

TO: Presidents, Bulletin Editors, Bulletin Mailers, & Secretaries
FROM: Pat Facey, Local League Bulletin & Minutes Reader
RE: Bulletins and Minutes - Where To Send Them & Some Basic Information about Content & Postal Regulations

LWVMA and LWVUS ask local Leagues to send copies of your bulletins and board minutes to us so we'll stay informed about all your activities. Reading these helps keep us aware of the issues that local Leagues find most important and gives us leads for local League activities to be highlighted in the *Massachusetts Voter*.

We ask that **ONE** copy of each bulletin and one set of board minutes be sent to LWVMA. Sending them via email at lwvma@lwvma.org is fine if it's more convenient for you.

Every bulletin and set of minutes is reviewed and routed to the relevant LWVMA board members and specialists.

Please mail or **email** copies of your bulletins and minutes as follows:

<u>Bulletins</u>	<u>Minutes</u>
1 copy to: LWVM 133 Portland St., Boston 02114 lwvma@lwvma.org	1 copy to: LWVM 133 Portland St. Boston02114 lwvma@lwvma.org
1 copy to: LWVUS 1730 M Street, NW Washington, DC 20036 Membership@lww.org	1 copy to: Field Service Representative for your region (see memo in this Presidents' Mail)
1 copy to Carol Reimers (LWVUS 175 E. 96th Street board liaison) Apt. # PHF New York, NY 10128 ReimersC@aol.com	1 copy to Carol Reimers (LWVUS 175 E. 96th Street board liaison) Apt. # PHF New York, NY 10128 ReimersC@aol.com
1 copy to: Field Service Representative for your region (see memo in this League Leader Update)	
1 copy to: The Bulletin editor of each of the Leagues in your region	

Some Basic Info on Bulletins

Some basic items should always appear in your bulletins:

On the cover:

- title & name of your League & state
- date of the edition
- names, addresses, phone numbers & email addresses of the President, Bulletin Editor, and Membership Director.

On every page:

- name of your League & state
- date of the edition
- page number.

Also include:

- a membership form.

USPS regulations:

To have the Postal Service classify your bulletin as a periodical *and* to qualify for the bulk mail rate, your bulletin must:

- have a title on the front page in a style or type that makes it stand out
- contain the following identification information on one of the first five pages: title, issue, date, statement of frequency (number of issues/year, and intervals), name and address of organization, issue, ISSN or USPS number if you have one, and subscription price, if applicable
- contain at least 25% nonadvertising material in each issue.

If you meet these requirements, you can include advertising that is not “substantially related” to the work of your League.

The Postal Service does not allow advertising for any insurance policy, travel arrangement, or credit, debit, or charge card, or similar instrument or account. We recommend you do not include such ads. Sponsoring ads from an insurance agency, travel agency, or financial institution are allowed.

Please consult your local post office if you have any questions about USPS policies.

Some Basic Info on Minutes

Minutes should always include:

- name of your League (*please!*) and state
- date of the meeting
- nature of the meeting (regular board meeting, special board meeting, annual meeting)
- name of the secretary/recorder