



**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
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HCDD Mailing Policy

The following policy was recommended by the Citizens Participation Advisory Committee (CPAC) and approved by the Mayor and Council in February 1998. At that time, CPAC asked neighborhoods to reduce the size of their mailing lists and encouraged them to limit the number of pages to be copied as a cost containment measure. Other recommendations that were approved included limiting the number of mailings per year, using volunteers to prepare and, when appropriate, hand deliver mailings, and asking neighborhoods to post information in strategic places.

Who can use the service

The Housing and Community Development Department (HCDD) can assist registered neighborhood associations, registered coalitions, and groups in the process of registering, with mailing notices for both neighborhood meetings and newsletters. HCDD will absorb the mailing charges if the information meets these criteria:

The requesting neighborhood must be a registered neighborhood association with bylaws (signed and dated) on file in our department. All current officers and their contact information must also be on file at HCDD. An exception will be made for any group in the process of registering as a neighborhood association or a coalition.

Timeline

It may take up to 10 days for postcards and up to 18 days for newsletters to reach your neighborhood residents arrive. All meeting notices need to be in accordance with your bylaws. If your bylaws state that your association be notified 7 days prior to your meeting, you must have the information to HCDD in a workable timeframe. Those 7 days, for example, are added into the production schedule.

Production

Newsletters may be up to four (4) pages in length. HCDD can make an accommodation for additional pages due to other language translation that is limited to text, without graphics.

Each neighborhood should limit its mailing to a maximum of one newsletter or one postcard notification per month.

HCDD staff will contact the neighborhood during stages of production to ensure an accurate product and a timely delivery.

Content

Newsletters must display this standard disclaimer on every edition:

The City of Tucson, its officers and employees, its Housing and Community Development Department and all other offices neither agrees nor disagrees with the views expressed or implied in this communication or any referenced websites and are not therefore responsible. The distribution requester is solely responsible

When a Spanish translation is included, the following disclaimer in Spanish must appear:

La ciudad de Tucson, sus oficiales y empleados, su Departamento de Vivienda y de Desarrollo de Comunidad y el resto de las oficinas ni esta de acuerdo o desacuerdo con las opiniones expresadas o implicadas en estas comunicaciones o cualquiera referencia sitios web y no es responsable por lo tanto. El solicitante de la distribución es solamente responsable.

The accuracy of all information and adherence to copyright laws are the responsibility of the Neighborhood Association. In addition, newsletters may not contain any reference to ballot issues per the City Attorney's ruling. Newsletters may not contain any form of advertising.

HCDD is required to review all newsletters to ensure that the neighborhood is in compliance with the issues written in this policy. Please allow the appropriate time to get the newsletter formatted, reviewed by HCDD, reproduced, labeled, tabbed, sorted and mailed. HCDD will make every effort to speed the process in less time than stated above.