

# College of the Siskiyous

## MAIL PROCEDURES

The Human Resources Office is responsible for processing outgoing mail and distributing incoming mail to the appropriate addressee. Please review and follow the guidelines outlined below.

### Incoming Mail

- The College's incoming mail is delivered to campus Monday through Friday (except for federal holidays). Incoming mail should be distributed no later than 4:00 pm.
- A colored flag placed in your box indicates you have a package that must be signed for in Human Resources, or a package on the bottom shelf in the mailroom. After retrieving your package, leave your flag notice with Human Resources.
- If you receive mail that belongs to another department, please put it in the correct box or bring to Human Resources.

### Outgoing Mail

Outgoing mail can range from 250 pieces in a day to 2,000 pieces in a day, therefore, we ask for your cooperation in following guidelines below so that the mail can be processed quickly and efficiently.

- **Deadline:** Mail received by 11:00 am will be processed that day. Mail received after 11:00 am will be posted and mailed the next business day. Sometimes late mail can be processed for same day mailing with advance notice.
- **Return Address:** **Outgoing mail must have the sender's department** and COS' return address: 800 College Avenue, Weed, CA 96094.
- **Mail Drawers:** Drawers for outgoing COS mail are located in the mailroom and marked for sealed and unsealed mail. Please sort accordingly.
- **Mail addressed to 800 College Avenue:** This mail is typically for dorm students, faculty or staff of the college. To save postage, please separate this mail and place it in the appropriate campus mailboxes.
- **International Mail:** Mail addressed outside of the United States should be separated with a note and the country highlighted. Canada bound mail must have the address in all capital letters.
- **Postage Paid Envelopes:** Postage paid envelopes or stamped mail can be put in the mail drawers. Please seal them since they are not being sent through the mail machine.
- **Brochures:** When mailing brochures make sure to seal the right side and bottom with tape or staple.
- **Manila Envelopes:**
  - Mail in large envelopes will be sent by the most economical means (media mail, library, parcel post, etc.). This may mean delivery withing 10 -14 days. Please notify us if this is not possible for your mailing.
  - Manila envelopes must be sealed or clipped and taped.
  - Affix the address label so that the flap on the envelope is to your right.
- **Regular #10 Envelopes: Envelopes must have the flaps down.** Flatten the contents to aid in processing. If the contents make the envelope bulky and hard to close, please seal completely.
- **Yreka Mail:** Delivered through interoffice mail Tuesdays. Place Mail to the Yreka Campus in the Yreka box in the Mailroom. Mail to the Weed campus from Yreka should be placed in the Weed box located in the office of the Yreka Campus.
- **Personal Mail:** Personal mail can be placed in the box on the counter at Human Resources.
- **FedEx:** Materials are available for FedEx in the Mail Room. Items need to be ready for pick up by 11:00 am for overnight delivery. Please notify Human Resources to schedule a pick up.

### Postage Rates

- First Class - \$0.47 for 1 ounce - \$0.21 each additional ounce.
- Postcards - \$.34
- For other mailing prices, please contact Human Resources.

Thank you for your cooperation. If you have any questions regarding incoming or outgoing mail, please contact Human Resources at extension 5317.