

Bulk Postal Mailings for Councils Membership Outreach

Approved April 19, 2017

A Federation of Community Councils Policy

The Federation of Community Councils may provide U. S. Postal Service bulk mailings for membership outreach when funding is available. The Federation retains the right to withdraw or curtail disbursement of funds designated for this purpose at any time and without notice.

Purpose: The bulk postal mailings are separate from the monthly email services the Councils Center provides for Council meetings and events. The bulk mailings are to assist Community Councils with the costs of occasional postal mailings to council-area residents to encourage public participation and increase Council membership. Councils may request a bulk postal outreach mailing once every three or more years.

Procedures Membership Outreach Postal Mailings:

1. A Community Council's president or chair may request a bulk postal mailing to be directed to certain mailing lists or all addresses within the Council's boundaries.
2. The Community Council must provide the Councils Center with prepared material that is to be mailed. The material must be in a Councils Center recommended format suitable for bulk postal mailing.
3. The Council Center Manager will assist the Council with
 - a. Identifying appropriate mailing lists,
 - b. Formatting the Council's mailing materials, where feasible, and
 - c. Providing an estimate of the date that the mailing will be given to the mailing service and be mailed.
4. The Council Center manager has discretion to determine whether an item of information is suitable for outreach mailing. On request, the manager's determination may be reviewed by the Federation's Executive Board.

Federation of Community Councils Board of Delegates, Approved April 19, 2017

VOTE: Yes: 22 No: 0 Abstain: 3



Bonnie E. Harris, Chair
Federation of Community Councils