

## Mail Procedures -- April 1, 2020

Note: The following pertains to faculty and staff mail and packages, not student mail.

Instructions for mail and packages being delivered to and sent from the following campus locations:

1127 Park St.; 821 5th Ave. (Communication office only); Campus Safety; CRSSJ; Admission/Std Accts/Fin Aid; FM; Golf Course; Goodnow (Community Enhancement and Accessibility only); JRC; Library; OGF; Bear; Forum; JCC; Nollen House; Pioneer Book Shop; and Preschool

### Incoming mail and packages

1. Mail and packages will be delivered to administrative departments by a courier from FM.
2. Deliveries will be either Monday and Thursday or just Thursday depending upon the office.
3. Each administrative department will need to designate a person or persons to occasionally go to the office, sort that office's mail and handle appropriately.
4. Mail or packages may NOT be picked up at the campus mailroom. No exceptions.

### Outgoing mail and packages

1. Pickups will be either Monday and Thursday or just Thursday depending upon the office.
2. Each administrative department will need to designate a person or persons to occasionally go to the office, sort that office's mail and handle appropriately, including leaving outgoing mail for the courier to pick up.
3. Mail or packages may NOT be dropped off at the campus mailroom. No exceptions.

Instructions for mail and packages being delivered to and sent from the following campus locations:

821 5th Ave (faculty on floors 1 & 2 only); Bucksbaum; Goodnow (Art History only); Harry Hopkins House; Macy; Mears; Steiner; HSSC; and Science

#### Incoming mail and packages

1. Mail and packages will be not be delivered to these buildings
2. Mail and packages will be forwarded once a week to an off campus address designated by each building occupant.
3. Mail or packages may not be picked up at the campus mailroom. No exceptions.

#### Outgoing mail and packages

1. Outgoing mail and packages will not be picked up at from these buildings (because there are no deliveries there).
2. Building occupants who are sending outgoing mail and packages are asked to work directly with carriers, USPS, UPS, FedEx, etc. to ship items from home. The College has allocated a budget line to reimburse the cost of shipping instructional materials. Please submit receipts to your Academic Support Assistant.
3. Outgoing mail or packages may not be dropped off at the campus mailroom. Outgoing mail or packages may be left in a drop box located near the south east corner of the JRC, outside of the building near the loading dock. The drop box will be installed on or around April 8<sup>th</sup>.

Q and A

Q. I am a faculty member. How will you know what address to forward my mail to?

A. All faculty and staff who work in buildings identified above should enter a forwarding address into this Qualtrics form: [https://grinnell.co1.qualtrics.com/jfe/form/SV\\_5pWNUj1Etxdrbj7](https://grinnell.co1.qualtrics.com/jfe/form/SV_5pWNUj1Etxdrbj7) The mailroom will not be able to take your forwarding information, so you must fill out the online form. We will use the current address you have provided until June 1; it will not be added to your Colleague record since this is a temporary measure for use by the campus mailroom. After June 1, the College will send your office mail to your permanent address that we have on file in the Colleague system.

Even if you are currently using your permanent address and do not plan to relocate, we ask that you fill out this form to assist the mailroom staff with their duties.

If your address changes between now and June 1, you can update your forwarding address using the same link.

Q. When will these procedures be implemented?

A. Many of these procedures are already in effect. Mail Services will begin forwarding mail beginning April 3, 2020 or as soon as you enter your forwarding address at [https://grinnell.co1.qualtrics.com/jfe/form/SV\\_5pWNUj1Etxdrbj7](https://grinnell.co1.qualtrics.com/jfe/form/SV_5pWNUj1Etxdrbj7)

Q. I am a faculty member. What will be forward to me?

A. First Class USPS mail and packages, UPS packages, FedEx ground and Express packages. All 2nd Class academic and publication type mail will be included in your mail forwarding. Any 2nd Class advertisement type catalogs (U-line, Land's End, Quill, Oriental Trade etc.) will be delivered to your academic areas to be sorted through when you return.

Q. I have a mailing that I need to send to my students. How do I do that?

A. We hope that most items can be sent electronically. You can either work directly with a carrier like USPS or UPS or you can leave the outgoing mailing at the drop box that is being arranged.

Q. How do I send outgoing items via UPS, FedEx, etc?

A. The following resources will be useful for sending mail and packages from home.

- <https://www.fedex.com/en-us/home.html>
- <https://www.ups.com/us/en/Home.page>
- <https://www.usps.com/>
- <https://www.stamps.com/>

You can also work with the local print shops, and your departmental ASAs can help with materials and billing:

- Premier Printing (641) 236-7800 [www.premierprintinggrinnell.com](http://www.premierprintinggrinnell.com)
- Total Choice Shipping (641) 236-7447 [www.totalchoicegrinnell.com](http://www.totalchoicegrinnell.com)