# Club Mailing Services

The Office of Alumni Relations provides a mailing service at a reasonable price, with the very latest addresses and with the fastest turnaround possible. The College also subsidizes two club mailings every fiscal year; one in the early fall and the other in the spring. A club must use these mailings to raise dues and provide an overview of club activities.

Clubs with more than 200 members should consider using the College's non-profit third-class bulk-mailing permit. Rates change but as we go to press bulk mail costs $0.20 for two ounces instead of $0.49 for first class. Delivery time is longer for third-class mail, but it is worth the savings if time is not of the essence. In most cases, 7-8 working days are required to process a club mailing. Calling the Communities Team in advance can help speed the process. Please see the Newsletters document for further information.

The mailing list for your club includes all alumni, parents of current students and surviving spouses/partners who have an active mailing address and who live in the ZIP code areas covered by your club. This list also includes alumni of Tuck, Thayer and the Medical School. We cannot differentiate between dues-paying and non-dues-paying members, or graduates or non-graduates.

Club secretaries should check promptly when there is evidence of an incorrect address. Failure of alumni to receive club mailings is a danger sign that requires immediate action. Check with the person's office or home by phone; follow-up through classmates or other friends; check with the telephone information operator. Ideally, none of your alumni should be "lost" for more than a few days with prompt and persistent checking to find the new location.

The College requests that you add the Communities Team to your mailing list to receive copies of all club announcements, letters, bulletins, postcards, dues bills, etc., that you send to your membership. These samples will keep the College posted on regional activity and will provide valuable material to pass suggestions on to other clubs about your program. If electronic copies of your club announcements and bulletins are available, please send them to Alumni.Relations.Communities@Dartmouth.edu. **If we are made aware of an event, we will add it to the “What's Happening” calendar on the alumni website.**

It may seem like a small matter, but officers are urgently requested to answer correspondence from Hanover promptly.