



Alumni Newsletter Guidelines

In order to increase communication for the Alumni members of Greek and Siblinghood Organizations, the University provides two opportunities a year to mail a one page newsletter to all alumni with an up to date address. Electronic communication can also be arranged, should the organization wish to send out electronic communication to their alumni as well.

- Allow three weeks for the newsletters to be processed within the University. Please plan accordingly when you are preparing your communication. Please work with Amber De Massimo in Alumni Relations.
 - Each newsletter is reviewed and may be sent back to you for edits.
 - The university will make the copies.
 - When the copies are completed, you will be notified that you can pick up the copies and label and sticky dot them.
 - We will provide the printed address labels and sticky dots needed to mail the newsletters, we just need you to provide the labor.
 - The USPS requires that all postage be folded, sealed and labeled in zip code order. Please check with the Alumni house on the updated requirements. Once you have put the newsletter together please return it to Alumni Relations for mailing.
- The newsletter consists of one page front and back.
 - One half of one page should be reserved for the University's return mail address, labels, and non-profit postage.
 - An organization can pay for additional pages, however only 5 additional pages may be added. An organization may also choose to upgrade to color printing. Please ask the Alumni House for the cost of the additional pages and printing.
 - We encourage you to include a note to have all alumni update their address with the University (at alumni@redlands.edu) and to confirm that others have updated their address so that all people are receiving up to date communication.