



UPDATED October 2009

Capistrano Unified Council PTSA Use of the CUSD Print Shop and/or Mail Room

General Information

PTA/PTSAs in CUSD that are members of the Capistrano Unified Council PTSA (CUCPTSA) may utilize the services of the CUSD Graphics Arts Department and/or Mail Room under the following procedure. PTA/PTSA units will be billed for CUSD services.

Units must adhere to the California Education Code 7054 as follows:

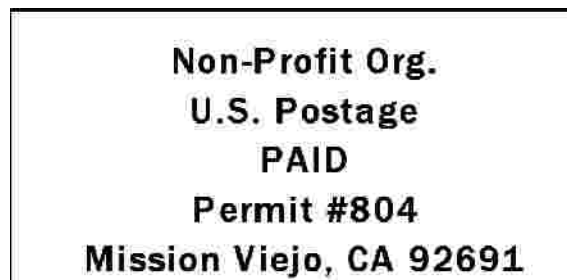
“7054.(a) No school district or community college district funds, services, supplies, or equipment shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district.”

Therefore, newsletters printed by the district print shop (whether mailed or not) cannot include biased advocacy on any ballot item with the PTA position unless both sides of the issue are presented. Biased advocacy cannot be sent home with students. Newsletters with biased advocacy must be printed offsite and mailed directly by the PTA.

This procedure applies to the use of the CUSD Print Shop (Graphic Arts) and/or Mail Room for CUCPTSA and member PTA or PTSA Units **only**. The **PTA non profit mail permit may not be used by school booster groups, foundations or any other fundraising group**. For print jobs, PTA's will use account # 5839-000-XX-902 (where “XX” relates to the individual school – See Attachment C). Any other school groups will utilize a different account number.

Print and Mailing Costs

- § Print Services – PTA units will be billed for print services including envelopes by the CUSD Graphics Arts Department.
- § Mail Services – PTA/PTSA units will be billed for handling by the CUSD Mailroom.
- § Mail Permit/PO Box – The Capistrano Unified Council PTSA (CUCPTSA) will pay the annual cost of the CUCPTSA bulk mail permit and post office box located at the Mission Viejo Post Office.
- § Envelopes –
- Newsletters - Beginning in the 2007/2008 school year, all newsletters that are mailed will no longer be mailed in envelopes but are to be printed in booklet format. The PTA or PTSA must include the CUCPTSA return address (**PO Box 2183 Mission Viejo 92690**) on the **TOP** (changed from the bottom in 2009) half of the last page of the newsletter.
- Other Mailings - If a PTA wishes to mail a single page letter, envelopes may be used. PTA/PTSAs must purchase envelopes commercially or through the Graphics Arts Department with a CUCPTSA return address (**PO Box 2183 Mission Viejo 92690**). This requires envelopes to be either printed with each mailing or ordered in bulk and stored at the school or editor's home (there is not room at the District to store the envelopes). Envelopes **MUST** be stored in a cool dry location (not in the garage).
- The return address on envelopes and booklet style newsletters must appear as follows:
- Capistrano Unified Council PTSA
School PTA (e.g. Aliso Niguel High School PTSA)
P.O. Box 2183
Mission Viejo, CA 92690
- § Postage - PTA/PTSAs must use the CUCPTSA non profit **mail permit number 804** on file at the Mission Viejo Post Office. The mail permit indicia is as follows:



Procedure for use of the CUSD Print Shop (Graphic Arts)

- Print Services

PTA/PTSAs may utilize the CUSD Print Shop (949-234-9483) to copy most documents for distribution at their schools. PTAs must carefully follow the guidelines related what types of documents may be printed. Documents printed by the Print Shop **cannot** include biased advocacy on any ballot item with the PTA position unless both sides of the issue are presented. Biased advocacy cannot be sent home with students. Newsletters or documents with biased advocacy must be printed **offsite** and mailed directly by the PTA.

- Disclaimer

Any flyer, letter or document that is created for distribution at a school must carry the following disclaimer: **“Not printed at CUSD expense”**.

- Approval Requirement

Any flyers, letter or documents created by the Print Shop **must be approved by the site administrator** (principal) or his/her designee.

- Graphic Arts Print Ticket

When a document is ready to submit for duplication, a CUSD Graphic Arts Print Ticket must be completed (Attachment A). This can be a hard copy three part form or a downloaded version from the CUCPTSA website at www.cucptsa.com under Communication. If utilizing the downloaded form, complete as required and print three copies of the form (two will go with the job and one for the PTA records). This form cannot be submitted directly on line. **Approval of the site administrator or pre arranged approval is required.**

Required Information on the Print Ticket:

Date ordered	Title of job	# of originals
Date due	A/C 5839-000-XX-902	Paper color
School Name	(Att. C for school codes)	Finished size
Contact Person/Phone	# of copies needed	1 or 2 sided

Other Requests

NCR sets	Reverse collate (for mailing)	Score
# of staples	Folding	Perforation
Collate	Cuts	

- Submission of the Print Request

Documents to be copied may be submitted as hard copies or emailed to the Print Shop. Emailed copies should be converted to PDF files to insure that all fonts and formatting are maintained. However, print requests will not be processed until a signed Print Ticket is delivered to the Print Shop in person or by inter district mail. Turn around time for orders is 3-7 working days.

Procedure for use of the CUSD Mail Room

- **Mail Code**
PTA/PTSAs must request a Bulk Mail Code from the mail room (949-234-9595) when the mailing is submitted to the print shop (949-234-9483) and notify TIS (949-234-9469) to send a data file to the mail room.
- **Print Services**
PTA/PTSAs will submit a Print Request that has been approved by the site administrator (principal) to Graphics Arts (see Print Shop Procedure above). If printing of envelopes is required, a separate print request is necessary. The Bulk Mail Code must be included on this request. Graphics Arts will forward the completed job to the Mail Room for processing. If the school has preprinted envelopes available, they should be delivered to the mail room at the same time the print request is submitted to Graphic Arts.
- **Mail Services**
The CUSD mail room will prepare, fold and address all booklet style newsletters and prepare, address, insert and seal envelopes or brochures.
- **Postage Notification**
The mail room will notify the PTA contact when the mailing is ready to go to the post office. They will provide the total cost of the mailing and the number of bins to be delivered.
- **Pickup**
The PTA contact **must bring a PTA check to the mail room** and pick up the bins/bags and postal paperwork. This must be received no later than 3:00 PM on a regular workday. The bins/bags must be taken immediately to the Mission Viejo Post Office as the paperwork is date sensitive. Each unit must set up an internal procedure to allow processing and signing of a check so it is ready for the mailing.

When picking up the mailing for delivery to the post office:

- 1 Bring the unit check for the postage cost. It is recommended that you add about \$5.00 to the quoted cost to cover any minor overage.
- 2 Park next to the ramp on the left side of the "old" District Office building on Calle Perfecto.
- 3 You will receive:
 - (a) A copy of the Mail Ticket (Attachment A), the CASS Report (Attachment B) and your newsletter to be used as back up to the postage check.
 - (b) The original and another copy of the Mail Ticket and Cass Report for the post office.

- **Delivery to the Post Office:**

Take the mail, paperwork and payment check directly to the Mission Viejo post office. Bulk mail MUST be received NO LATER than 3:30 PM. Enter the back parking lot behind the post office.

You may use the carts located in the parking lot to transport the mail. Take the CASS Report (Attachment B) and payment into the bulk mail office for approval. Include the Contact Form with your name and phone number for them to contact if there is any problem/question. (Attachment C). They may request a sample of ten copies to confirm the weight/postage calculation. If the postage required is significantly different from your payment (more than \$15), you will need to submit additional payment.

Attachment A – Graphic Arts Print Ticket

Link available for a Graphic Arts Print Ticket can be found on the CUCPTSA website at www.cucptsa.com under Communications/Newsletters

Attachment B – CASS Report

Sample CASS Report can be found on the CUCPTSA website at www.cucptsa.com under Communications/Newsletters.

Attachment C - 2009/2010 List of CUCPTSA Schools

See next page.



2009/2010 Capistrano Unified Council PTSA

Mail Permit 804
Mission Viejo, California

The PTA/PTSAs representing the schools listed below may use this mail permit as they are all members of the Capistrano Unified Council PTSA.

Mail Submitted by (Name of PTA/PTSA) _____

Date Submitted _____

Contact Information

Editor Name _____

Editor Phone _____

President Name _____

President Phone _____

Council President: Lisa Scharmann

Council Communications: Kathy Westling – 949-280-4668/949-240-8359

CUCPTSA 2009 – 2010 Units with their School Code

High Schools:

- Aliso Niguel High School - 04
Capistrano Valley High School - 02
Dana Hills High School - 01
San Clemente High School - 03
San Juan Hills High School - 06
Tesoro High School - 05

Elementary Schools:

- Ambuehl Elementary - 64
Arroyo Vista K-8 - 63
Don Juan Avila Elementary 81
Barcelona Hills Elementary - 62
Bathgate Elementary - 71
Benedict Elementary - 67
Bergeson Elementary - 68
Canyon Vista Elementary - 88
Castille Elementary - 58
Chaparral Elementary - 84
Concordia Elementary - 56
Crown Valley Elementary - 51
RH Dana ENF - 49
RH Dana Elementary - 54
Del Obispo Elementary - 53
Carl Hankey K-8 - 65
Hidden Hills Elementary - 72
Kinoshita Elementary - 82

- Ladera Ranch Elementary - 86
Laguna Niguel Elementary - 80
Las Flores Elementary – 78
Las Palmas Elementary - 55
Lobo Elementary - 73
Malcolm Elementary - 74
Marblehead Elementary - 79
Moulton Elementary - 60
Oak Grove Elementary - 76
Oso Grande Elementary - 87
Palisades Elementary - 52
Reilly Elementary - 50
San Juan Elementary - 61
Tijeras Creek Elementary - 83
Viejo Elementary - 59
Vista Del Mar K-8 - 85
Wagon Wheel Elementary - 77
George White Elementary - 69
Wood Canyon Elementary - 75

Middle Schools

- Aliso Viejo Middle School - 25
Don Juan Avila Middle School - 28
Bernice Ayer Middle School- 27
Ladera Ranch Middle School - 29
Marco Forester Middle School - 21
Las Flores Middle School - 26
Newhart Middle School - 24
Niguel Hills Middle School - 23
Shorecliffs Middle School - 22

ALL PTA/PTSAs MUST COMPLETE AND INCLUDE THIS FORM WITH ANY BULK MAILING