

JSCC Mail Services Objective

*Our purpose is to distribute campus mail, meter and sort outgoing mail as well as sort and box incoming mail in an efficient and timely manner.
Mail Service also provides non-profit bulk mailings.*



The mail room is located in the Print Shop and staffed by Print Shop employees, including a mail clerk. There are 36 mail boxes with combination locks that open into the end hall of the Nelms Classroom Building. There is a drop box for all out-going mail and campus mail. Mail must be in the mail room before 10:00 a.m. in order to be processed for pick up that day.

There is an e-mail distribution list that goes to those persons who are designated to pick up the mail and disperse it to individuals in each area. Once the mail is processed, a message is sent via email notifying those designees that the mail is ready to be picked up. Employees are asked to not pick up the mail until they are notified.

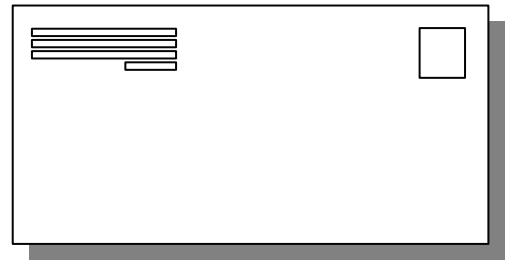
Material for Express mail, Priority mail and certified mail are all available upon request. Mail must be bundled and rubber banded with wide rubber bands before placing in to mail drop. Mail must also be sorted into **sealed and unsealed** bundles and stamped and unstamped bundles. Sealed letters mixed in with an unsealed bundle will cause damage to the mailing equipment if it is not detected.

The mail room offers bulk mail service, now called non-profit org. mail. There is a minimum of 200 pieces to take advantage of the savings in postage charges. Contrary to popular belief that bulk mailings are treated as 2nd or 3rd rate mail, the United States Postal Services assures us that all bulk mail is treated as 1st class. The Mail room can fold, stuff, sort, figure, mail and label. The Mail room personnel will figure the cost and notify the department of the amount to make the check request, made out to the United States Postmaster. Upon receiving a copy of the check request and mailing is ready then the mail will taken to the Post Office by the Mail clerk.

JSCC Mail Services keeps \$300.00 on deposit to cover non-profit mailings in order for them to be processed without having to wait for a check to be issued. However, in order to maintain the balance for this account each department must submit a copy of their check request made in the amount to cover the mailing as soon the mail clerk informs the department of the cost for the mailing. Failure to submit copy of check request may delay the mail until it is completed.

Phone books, campus directories and advertising or informational flyers are distributed though the mail room as is campus mail/inter-office correspondence. Mail going to the Lexington and Savannah campuses will be mailed and charged to each department mailing.

Bulk Mail Sorting Procedure



1. Separate your letters into zip code numerical order.
2. All of the letters that have the same five-digit zip code, and sort them into bundles of ten or more. Put a orange "5" sticker on each of these bundles.
3. Next, go through and bundle together everything where the first three digits of the zip code are the same. All of these bundles need to have at least ten letters in them. Put a green "3" sticker on these bundles.
4. Take the remaining letters, which didn't fit into any of your zip code bundles, and sort them by which state they are going to. Again, the letters have to be put in bundles of ten or more, with every letter in a bundle going to the same state. Place a pink "A" on these.
5. Bundle up the leftovers. Probably, at the end of all this, you'll have a few letters left over. Bundle all these together, and put a tan "X" sticker on the front. It doesn't matter if there are ten envelopes in this bundle, or not. This is simply where you put everything that didn't fit anywhere else.
6. Bring a list to the Print Shop, showing how many envelopes are going to each zip code so we can figure the postage cost, and fill out the form. When we get the form finished, we'll call you, and tell you how much the postage is. We will need a copy of your check request for our records, and we'll give you the completed form.
7. Place the totals of each zip code in the Bulk Mailing zip code file in aaaPrint Shop, Mailroom file, at the end of the list total zip codes. In the file cabinet in front of my desk top drawer is the box which contains the form Postage Statement – Nonprofit Standard Mail Letters and Flats – (see attached). Taking the totals from the bottom of the Bulk Mailing Codes list – to determine how where the totals are placed.
8. More than likely you will have more than 150 going to the 383 zip code area – enter the total for all 383 in B9 on the back side of the form – B9. 3/5 letter .127 x total of the 383 zip codes. See attached area highlighted in green.
9. You can add the 380 and 382 together if you think that will bring the total to 150 or more. IF you have 150 or more you enter the total on B1. 3/5 letter 153 x the total amount highlighted in yellow.
10. If you total is less than 150 add the remaining totals together and enter them on B2 Basic letter .165 x the total amount highlighted in orange.
11. Total the amounts and enter on Total Part B (Carry to front of Form) . Enter this amount on the front of form Total Part B (on reverse) and Total Postage (add lines above).