

### Mailing - Corporation

Section 1. General. Corporation mailing shall fully comply with postal regulations currently effective.

Section 2. First Class Mailing. First class mailing will be used for individual information to patrons and students at current postal rate per ounce and at reduced rate for each additional ounce.

Section 3. Bulk Mailing. Bulk Mailing will be used when applicable, and will following the criteria listed below:

1. Minimum of 200 pieces exactly alike. Return address must be 1240 State Road 930 East, New Haven, IN 46774, with no other identification on the envelope. Separate by zip code.
2. Any individual mailing must be paid for by the individual school and accompanied by permit voucher available at the Post Office or Administration Building.
3. All mailings must be from the New Haven Post Office.