

Additional Mail Stops Request

POLICY STATEMENT

A mail stop name corresponds to a particular delivery route and location on campus. It determines how mail is processed from receipt to delivery.

Due to the steady increase in mail volume and growth of departments combined with our fixed physical resources, Mail Services must utilize centralized mail stops and departments as much as possible. Your mail stop may be different from your department.

Mail Services evaluates requests for new mail deliveries solely from the standpoint of mail volume, staff availability, vehicle availability and geographical location.

REASON FOR POLICY

To evaluate the need for an additional mail stop and determine if the request is valid.

PROCEDURES

- Contact the Manager of Mail Services with your request by email and justification for adding an additional mail stop.
- The manager of Mail Services will evaluate the request and the department will be notified if the request is approved.

Addressing Incoming Mail and Packages

POLICY STATEMENT

Incoming first class mail and packages received must bear the first/last name of the recipient, mail stop name and official mailing address of the university on each piece of incoming mail.

Your physical location (i.e. 701 E. Foothill Blvd., 568 E. Foothill Blvd., 901 E. Alosta, building name, or suite number) **is not** your mailing address.

REASON FOR POLICY

To enable Mail Services and Central Receiving to process incoming first class mail and packages in an efficient and timely fashion.

PROCEDURES

- The following two addresses are to be used to receive United States Postal Mail and packages that will be delivered by an alternate shipper or carrier.

Mailing Address for United States Postal Service

First/Last Name
Mail stop Name
Azusa Pacific University
P.O. Box 7000
Azusa CA 91702-7000

Mailing Address for FedEx, UPS, Airborne/DHL, OnTrac

First/Last Name
Mail stop Name
Azusa Pacific University
701 E. Foothill Blvd.
Azusa CA 91702-7000

- Do not give a new employee the university's mailing address to use as a temporary mailing address.
- See the policy/procedure regarding personal mail for further clarification.

Forwarding of University Mail

POLICY STATEMENT

The university uses a “Return Service Request” endorsement to adhere to regulations of the United States Post Office. Therefore outgoing mail will not be forwarded by the Post Office, it will be returned to the University. It is the responsibility of each department to update their mailing lists for any mail that is returned with a yellow United States Postal sticker and then re-address the mail piece for the outgoing mail.

Any student mail that is returned to your department will state that either the student no longer has a unit box or it will provide your department with their forwarding address.

No outgoing mail will be metered if it is given to Mail Services in the original envelope.

REASON FOR STATEMENT

Maintain current mailing records for the purpose of maintaining compliance with the Postal Services Move Update requirements and creating accurate departmental mailings to our external and internal customers.

PROCEDURES

- In order for any mail piece to be submitted for postage a new university envelope must be created and the new/forwarding address be used.

Intracampus Distributions (all departments)

POLICY STATEMENT

Mail Services will **not** process internal campus mailings that are used for commercial, personal, or private gain or for commercial advertising for organizations or individuals not affiliated with the University.

Mail Services will only accept internal mailings for delivery on-campus that clearly demonstrate that the subject of the mailing is sponsored by a department, recognized affiliate, or other related University entity and contain a name and mailstop on each piece.

Mail Services will not process internal campus mail that is to be used in any manner that implies the University's endorsement of a partisan, political, sectarian, or religious position.

REASON FOR POLICY

To ensure that intra-campus mail to staff, faculty and students contains university related material only.

PROCEDURES

Mail Services may carry internal campus mail of its affiliated student or faculty organizations to campus destinations. The restrictions outlined in this policy apply.

- The Mail Service Manager reserves the right to approve all intra-campus distribution.
- The Mail Service Manager reserves the right to inspect any intra-campus mailings when the mailings are being sent in an inter-campus envelope in order to maintain this policy.
- The Mail Service Manager reserves the right to decline any mailing to departments/or students should the manager feel that the mailing is of a questionable nature.
- If the mailing is declined, the customer has the right to seek a secondary judgment from the Director of Auxiliary Services.

Media Mail

POLICY STATEMENT

All packages being mailed “Media Mail” must contain only media products in order to meet the postal requirements for that class of mail.

Mail Services and the Student Post Office have authority to inspect all packages begin mailed Media Mail for the purpose of confirming proper contents in order to meet postal law and requirements.

PROCEDURES

In cases where contents do not meet Media Mail requirements, the customer will be given the first class mail rate.

Items considered to be Media are: Books, CD’s, Magazines, Videos, and Periodicals.

Please contact mail services if you are unsure.

REASON FOR POLICY

To protect the university from possible loss of their postage permit, should there be a misrepresentation of packaging for the class of Media Mail.

Outgoing Mail Requirements

POLICY STATEMENT

Outgoing mail that is not properly prepared may result in Mail Services having to return the mailing back to the department for correction. A form explaining the necessary corrections will accompany any mail being returned to your department to explain what must occur before the mailing can be processed.

REASON FOR POLICY

To provide a professional appearance to all outgoing mail and be good stewards of the university's money.

PROCEDURES

When addressing outgoing mail please remember that you begin with the name of the recipient and end with the city, state and zip code.

Sample of addressing:

First/Last Name of Recipient
Company Name (if applicable)
Street number and name apt number or suite number
City State and Zip

All outgoing university related mail must contain a department name and account number stamped or pre-printed on each mail piece.

Acceptable type styles:

- Times Roman
- Arial
- Elite
- Helvetica
- Twentieth Century
- Hamilton

Non-Acceptable type styles:

- **BOLD**
- EXTENDED
- *ITALIC*
- *STYLIZED*
- CONDENSED

Please contact Mail Services and or University Relations when designing special mailings within your department. The United States Post Office has very strict guidelines that must be adhered to in order for specific mailings to occur. Mail Services can assist you in avoiding costly mistakes in design, copyright law violation, and we may be able to assist you in determining cost savings.

Do not stuff large amounts of paper in a #10 envelope, please use a 6 x 9 envelope. Postage is also based on the size of envelope. You can achieve an improved professional appearance and cost savings by using a 6 x 9 envelope rather than over stuffing a #10 envelope. A 6 x 9 envelope still goes at a letter rate - an overstuffed #10 envelope does not.

The use of APU letterhead is prohibited for personal use.

Staff and faculty are welcome to place their stamped personal bills, birthday cards, and other mailings in their departmental outgoing mail bag. Mail Services does not assume responsibility if a bill is lost or any fees are

incurred should the mailing become late. Mail Services does not guarantee that personal mail will be mailed each business day.

If your personal mailing requires a post mark bearing the date of mailing, you must take the mail piece to the United States Postal Service to guarantee that the mail piece is post marked with the current date and placed in the mail the same day.

Greater reductions in postage can be obtained when your mailing contains more than 200 pieces and all pieces are identical (called bulk mailing). Please call mail services for pricing as postage rate depends on weight and size of envelope.

When preparing an outgoing mailing, it is recommended that you use a computer generated or typed mailing address. By using this form addressing your department can save on postage.

Note: The post office requests that we do not use any commas when typing addresses. The electronic scanning postal machines read the addresses more efficiently without the commas.

To qualify for a bulk mailing you must meet the following criteria

- Have 200 pieces to mail
- Have 7-10 business days to reach the customer
- Contains the same information in each mail piece

Personal Mail

POLICY STATEMENT

Due to the increase in identity theft, staff and faculty are not permitted to use the university's mailing address and or use the address of their physical location to receive personal mail.

(Student Info)

Graduating Azusa Pacific University students that are hired as an APU employee (with exception of being hired as an RD) are not permitted to continue to use their Student Post Office unit box and must fill out a forwarding card to receive their mail at their current home address

Based upon availability of unit boxes at the Student Post Office, a department can send a request to the Manager of Mail services for a temporary box for a new faculty or staff that has temporary housing or for visiting scholar staying at the APU Scholar apartment at Alosta Place. There is a fee of \$25.00 for a replacement key that was lost or stolen key.

REASON FOR POLICY

To protect the Mail Services staff and the university staff and faculty from any loss, theft, or financial retributions.

PROCEDURES

Staff and faculty that receive personal mail will be notified of this policy in writing with a request to notify the sender of their current home address. This request provides the employee with an appropriate time frame to contact the sender with a change of address. When the date expires, per the notice, all personal mail will be stamped "Return to Sender".

(Student Info)

Temporary unit box assignments will be limited and can be revoked at anytime if there is a need to assign a unit box to a student. Once the faculty, staff or visiting scholar has a permanent mailing address, Mail Services will forward mail for 45 days to their new address. After 45 days all mail will be returned to sender.

Pornography or Sexually Suggestive Material

POLICY STATEMENT

The receipt of pornography or sexually suggestive material in any form, via a postal unit box, by a student of Azusa Pacific University is prohibited at any time.

This policy is enforced under two policies

- DMM (Domestic Mail Manual) Code 1.6.2 (hotels and institutions) as published by the United States Post Office; Upon successful delivery of the university's mail by the United States Post Office, the President of the institution has the authority to establish and determine guidelines regarding the delivery of any mail to a student that is delivered via any of the university's addresses.
- Azusa Pacific University Student Handbook code 3.13 regarding the receipt of pornography or sexually suggestive material is prohibited at any time.

REASON FOR POLICY

Honor and maintain one of the university's four cornerstones; "Christ".

PROCEDURES

Material that is considered to be pornography or sexually suggestive material will be automatically forwarded to the Dean of Student Life. The dean's office will contact the student to pick up their material via that office and the material will not be delivered to the student's unit box.

The list below is not an exhaustive list of sexually suggestive materials prohibited from being delivered to a student. Additional items can be added at any time with out prior notice.

Playboy
Playgirl
Hustler
Maximum
Stuff
FHM (For Him Magazine)
Direct Video
P.E.I. (Playboy Entertainment Inc)
Material that contains Homosexual or Lesbian content

The student will be asked by Student Life to sign a release form permitting University Mail Services to "Return to Sender and Refuse and or Cancel" any material that falls into this category.

Receiving Hazardous Materials

POLICY STATEMENT

Any hazardous material that is qualified as undeliverable by USPS, UPS, OnTrac, FedEx or any major shipper will not be delivered by Mail Services. Mail Services is not equipped to transport these goods.

REASON FOR POLICY

To protect all persons from injury or harm

PROCEDURES

Departments that order hazardous materials will need to request for an inside delivery directly to their department with their shipping company. This additional delivery cost will be the responsibility of the ordering department.

Student Post Office (SPO) Unit Distribution

POLICY STATEMENT

The Student Post Office will only put distributions in student boxes where the mailing contains information regarding an APU sponsored event or subject matter pertaining to university related information.

REASON FOR POLICY

To ensure that the students of APU receive only information that pertains to university related events and university related material.

PROCEDURES

- All student wide distributions must be pre-approved by the Coordinator of the Student Post Office or the Manager of Mail Services.
- The distribution must be an APU sponsored event, or material pertaining to an APU department on campus.
- No outside agencies are permitted to stuff distributions into student boxes under any circumstances. (i.e. Banks, churches, local business, armed forces, etc)
- Distributions must have the student's first/last name and unit number.
- All distributions over 10 pieces must be in unit box order.
- At the discretion of the Coordinator of the Student Post Office or the Manager of Mail Services, the department requesting the distribution may be asked to stuff the unit boxes. In the case where the department is asked to distribute the mailing, there must be a department staff member present to assist with the distribution.
- There are several alternative methods to help get the word out to students about APU departmental events. Please refer to the Student Handbook.

Student Post Office Unit Box

POLICY STATEMENT

- Students are not permitted to put their name or mark the front of their unit box with any form of identification.
- Students are not permitted to mark or identify their unit box key, in order to maintain security of mail should their key be lost or stolen.
- The cost to replace a lost or stolen key is \$25.00. This covers the cost of replacing the key as well as the lock on the unit box door.
- Failure to turn in a unit box key upon graduation or leaving Azusa Pacific University will result in a fee of \$25.00 on the student's final bill and their mail forwarding privileges will be revoked.

REASON FOR POLICY

To maintain the Student Post Office unit boxes, to ensure security of student's mail, and to make sure lost or stolen unit box keys are replaced.

PROCEDURES:

Replacement keys can be purchased from the Student Post Office service window during normal business hours, Monday – Saturday. The Student Post Office only accepts cash at the service window. A student may go to the Cashier's office and pay by check or credit card and bring the receipt to the service window in order to receive a new unit box key.