

## Chapter: 1. General Administration & Management

# 1515: DISTRIBUTION OF BULK MAIL - NON-COLLEGE

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PROCEDURE NUMBER: **1515**  
PROCEDURE TITLE: **DISTRIBUTION OF BULK MAIL - NON-COLLEGE**  
BASED ON POLICY: **I-51: COLLEGE SERVICES**  
EFFECTIVE DATE: **April 18, 1978**  
DATE OF LAST ISSUE:

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### I. PURPOSE:

To provide a procedure for the review, approval and distribution of bulk mail emanating from organizations both inside and outside the College.

### II. PROCEDURE:

- A. Requests for distribution of bulk mail from students or from organizations involving students are to be referred to the Director of Student Activities for review and approval. Distributions of this type will be handled through the Student Activities offices.
- B. Requests from professional organizations are to be handled as follows:
  - 1. Requests are to be reviewed, and approved or disapproved, by the Office of the Campus President of the respective campuses. Upon receipt of approval, an authorized official of the professional organization shall take the mail to the divisional secretaries who are responsible for delivering faculty mail.
  - 2. The bulk mail will be placed in the mailbox reserved for bulk mail for a period not to exceed five days.
  - 3. If the professional organization wishes to retrieve undelivered material, they are instructed to return and collect the material after five

days.

4. All mail not retrieved by the end of the sixth day shall be removed and destroyed by the divisional secretaries.
- C. Organizations requesting specific distribution to their membership must place the material in envelopes addressed to individual faculty and staff members. This material may be deposited in the mail rooms for regular delivery.
- D. Advertising material from commercial, profit-making organizations shall not be distributed. Mail clerks and divisional secretaries shall refuse to accept such material for distribution.\_

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