

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-34</b>
<b>Subject:</b> <b>MAIL ROOM USAGE AND COURIER SERVICE</b>	<b>Date of Issue:</b> <b><u>4/14/89</u></b> <b>Rescission:</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>4/14/89</b>

I. Policy

II. Procedures

A. The mail receiving, sorting, and delivery facility for all schools and offices of the Frederick County Public Schools is located at the Annex on Hayward Road.

B. Intersystem mail without postage can be delivered if the material is clearly related to the business of the Board of Education.

1. Some approved materials are:

- a. Official memos and circulars
- b. PTA information
- c. FCTA business
- d. Board of Education approved Tax Deferred Annuity literature
- e. Employee interest group notices by the Frederick County Association of Administrative and Supervisory Personnel (FCAASP), the Frederick Association of School Support Employees (FASSE), and teacher curriculum organization literature
- f. United Way campaign

2. Some prohibited materials are:

- a. Assorted vendor flyers
- b. Political literature
- c. Insurance solicitations
- d. Community interest group notices
- e. Youth organizations not sponsored by the Board of Education
- f. Banking promotional literature

C. Preparation of Materials to be Distributed

1. Sort materials by delivery routes (this information will be provided to the requesting organization):

Courier #1 schools

Courier #2 schools

Courier #3 schools

2. Wrap or bundle and tie all materials by school within each courier route.
3. Deliver to the Annex Mail Room all materials to be distributed:

Board of Education of Frederick County  
Annex Mail Room  
7446 Hayward Road  
Frederick, MD 21701

301-694-1637

4. Questions of clarification or information on materials distribution should be directed to the Administrative Assistant of Warehousing and Property Accountability.

Approved:

Noel T. Farmer, Jr.  
Superintendent