

# Guidelines

## Conference Bulk Mail Permit Usage

The Florida Conference maintains a bulk mail permit account with the Lakeland Branch of the US Post Office to pay for mailings by the Conference office and related groups. Conference related groups or departments that use the Florida Conference's bulk mail permit for their Conference related mailings need to insure that there are sufficient funds in the bulk mail permit account to cover the postage cost of their respective mailings. Guidelines for permit use are below.

Requirements:

- Usage of the Conference bulk mail permit **requires the use of an approved mail house located in Lakeland, FL.**
- Printed material that has the bulk mail permit indicia preprinted **must be printed by an approved print shop located in Lakeland, FL.**
- All mailings using the Conference bulk mail permit and/or requesting address data from K&IS must use the Label Orders process. Lakeland Conference staff can work directly with Financial Services for permit usage, unless requesting address data as well.

If you meet these requirements follow the steps below:

1. Contact Lisa Despaw (ext. 118) to obtain approval from Financial Services to use the bulk mail permit. Financial Services will respond to your request and notify Knowledge and Information Services (K&IS).
2. Complete the Label / Data Request Form and submit to K&IS at [labelorders@flumc.org](mailto:labelorders@flumc.org) to begin the Label Order process.
3. K&IS will review and respond to the request.
4. Email Lisa Despaw in Financial Services 3 days prior to the mail date with the estimated postage needed and the account number to be charged.
5. Financial Services will verify there are sufficient funds in the Conference account to cover the cost of postage for the mailing and send a return email acknowledging the request with a cc to K&IS.
6. K&IS will release your mailing labels to the approved mail house for processing.

Please call Craig Smelser, Conference Controller (extension 173), if you have any questions regarding the use of the Conference bulk mail permit.