

**PASADENA UNIFIED SCHOOL DISTRICT  
PROCUREMENT & CONTRACTS**

**EDUCATION CENTER MAILROOM**

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**PLEASE NOTICE – IMPORTANT CHANGE IN INFORMATION ON STAMP**

**SUBJECT: BULK MAILING (Identical Materials)**

- I. Introduction
- II. Qualification
- III. Preparation
- IV. Processing

**I. INTRODUCTION**

1. Using U.S. Postal Service Bulk Mail can save schools and the PUSD up to 70% off the usual first class postage rates. Although Bulk Mailing is more labor intensive, the savings make it a valuable tool in communicating to students, families, and the community.
2. As with other mail sent by the U.S. Postal Service, there is no guarantee on how long it will take for Bulk Mail to reach its destination. In most cases, at least five working days should be allowed.  
BE SAFE, PLAN AHEAD!
3. Each school of the Pasadena Unified School District qualifies as a non-profit organization and is authorized to mail identical materials at the PRESORT STANDARD rate under Permit No. 2081. This **does not** apply to the Education Center or District Service Center
4. Bulk mail originating at the Education Center and District Service Center may be mailed at PRESORT FIRST CLASS rate using Permit No. 88 only. This permit is also reserved for report cards, progress reports, attendance notification, nutrition program notification, and test results.
5. Separate PTA flyers or PTA materials may **NOT** be Bulk Mailed using PUSD permit numbers. Announcements of PTA events may be listed as part of a school flyer or newsletter, but the PTA must have their own permit from the US Postal Service to send out a Bulk Mailing. No exceptions are permitted by postal regulations.
6. Outside advertising for alumni groups or class reunions may **NOT** use PUSD Bulk Mail permit numbers. This includes flyers regarding student insurance offers, separate flyers regarding yearbooks, school photos, school uniforms, or logo merchandise. Flyers or newsletters with the school name on them may include information from outside groups, but **PUSD Bulk Mail permits cannot be used to send another companies informational newsletter or flyer.** No exceptions are permitted by postal regulations. Please call if there are any questions.
7. Meeting the requirements and preparation of Bulk Mailing is the responsibility of the school or office preparing it. Failure to comply with the requirements will result in a delayed mailing.

PRSRT STANDARD U.S.POSTAGE <b>PAID</b> PASADENA, CA PERMIT NO. 2081 (school use only)
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PRSRT FIRST CLASS U.S.POSTAGE <b>PAID</b> PASADENA, CA PERMIT NO. 88 (Ed Center use only)
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**II. QUALIFICATION**

1. To be accepted for Bulk Mail, all materials **must be identical printed matter.** All contents, envelopes, etc. **must be the same color, size, shape and method of addressing.**
  2. All Bulk Mail from schools will be sent PRESORT STANDARD, and **must** have at least 200 pieces.
  3. All Bulk Mail from the Education Center or District Service Center sent PRESORT FIRST CLASS and **must** have at least 500 pieces.
  4. Before preparing the material for bulk mailing, please submit a sample of the proposed material to the Education Center mailroom. This should be done sufficiently in advance of the proposed mailing date so that any changes needed to comply with U.S. Postal regulations may be made. If time does not permit, please call the Education Center mailroom and obtain a verbal clearance, or leave a message detailing the planned mailing. Any Bulk Mailing not pre-cleared will be considered next day's mail.
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**III. PREPARATION**

1. All pieces must have the proper Bulk Mail imprint in the upper right hand of the envelope or piece of mail. The Bulk Mail permit stamp may be applied to the printed material by hand at the school or office preparing the mail. However, the preferred method is by use of reproduction processes, e.g. by the envelope printing company, xerox, multilith or mimeo.
2. All mail must have a full school or office return address on each piece.
3. All envelopes must either be sealed, or flaps tucked inside.
4. All mail must be facing the same direction, and readable from the same side.
5. All mail must be separated by zip code, with only one zip code per bundle. Bundles must be at least ten pieces, and less than four inches thick.
6. All letter size bundles must be vertically rubber banded, with only **one** rubber band. Large Manila style envelopes still require two rubber bands, criss-crossed, one horizontal and one vertical. Rubber bands **must** be 1 inch (#64) size.
7. All bundles of the same zip code.
8. All pieces of mail with miscellaneous zip codes (those with less than ten pieces per zip code) should be sorted numerically, from lowest zip code to highest, bundled with a single rubber band. This one bundle will have all your miscellaneous zip codes in it.
9. Materials can be folded or taped closed. This works well with newsletters and announcements of only a few pages. When using this method, all pieces must be folded the same way. Any inserts should not protrude beyond the outside cover sheet. There can be no individual single unfolded sheets of paper sent as their own mailer, the must be folded or taped.
10. There must be a work request submitted with each Bulk Mailing, along with a sample piece of the mailing. The work request must show the school or office sending the mailing, the **EXACT** total quantity of the mailing, the permit number, the date the mailing should be sent, and a contact person to answer any questions about the mailing (who prepared it). It is **not** necessary to enter coding on the work request.

**IV. PROCESSING**

1. The fastest way to expedite your pre-cleared Bulk Mailing is for you, or one of your staff, to deliver it to the Education Center mailroom. If no one is in the mailroom when delivery is made, please leave the mailing, and work request, outside the mailroom door (Education Center, room 019).
2. The daily school mail route driver can pick up small Bulk Mailings if there is available space in his delivery van, and if a work request is available with the mailing. Please notify the Education Center mailroom before pickup is needed.
3. In the case of large Bulk Mailings that need picked up, please contact the mailroom at extension 88322.

**For assistance, please call the Education Center mailroom, at (626) 396-3600 x 88322. Please leave a message if no answer.**