

## SPMS Newsletter Fulfillment Proposal

Offered by Michael Heather

General Description: This proposal is made in good faith: to format, print, mail and distribute approximately 250 newsletters six times per year.

### Outline of tasks:

Receive PDF or Microsoft Publisher version of Newsletter from SPMS Newsletter Editor. I am able to make a high quality version if the newsletter editor does not furnish it in that format. I can also download the newsletter from the website, but will not be able to make that version high quality.

Receive electronic file from SPMS Registrar for:

- Members with no valid email address

- Members who have requested a paper newsletter

I do not have access to the registration database, but am confident that this task is a matter of moments (not hours) to accomplish. It would be similar to the tutorial at:

[http://www.usms.org/admin/lmschb/ca\\_report\\_members.pdf](http://www.usms.org/admin/lmschb/ca_report_members.pdf)

Arrange to print newsletters at SPMS expense. One for each mailing label (approximately 150), plus 100 additional for SPMS Meet Coordinator

Format and print mailing labels

Purchase preprinted, postpaid envelopes from USPS at SPMS expense

Create mailer:

- Fold newsletter, stuff envelopes, seal envelopes, affix address labels

Deliver newsletters to post office

Deliver 100 newsletters to SPMS Meet Coordinator

Send expense report to SPMS Treasurer

**Frequency:** six times per year

**Response time:** Newsletters will be mailed within approximately 5 days of receipt of PDF from Newsletter Editor or electronic file from Registrar, whichever is later.

**Proposed cost:** \$540 per year (\$90 per issue)