Understanding

Registration, Postcards, Bags and Partnership Materials

Registration:

Registration is to be done by current Branch Presidents by going online to the "Members Only" Portal at <u>www.nalc.org</u>. Presidents set up their account access, click on the *Stamp Out Hunger* logo, complete all the Food Drive information fields, click "Submit" and receive an immediate confirmation of your branch's registration, postcard and partnership material order. If your Branch President is not registered as the president with the NALC's Membership Department, you can call (202) 662-2836 for assistance on updating this information.

Postcards:

Postcards are paid for by our national sponsor. All branches who register by the March 1st deadline will receive postcards free of charge. The postcards will be shipped to the address specified in the online branch registration form. The postcards are bilingual (English and Spanish), have postage (G10 Permit) applied to them and are shipped in USPS reusable sleeved trays. There are 500 postcards in each bundle that are paper banded together. Eight bundles come in each sleeved tray for a total of 4,000 per tray.



Shipping: The general rule is that shipping begins at the end of March on the west coast and moves to the east. The target date for all postcards to arrive at the branch's selected destination address is by mid-April. By going to the Food Drive Tool Kit at <u>www.nalc.org/food</u>, you can check on shipping dates for your region. They should arrive 3-5 days after the shipping date.

Verify that your postcards have arrived at their destination by physically seeing them and counting the trays and pallets. Mark/label the trays/pallets with a sign that says "Food Drive Postcards" so that they are not disseminated until you and/or your USPS management counterpart agree they will be distributed to letter carrier routes for delivery.

Postcards can be locally printed if your branch chooses to do so. Templates for postcards are in the Food Drive Tool Kit. These templates can be shared with a local printer and a G10 permit for postage can be applied to the printing of the postcards.