# CLARK COUNTY INSTRUCTIONS FOR NEIGHBORHOOD ASSOCIATION MAILINGS

When planning a mailing, please consider deadlines for:

- Address preparation
- Printing
- Mailing preparation
- County mail room workload
- Post office schedules

**Preparation for mailing:**

- When you plan a mailing, please notify the county by email to both Holly Gaya, Neighborhood Outreach Program Coordinator, at Holly.Gaya@clark.wa.gov and Marilee McCall at Marilee.McCall@clark.wa.gov.
  Holly's phone is (360) 397-6012 ext. 2, and Marilee's is (360) 397-6012 ext. 1.

- The original newsletter should be delivered to the sixth-floor Public Information and Outreach Office, Public Service Center, 1300 Franklin St., or sent as an email attachment to Holly.Gaya@clark.wa.gov and Marilee.McCall@clark.wa.gov.

- Public Information will send the newsletter and printing request to Printing Services. In most cases, the print shop will print, address, fold, tab and deliver a newsletter to the post office. Staff could ask association volunteers to help fold and tab.

- Newsletters cannot be more than four, double-sided 8½" by 11" pages.

- Printing Services will determine the most cost-effective way to produce a newsletter. It will be printed on 8½" by 11" or 11" by 17" paper and in black ink on both sides of the paper.

- Please allow at least a week for address preparation.

- Please allow at least another week for printing. You could be asked to provide a volunteer to help prepare the bulk mailing. Printing Services can be reached at (360) 397-2349 or print.request@clark.wa.gov.

**Composition and format of newsletter:**

- Newsletters must include the following disclaimer on each issue:

  *Neighborhood associations are volunteer groups and not agents of Clark County government. Newsletter information and views are solely those of the neighborhood association and not of Clark County. Clark County Public Information and Outreach Office supports these volunteers by printing and distributing their newsletters.*

- Newsletters cannot include endorsements - political or otherwise - statements or positions on ballot propositions or candidates for election, or editorial comment, in compliance with RCW 42.17.130.

- A newsletter cannot be used for solicitation or advertising. Solicitations and business logos are not allowed.

- Items must represent an objective and balanced perspective.

- Public Information and Outreach maintains the right to determine whether material is suitable for the mailing, even if it qualifies under the criteria listed above.

- Single-page mailers must be formatted to allow Letter fold.

- Format a multi-page newsletter so it folds in half, with the outside page as a self-mailer and the **folded edge at the bottom**. The post office requires tabs at the top.

- Include a return address, but DO NOT include “Address Correction Requested.”
  Return address should be single-spaced, left-aligned and in 10-12 point font.

- Add the standard presort U.S. Postage Permit on the original. It should have the same formatting as the return address listed above, but it should be right-aligned.

- The return address and presort stamp should be placed above the half-page fold and one-half inch from the top and side of paper’s edge. *(Please see attached.)*

- All neighborhood association mailings will be sent by presorted, standard class mail.

- Printing Services will process a newsletter and deliver it to the post office as its workload allows, usually not more than five working days. The post office may take three to five working days to process standard-class mail.

PRESORT
STANDARD
U.S. POSTAGE
PAID
VANCOUVER, WA
PERMIT NO. 130

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Sample Neighborhood Association
Annual Picnic and Officer Elections

September 28
1-4 p.m.
Sample Neighborhood Park

Bring lawn chairs and a pot-luck dish to share.

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Mid-page fold—please do not write above this fold.

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Sample Neighborhood Association
123 Main Street
Vancouver, WA 98660

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