

## College of the Siskiyous MAIL PROCEDURE

The Human Resources Office is responsible for distributing incoming mail to the appropriate addressee. The Maintenance Secretary is responsible for processing outgoing mail. We ask you to review and follow the guidelines outlined below.

### Incoming Mail

- The College's incoming mail is delivered to campus Monday through Friday (except for federal holidays). Human Resources is responsible for distributing the incoming mail to the campus mail boxes. You can expect incoming mail to be distributed no later than 2 p.m.
- If you receive a package that doesn't fit in your box you will be notified by a colored 8x11 flag placed in your box. This will state whether your package needs to be signed for and picked up from the business office, is on the bottom shelf in the mail room or on the floor just inside the mail room door. After retrieving your package, leave your flag notice in the area you retrieved your package from.
- If you receive mail that belongs to another department, please let us know so the error can be corrected.

### Outgoing Mail

Outgoing mail can range from 250 pieces in a day to 2,000 pieces in a day. Mail is one of **many** daily tasks that the Maintenance Secretary is responsible for; therefore, we ask for your cooperation in following guidelines below so that the mail can get out as quickly and efficiently as possible and plans can be made for large mailings.

- **Deadline:** Mail received by 9:45 a.m. will be processed that day. Mail received after 9:45 a.m. will be posted and mailed the next business day.
- **Return Address:** Must include **Senders Department** and COS's return address: 800 College Avenue, Weed, CA 96094. Your department name must be above the return address so that any mail you send out, if returned, will find its way back to you more efficiently, and allow tracking of postage expenditures.
- **Mail Drawers:** There are drawers for outgoing COS mail and they are located in the mail room, in the John Mantel Student Center. They are marked for sealed and unsealed mail. Please distribute appropriately.
- **Mail addressed to 800 College Avenue:** This mail is typically for dorm students, faculty or staff of the college. We don't want to send mail to ourselves, please separate this mail and place in the appropriate campus mailboxes. When at all possible use the mail boxes for all faculty and staff mail. This is an expense that can, and should be avoided.
- **International Mail:** Any mail addressed outside of the United States should be separated with a rubber band with the country highlighted. Address of Canada bound mail must have the address in all capital letters.
- **Postage Paid Envelopes:** Postage paid envelopes or stamped envelopes which concern College business can be put in the mail drawers. Please seal them since they are not being sent through the mail machine.
- **Brochures:** When mailing brochures make sure to seal the right side and bottom with tape or staple.
- **Manila Envelopes:**
  - Unless otherwise noted all mail in large envelopes will be sent by the most economical means possible, such as media mail, library, parcel post, etc. This will generally mean that it will take 10 -14 days to deliver. Please notify us if this is not possible for your mailing.
  - Manila envelopes must be sealed or clipped and taped.
  - Affix the address label so that the flap on the envelope is to your right.
  - When mailing more than 10 at a time, put them on the red table in the mailroom.
- **Regular #10 Envelopes:** Flatten the contents as much as possible. These do not need to be sealed but must have the flap down in the closed position. If the contents make the envelope bulky and unable to close, please seal completely.
- **Yreka Mail:** Delivered through interoffice mail weekly. Mail to the Yreka Campus should be placed in the Yreka Bag located in the Yreka Box in the Mail room. Mail to the Weed campus from Yreka should be placed in the Weed box located in the office of the Yreka Campus.
- **Personal Mail:** Personal mail should be placed in the US Postal Service mail **box** that is located outside the John Mantel Student Center. That mail is picked up according to the schedule on the **mailbox**.
- **FedEx:** Materials are available for FedEx in the Mail Room. Items need to be ready for pick up by 10:00 a.m. for overnight delivery. Please notify Human Resources to schedule a pick up.

### Postage Rates

Postage rates as of July 1, 2008 are as follows:

- First Class - \$0.42 for 1 ounce - \$0.17 each additional ounce
- Priority - \$4.80
- Post Card - .27
- Express - \$16.50
- Media Mail - \$2.23 for the first 16 ounces

Thank you for your cooperation. If you have any questions please contact Human Resources at \*5317 for incoming mail, or Alisa McGavran at \*5870 for outgoing mail.