

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

| | |
|---------------------------|-----------------------------|
| TITLE: Mail Policy | POLICY NUMBER: OP019 |
| | |

Policy Statement:

It is the policy of the Virginia School for the Deaf and the Blind to provide mailing services for VSDB staff at one location for all official letters, packages or related material to support the operation of the school. All outgoing official mail shall be mailed using the school postage meter to maintain appropriate control. Individual stamps will not be issued.

Procedures:

1. The mail is due in the outgoing mailbox in the Mailroom in Byrd Hall by 9:30 a.m. Monday through Friday to be taken to the Post Office that day. Any mail in the outgoing box at 3:00 p.m. on Friday will be taken to the Post Office for delivery.
2. Staff are not permitted to use VSDB's post office address as their personal mail delivery address.
3. The Cashier shall be advised two (2) days in advance of volume mailings that exceed one-hundred (100) pieces.
4. Incoming mail shall be placed in individual mailboxes by 1:00 p.m. daily.
5. Staff should adhere to the following guidelines for preparation of mail:
 - A. Use proper sized envelopes
 - B. Ensure mailing labels are securely affixed.
 - C. Mail should have complete address.
 - D. Mail not correctly prepared will be returned to the office of origin for correction.
6. United Parcel Services (UPS):
 - A. Packages that are large and need to be shipped by UPS should be left with Central Store to process.

Rescission: Effective Date: July 1, 2004 ; Revised: 6/13/18

BOV Approved: 6/13/18