

Newsletter Distribution Guidelines

When Jessi or whoever the editor is gives you the newsletters, he/she will provide you with a date that the newsletters need to be delivered by. It is tied to an event that the neighborhood is sponsoring. If you cannot deliver the newsletters by that date, let Jessi know and she will find somebody else to deliver them.

When you have finished distribution, leave a message with the newsletter editor (Jessi Mulhall tina.newsletter@gmail.com). Let her know how many newsletters you distributed and how many extra newsletters you had.

Newsletters can never be put in post office receptacles; it is against the law. Often there is room behind the receptacles that you can leave the newsletter in.

Do not leave newsletters on porches or locations where they can be blown away with the wind.

For single family houses with porches, put a rubber band around the newsletter and toss it on the porch; that method means they won't be blown away and makes delivery go very fast. Other good locations are anchored under the doormat or rolled and put behind the door handle. There are plastic bags available that can be used to hang on the doorknob. This is especially useful in the winter.

For buildings with more than one unit and there are separate mailboxes for each unit, leave a newsletter with each mailbox. You can usually slide each newsletter behind each mailbox.

For buildings with many apartments and there is one box that the post office carrier opens with a key and you have access to the area where the mail is being delivered, leave 1/3 to 1/2 the number of newsletters.

For buildings with many apartments and you do not have access to where the mail is being delivered, leave 1/3 to 1/2 the number of newsletters. Find a sheltered spot or leave the newsletters in a plastic bag on the outside doorknob (Jessi can supply you with bags). Or if there is someone you know inside, ask them to help distribute.

If you have extra newsletters, let Jessi know how many extra you have and leave them at Norris Court Grocery, the Laundromat, and the neighborhood coffeeshops (EVP, Johnson Public House, Cargo Coffee) if any of them are in your area. Wait a few days to leave them there after you have delivered your area so people don't pick up a newsletter at those places when they are going to get one delivered to their own house.

For very large apartment buildings in the neighborhood, i.e., the Constellation and City Row apartments, talk with Jessi about how many newsletters to leave in those complexes.

Some area reps have recruited assistance on some blocks in their area. As you meet people in your area, ask them if they would be willing to help distribute newsletters to a block or two in your area.

10/2014