materials will be returned to the sending school/office.



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- Personal Use of Mail Services is Prohibited
 - Board Rule 1454 prohibits the use of District, U.S. Postal Service and interoffice/school mail for personal communications (e.g., invitations, greeting cards, etc.) by employees. Material not in compliance with Rule 1454 will be set aside for pick-up by the sender. Material will be held for 14 days; if not picked up by sender, it will be appropriately discarded. Any material received at the Mail Services Unit that appears to be inappropriate (i.e., the operation of an outside business using District supplies and services), will be forwarded to the sender's supervisor for appropriate disciplinary action. Depending on the content, seriousness, or quantity, inappropriate material may also be forwarded to the Local District Superintendent and/or Office of Inspector General for secondary review and audit.

VI. U.S. MAIL GUIDELINES

- Separation of U.S. Mail From Interoffice/School Mail
 - Place interoffice/school mail in the regular mailbag. Place USPS mail in the yellow "LAUSD Mail Unit" carry tub. The tub must be placed next to the interoffice/school mailbag for pick-up by the Truck Operations driver.
- Barcode Label
 - Ensure that the school/office's individualized "bar code" label is in the holder on the side of the yellow "LAUSD Mail Unit" tub. If mailing is placed in a box, place the "bar code" label on top of mailing inside the box.
 - Each school and office has a unique, individualized bar code for its location (see sample below). Duplicate your bar code form as needed. For a copy of your bar code form, please call the Mail Services Unit for assistance.



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<p>Los Angeles Unified School District REQUEST FOR U.S. MAILING</p> <p>(SCHOOL/OFFICE NAME)</p> <p>0000</p> <table border="1"><tr><td>BAR CODE</td></tr></table>	BAR CODE
BAR CODE	

- Envelope Restrictions
 - Do not seal either letter or legal-sized envelopes (First Class only). Envelopes are fed through and sealed by a meter machine in the Mail Services Unit; therefore, First Class Mail envelopes **must be left unsealed**. Ensure envelope flaps overlap (or flaps are straight up); envelopes are rubber-banded, or faced in the same direction; and, are placed in the yellow “LAUSD Mail Unit” carry tub.
 - When utilizing a window envelope for mailing, please ensure no other information, aside from the recipients’ address, is showing in the window frame.
 - Do not place more than six sheets of paper in a legal-size letter envelope. Instead, fold sheets of paper in half and place in a 6” x 9” envelope in order to qualify for letter postage rates. Placing more than six sheets of paper in a letter size envelope will result in higher postage costs and will not seal properly.
- Flat Envelopes (manila/white)
 - All flat size envelopes for First Class and Nonprofit Permit Mail **must be sealed**. 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. The District’s General Stores Distribution (Warehouse) carries white flat envelopes in various sizes (without the clasp), which is preferred by USPS.

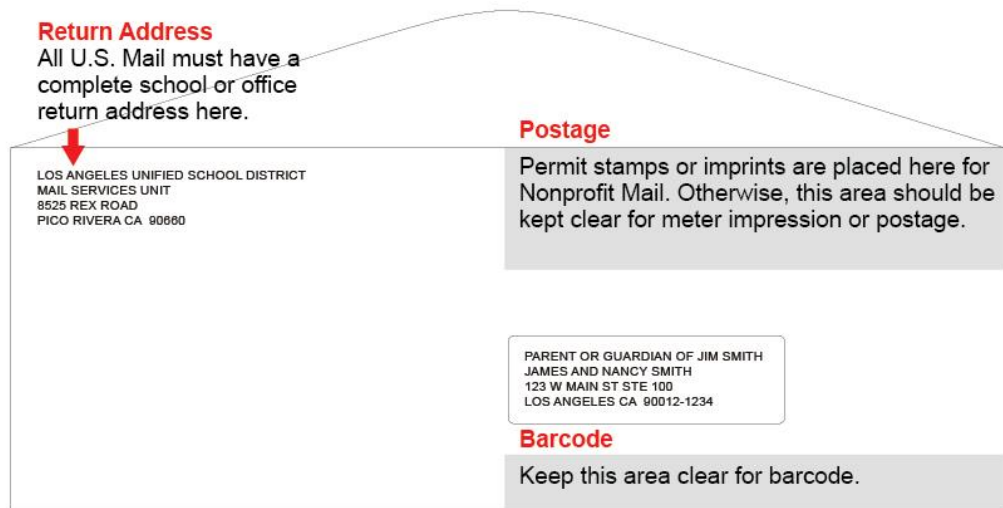


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- Mass Mailings
 - Use the District’s nonprofit status for regular mass mailings. Regular mass mailings of printed materials such as school newsletters, school rules or dress codes are eligible for use of the District’s significantly reduced rates, as Nonprofit Permit Mail. Schools and offices are required to use this method when sending these materials.

VII. RECOMMENDED ADDRESS FORMAT FOR U.S. MAIL

Schools and offices are encouraged to use typewritten or computer-generated delivery addresses that can be sorted on USPS processing equipment. Handwritten delivery addresses will be accepted; however, First Class mail pieces that follow USPS guidelines are eligible for reduced postage rates (\$0.429 for typewritten envelopes vs. \$0.459 cents for handwritten envelopes). Refer to the instructions below on preparing mail pieces according to USPS standards.



Delivery Address format:

Information/Attention (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

- Type or machine-print
- All capital letters

Automated mail processing machines read addresses from the



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- No punctuation
- At least 10-point, simple type fonts
- One space between city and state
- Two spaces between state and zip code
- Left justify address

bottom up and will first look for a city, state, and ZIP Code. Then, the machines look for a delivery address. Keep address lines in the same order as shown. **Place homeroom numbers, tracks, etc., above the address line.** If you can't fit the suite or apartment number on the same line as the delivery address, put it on the line ABOVE the delivery address, NOT on the line below.

VIII. SPECIAL SERVICES MAIL GUIDELINES

- Certified Mail With or Without Return Receipt
 - Schools/offices may use Certified Mail with or without a return receipt when the recipient is required to sign as proof of delivery. Certified Mail will require the recipient to sign for the mail piece. The return receipt service is an extra cost when the school/office requires the recipient's signature to be mailed back to the school/office. Please see Attachment C for proper preparation instructions.
- Electronic Certified Return Receipt Mail (E-certified)
 - Schools/offices may now prepare E-certified Mail from their desktop computers to obtain an electronic version of the return receipt. E-certified Mail still requires the recipient to sign for the mail piece. The only difference is the return receipt may be retrieved electronically through the USPS website (www.usps.gov). Using E-certified Mail saves the District \$1.25 per envelope. Please contact the Mail Services Unit for desktop computer set-up instructions or to schedule individualized training.
- Insured Mail
 - Schools/offices may use Insured Mail for packages of value. The cost is dependent on the insured value. The maximum insured value is \$5,000.00. Please contact the Mail Services Unit for the Insured Mail preparation instructions.



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- Express Mail
 - Schools/offices may use Express Mail (next day) service in emergency situations. Express Mail service is costly and should be used sparingly. Please contact the Mail Services Unit for Express Mail preparation instructions.

IX. INTEROFFICE/SCHOOL MAIL GUIDELINES

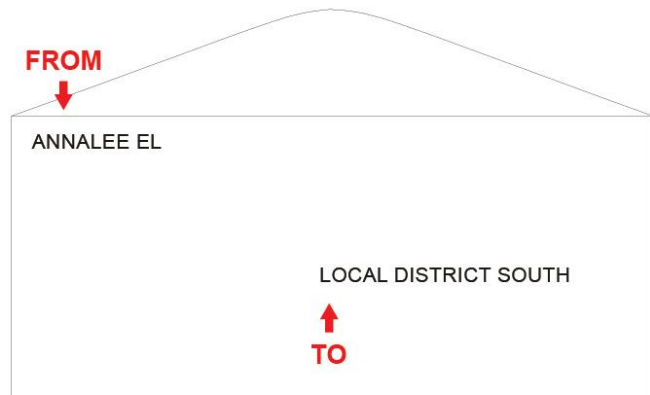
- Place interoffice/school mail in the mailbag, separate from U.S. Mail.
- All mail must have the school or office return address.
- When addressing manila envelopes, “From” is on the left side of the envelope; “To” is on the right side. Properly formatted interoffice manila envelopes are available in the District’s General Stores Distribution (Warehouse). Use product IDs 310422290 (10” x 15”) or 3104222845 (10” x 13”).
- The delivery address for other schools must include the school name and location code.
- The delivery address for offices must include the office name, location code, floor and/or room number, if applicable.
- Letter and legal-sized envelopes should be sealed or flaps tucked in.
- Flat envelopes should be sealed or clasped.
- Minimum size for school mail envelope/postcard is 3-1/2” x 5”.



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Interoffice/School Mail Address Requirements

Letter and Legal-sized
Envelopes:



Flats/Manila
Envelopes:



X. PRIORITIZATION OF U.S. MAIL/INTEROFFICE SCHOOL MATERIAL

U.S. Mail and Interoffice mail will be given first priority. All other Communications, such as event announcements, organizational flyers, job announcement bulletins, retirement notices and newsletters will be processed as time permits.



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- ATTACHMENTS:** Attachment A: LRP Requisition Form
Attachment B: Example of Properly Addressed U.S. Flat Mail
Attachment C: Certified Mail Preparation Instructions
Attachment D: Mail Services and Requirements
- RELATED RESOURCES:** Board Rule 1451. School Mail Delivery Service
Board Rule 1454. Use Of District Mail Service By An Employee
- ASSISTANCE:** For assistance or more information on mail procedures, 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.