

## **MASS MAIL DISTRIBUTION**

**Section:** Residence Halls – All Halls

**Policy:** Mass mail distributions into student mailboxes must be approved by the area coordinator.

**Purpose:** The purpose of this policy is to provide guidelines for the mass distribution of items into student mailboxes in the residence halls.

**Scope:** This policy applies to all residence hall mail rooms.

**Procedure:**

- I. Housing staff members will distribute all U. S. Postal Service mail in the appropriate mailboxes.
- II. Staff will only distribute U.S. Postal Service bulk mail items addressed to specific mailboxes to the resident mailboxes without specific resident names.
- III. Staff will distribute only selected communications from University Housing, the Residence Hall Association and official university business approved by the associate directors or the director of residential programs and services in residents' mailboxes.
- IV. On-campus groups wishing to address mail to specific room numbers and not to specific residents must use the U.S. Postal Service. On-campus groups may use campus mail for distribution only if each piece of mail is addressed completely, including **student name**, room number and residence hall.
- V. Anyone placing anything in mailboxes for mass-distribution must be cleared with the area or senior coordinator to verify that the mail falls in the above stated classification.

Reviewed: February 27, 2019

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