

B. Office mail procedures

1. Picking up mail from the FMMC Business Office

Mail addressed to the FMMC Business Office at 801 K Street NW, Washington DC 20001 is held at the security desk located on the lower level on the Convention Center (north) side of the building for pickup, generally scheduled weekly. The security desk and office facilities are open during the day Tuesday through Friday. To find out whether there is mail to pick up, call the security desk at (202) 393-1610.

The Club's files are located on the second floor mezzanine (elevator button 2M). For access, sign in as Staff, giving FMMC as your organization, and ask the guard to key the elevator for you. Coming down does not require a key. Mailing supplies (stamps, Yearbook, letter opener, tape) are in the top drawer of the first FMMC file cabinet just ahead and to your right as you exit the elevator.

Mail is picked up about once a week. Pick-up duty is shared by the President, Recording Secretary or other FMMC or Foundation officer as agreed on each year. The President supplies the office with stamps and FMMC envelope and determines procedural changes as needed.

2. Disposition of mail

- Items mailed first class are forwarded by writing in the recipient's address and blacking out the bar code if there is one. Other items can be re-mailed using envelopes and stamps in mail drawer.
- Items addressed to President or a past President go to the President
- Tax-related and legal documents go to Treasurer.
- Checks are forwarded as follows:
 - Treasurer: Tax documents, checks and other documents from United Way, plus checks that represent bequests or special designation donations (i.e. related toward establishment of a specific fund)
 - Finance Director: checks from grantors—also letters.
 - Foundation Director: checks for the FMMC Foundation
 - Administrative Assistant: checks for Yearbook Ads¹, plus all other checks UNLESS
 - Someone else has been designated to collect for a special event.
- FMMC-mailed items returned by the Post Office: send to Administrative Assistant or notify her by email of problems with the address.
- Extra copies of Newsletter: File 5 copies in the folder for current year in the lower drawer of this file cabinet.
- True junk mail, not concerned with Club business: discard.
- Envelopes addressed to FMMC in general: open sufficiently to ascertain proper disposition. When in doubt, ask President or other officer for assistance.
- Items marked "to file": place in the hanging file for that purpose in the mail file drawer.

3. Any officer or unit within FMMC that expects large numbers of responses to a survey or competition announcement should arrange for material to be mailed to the address of the person assigned to handle the responses.

¹ The Administrative Assistant's address is listed in the Yearbook, on the FMMC Board of Governors page.