

2007 Neighborhood/Day Camp Copy Request

Neighborhood or Day Camp Name/Number _____
 Neighborhood or Day Camp Contact Name _____
 Address _____
 Phone _____ Email _____
 Date Submitted _____ Date Needed _____
 Approval of Membership Executive (Neighborhood) _____
 Approval of Camp Director (Day Camp) _____

<i>Business Services Staff:</i> _____	Date Received _____	Initials _____
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_____ **Fliers**

White paper (1.65 per 100) White cardstock (4.95 per 100)
 Color paper (2.10 per 100) Color cardstock (4.95 per 100)
Choose color tan pumpkin salmon pink yellow buff
 ivory green blue cherry goldenrod gray
 orchid lilac celery

 back-to-back collate fold: (*circle*) half fold letter fold
 3-hole punch staple cut (*provide sample*)

_____ **Forms**

White paper (1.65 per 100) White cardstock (4.95 per 100)
 Color paper (2.10 per 100) Color cardstock (4.95 per 100)
Choose color tan pumpkin salmon pink yellow buff
 ivory green blue cherry goldenrod gray
 orchid lilac celery

 back-to-back collate fold: (*circle*) half fold letter fold
 3-hole punch staple cut (*provide sample*)

_____ **Postcards**

4x6 White (3.10 per 100) 4x6 Blue or Yellow (3.87 per 100)
 5x8 White (4.50 per 100) 5x8 Blue or Yellow (6.00 per 100)
 (NOTE: 5x8 costs more to mail than 4x6)
 White Yellow Blue
On Back Return Address Bulk Mail Stamp

_____ **Envelopes**

#10 Homespun (4.25 per 100) #9 Homespun (4.25 per 100)
 Return Address Bulk Mail Stamp

Instructions:

When finished: _____ call me to pick up _____ give to my Membership Executive for delivery
 _____ standard mail _____ bulk mail

**Please note that prices are subject to change during the year.*

Copy Request Guidelines

Please be generous with your time, and plan ahead!

Note: Everything submitted to be copied will first be proofed for errors and content. If corrections cannot be made at the Service Center, we will contact you.

1. Neighborhood Work Orders must have the approval of your Membership Executive; Day Camp Work Orders must have the approval of the Camp Director.
2. The Girl Scout and United Way logos need to be on every publication. These logos can be emailed to you for inclusion on your pieces. While both logos can be resized to fit the publication, they cannot be changed in any other way. Both are copyright protected.
3. Letterhead is available for official Council business only. We realize, however, that many businesses ask that requests be made on letterhead for tax purposes. If Neighborhoods or Day Camps find that they require letterhead for letters or requests for donations, notify your Membership Executive or Camp Director.
4. The following guidelines are for each sheet submitted for duplication. For example, if you are requesting 50 copies of a 5-page booklet, you are requesting 250 sheets. If you have 3 sheets to be included in a mailing to 360 girls, you are requesting 1080 sheets.

**2 days for 1-100 sheets
3 days for 101-500 sheets
5 days for more than 500 sheets**

Add 1 additional day for any processing: back-to-back, folding, cover sheets, etc. Add 2 days for first class mail (if less than 200 pieces). For first class mailings of more than 200 pieces, please use bulk mail guidelines below. Please be generous with your time and plan ahead!

5. Labels should be requested before work is submitted for duplication (if we are mailing your piece) using the Neighborhood/Day Camp Label Request form. The timeline for copying does not include time needed to request labels. If need be, ask your Membership Executive or the Camp Director to hold your production request until the labels are returned to them. They can add the number of pieces requested for copying and submit the request. The timeline for duplication begins when the request for copying is submitted by staff.
6. Bulk mail guidelines
 - a. Your mailing must consist of 200 or more identical pieces to qualify as a bulk mailing.
 - b. All items must be identical in content, as well as size and shape. (No handwritten notes or letters addressed to individual people.)
 - c. For protection of your mailing, mail should be placed in envelopes. Be sure to request envelopes to be prepared for a bulk mailing if needed.
 - d. Addresses have to be either typed or handwritten – all must be the same. Be sure to request labels using the Neighborhood/Day Camp Label Request form BEFORE submitting a piece to be copied. Requesting labels first gives you an accurate count to request for copying.
 - e. Bulk mailings take approximately 2-3 weeks to process at the Girl Scout Service Center. This is in addition to the time it takes for duplication.
 - f. Bulk mail is low priority mail, especially at high volume times of the year (holidays). Allow 3-5 additional days for delivery. Also, bulk mail is not returned for incorrect addresses or forwarded because of a change of address; these pieces are destroyed.