

SPMS Newsletter Proposal

General description: SMPS Newsletter editor seeking compensation for printing and fulfillment of ~250 SPMS newsletters.

Outline of Tasks:

Receive compressed file of Newsletter from SPMS Registrar

Receive mailing label file and return label file from SPMS Registrar: currently ~150 recipients swimmers with no valid email address and swimmers that requested a paper newsletter

Arrange for printing of newsletter: ~250: One for each mailing address label plus ~100 additional for SPMS Meet Coordinator.

Print mailing address labels. (~150 addresses) Print return address labels.

Purchase correct postage.

Create mailer: Stuff envelopes

Seal envelopes affix return address labels, mailing address labels and postage to newsletter

Mail individual newsletters.

Deliver ~100 remaining newsletters to SPMS Meet Coordinator.

Send expense report and copies of all expenses to SPMS Treasurer.

Frequency: 6 times a year

Response Time: Newsletter should be mailed by the first of the month or within 5 days of receiving the compressed newsletter, address and return label files.

Compensation sought: \$100/newsletter which does not include consumables, ie envelopes, paper, printing of newsletter and labels and postage.