

## Hampton City Schools

# INTER-OFFICE MAIL GUIDELINES

### ► To Facilitate Prompt/Efficient Delivery:

- ✓ Place mail in an inter-office envelope.
- ✓ Print receivers name and mail stop **CLEARLY**.
- ✓ Ensure that you are using the next descending box on the envelopes and draw an “X” through the preceding box.
- ✓ **CONFIDENTIAL CORRESPONDENCE** - should be **SEALED** in an envelope and placed in a interoffice envelope and marked **CONFIDENTIAL** with receiver’s name and mail stop



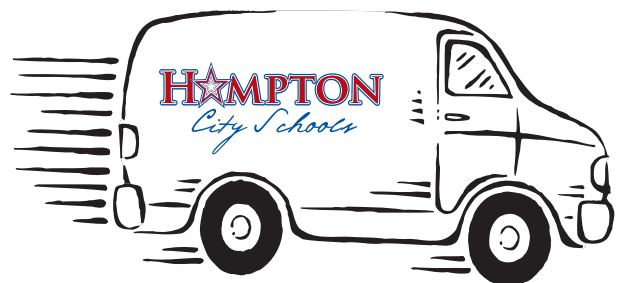
### ► Interoffice mail **EXCLUSIONS** include but are not limited to:

- ▶ Food (candy, cookies, etc...)
  - ▶ Personal (non school related) greeting cards, wedding, shower invitations, etc...
  - ▶ Electronics
  - ▶ Clothing/shoes/jewelry
  - ▶ Tools
  - ▶ Cash/valuables
  - ▶ Catalogs (such as Avon, Pampered Chef, Tupperware)
- NO OUTSIDE organization’s material is to be distributed through the HCS Pony Mail. This includes catalogs, fund-raiser information, advertisements and anything else that is not directly related to Hampton City Schools.***

**PLEASE NOTE:** Any intended inter-office mail that is found to contain any of the above items will not be delivered by the HCS Courier. The item will be returned to senders mailbox, if sender can not be verified then the item will be left in mail room.

### ► **BULK OR LARGE/HEAVY Mailings**

Departments/Schools are responsible for coordinating the delivery of large and/or heavy packages from their office to other departments/schools. You may place a Maintenance work order to arrange for pickup and delivery of bulk or large/heavy packages.



***If you have any questions or concerns about the HCS interoffice mail please feel free contact Marty Wood at 727-2080 or mwood@hampton.k12.va.us***