Quick Reference for Bulk Mail Outs

- All mail outs must be in trays which can be obtained by calling the Warehouse. We will not pick up mail outs in box tops, etc. Please call/email the Warehouse 24 hours in advance of your completed mail out.
- Bulk mailing is used for newsletters, report cards, test scores, or any type of communication where the same information is going to each student/home. You cannot include 1 oz. or 2 oz. letters within the same mail out.
- There must be at least 200 or more letters. It must be separated by the following zip codes: 95307, 95351, and 95358. Miscellaneous zip codes within the 953 area must also be separated in a miscellaneous stack. If you have ten or more letters with the same zip code, those must be separated by that zip code. Zip codes outside 953 area can be put in your regular mail.
- Flaps should be down against envelope, and the **entire mail out should either be all sealed or all not sealed**
- **The Warehouse has to notify the post office 24 hours in advance that we will be bringing a bulk mailing. This is why we ask sites to let us know 24 hours in advance of bulk mailings.**
- **All mail outs must be in trays which can be obtained by calling the Warehouse. We will not pick up mail outs in box tops, etc. Please call/email us 24 hours in advance of your completed mail out.**
- Envelope flaps should be in the down position and not overlapping another envelope for the machine sealer to work properly.

Third Class Pre-Sorted Mail Out

- Third class is used for newsletters or any type of communication where the same information is going to each student/home.
- A third class mail out must be at least 200 letters. It must be separated by the following zip codes; 95307, 95351, and 95358. Miscellaneous zip codes within the 953 area must also be separated in a miscellaneous stack. If you have ten or more letters with the same zip code, those must be separated by that zip code. Zip codes outside the 953 codes can be placed in your regular mail.

First Class Pre-Sorted Mail Out

- In both types of mail outs, the letters must be of the same weight with the same inserts for each letter. You cannot include 1 oz. or 2 oz. letters within the same mail out. Flaps should be down.

Inter-district Mail

- If going to a site, please include name (first & last) **AND** site on the envelope.
- If your mail is going to the District Office, include name **AND** department, not just D.O. without a name of who it should be delivered to.

Personal Mail

- **The district cannot be responsible for your personal mail, whether it is outgoing or incoming. Please have your mail delivered to your personal/home address.**
- **Please do not ship personal purchases to your site or department when you aren't home to receive packages. Please make other arrangements for those deliveries or returns.**

If you have any questions, please contact Robert, Arden or Kevin @ ext. 1425 or by email: rcastillor@ceres.k12.ca.us, alambert@ceres.k12.ca.us or kgreaney@ceres.k12.ca.us.
If you call, leave a message and one of them will return your call at their earliest convenience.