D31 POLICY AND PROCEDURE MANUAL

<u>SECION "B"</u> # 211

CO-OP ADVERTISING FINANCING AVAILABLE

(Was #618-1)?	APPROVED B	Y FALL CONFERENCE.	REVISION "3", DATE 10/2//0
			e USPS Public Relations committee
The image of	•	Coop Ad offers financial sup USPS Boating C	<u> </u>
Local squadro	ns	Districts	
Joint projects	of cooperating squa	drons and/or districts	
Information packa	iges will be distribu	ted annually to the District P	ROs. Information may also be
obtained in the PR	O LOG and on the	PR Website – <u>www.usps.org</u>	z/national/pr/

Financial Support for Squadrons and District: The district is allotted a fixed amount each year, based on the active membership of the district. This amount, at the rate of 50% of each dollar spent on eligible projects, is distributed to those squadrons who submit requests, which are approved by the District PRO. If the total requests exceed the allotted funds the percentage will be adjusted accordingly.

Time Frame for Activities: Qualified activities must take place between 1 November and 31st of October of the following year. Unused funds will be forfeited and may not be carried over to the next fiscal year.

Important Points to Remember:

- 1. All claims must be sent to the District PRO first.
- 2. Claims lacking required documentation will be denied.
- 3. The D31 PRO must receive all requests no later than 1 September each year.

NOTE: THE DISTRICT PUBLIC RELATIONS OFFICER MUST RECEIVE YOUR REQUEST BY 1ST OF SEPTEMBER IN ORDER TO HAVE TIME TO PROCESS AND THEN GET THE REQUESTS TO NATIONAL BEFORE 1ST OF NOVEMBER. IF, FOR SOME REASON, YOU CANNOT MAKE THE 1ST OF SEPTEMBER DEADLINE THEN PLEASE CONTACT THE DPRO FOR FURTHER INSTRUCTIONS.

Ideas used by squadrons and districts for advertising USPS:

 $Plastic\ newspaper\ sleeves-Pens/Pencils-Bookmarks-Safety\ hints-Media\ packages-coloring\ Books-balloons-Lollipops-Ads/newspapers/penny\ savers-Magazines-TV-Radio-Flyers-Billboards-Posters-Banners-Postage-Booth\ Rental.$

PLEASE CONTACT THE DISTRICT 31 PRO FOR ADDITIONAL INFORMATION. (SEE THE D31 Directory for name, etc.)

CONTACT THE DISTRICT PRO OR DOWNLOAD FROM THE USPS WEBSITE FOR THE FORMS FOR "REQUEST FOR REIMBURSEMENT" WHICH ALSO SHOWS GUIDELINES FOR SUBMITTAL.