

Guidelines for Bulk Mailing

Step-by-Step Guide to Sending Bulk Mail

1. Fill out the Mailing Labels Request Form. You should bring the filled out form and a copy of what you would like to send via bulk mail to the ASUA office (3rd floor SUMC). If your mailer is in a language other than English, you must provide us with an English version. This will help to ensure that your mailing is correct and approved before you made copies.
2. After ASUA staff has approved your mailer and request form, you should make copies of your mailer. For bulk mail, you must have at least 200 pieces of the same information to be mailed. No handwritten notes are allowed. Mailing should not include an advertising from vendors/sponsors.
3. After your Mailing Labels Request Form and mailer has been approved, ASUA staff will order the mailing labels to be printed by the Enrollment Management Systems Group through the Office of Enrollment Management. After the addresses have been compiled, they will be either sent or emailed to Bulk Mail. Contact info:

Alan Burke, Postal Service Manager, acburke@email.arizona.edu or 621-9522

4. The student club/organization will be responsible for getting in touch with Bulk Mail and coordinating the rest of the process.
 - a) To keep the cost low, your club/organization should stuff and seal the mailers on your own. Bring the stuffed and sealed envelopes to Bulk Mailing to complete the process.
 - b) Bulk mail will print the return address and non-profit stamp. You should request the return address for the **Center for Student Involvement and Leadership (see below)**. Having the appropriate permit stamp and the return address are critical to ensure that mail will arrive to the recipient. Improper return address and non-profit stamp can result in the mailing being returned to sender at your financial expense. The return address should read (in all capital letters):

THE UNIVERSITY OF ARIZONA
CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP
YOUR CLUB NAME
THE UNIVERSITY OF ARIZONA
PO BOX 210017
TUCSON AZ 85721-0017

It is your responsibility to communicate with Bulk Mailing to ensure that the proper return address is printed on your envelope!