Dartmouth College
Office of Alumni Relations
Communities

Club Newsletter Subsidies
October 23, 2017

Effective July 1, 2017, the Communities has agreed to subsidize one (1) club newsletter/dues solicitation each fiscal year (July 1-June 30), produced and mailed through the Dartmouth Design Printing and Mailing Services Office.

This subsidy includes the following:

- (1) 8-1/2 X 11 double-sided, black and white copy
- Folding, stuffing and addressing of the mailing
- 3rd Class Non-Profit (without advertisements) USPS rate mailing

Depending on quantity (less can cost more), additional items and upgrades available:

- Additional pages (one side) -- $.07/each
- Return addressed envelopes -- $.25/each
- Postcards or dues cards -- $.12/each
- Remittance envelopes (top inside flap has the dues information; envelope is the dues return envelope) -- $.40/each
- Color upgrade -- $.50/each
- Upgrade to 1st class USPS mail service -- ~$.29/each
- Upgrade to 3rd Class Non-Profit if advertisements in newsletter -- $.11/each

Before going to press, you can request one (1) estimate of costs to determine inclusion of additional items.

With all mailings, there is a 7-9 business day turn-around time from the time the file arrives in our office until it is mailed. Third (3rd) class mail can take up to 4 weeks to reach its destination and 1st class mailing arrives in 3-7 business days.

Please contact Anita Brown (603-646-3497) for an estimate and additional information.