

**International Association of Gay Square Dance Clubs**  
*A Lesbian and Gay Organization*

**BI-MONTHLY MAILING ADDRESS:**

4578 State Route 303  
Ravenna, OH 44266

**Guidelines for the IAGSDC Bi-Monthly Mailing Service 2009-2010**

The IAGSDC mailing service is a system for distributing newsletters, announcements, or any other information to all IAGSDC clubs, forming clubs, and officers. Materials are collected at the address listed above and are mailed out on a bi-monthly basis according to the mailing schedule listed below. On the second Monday of the mailing month, a package is mailed to every club. This should improve the information flow between clubs and make it easier on everyone to distribute information.

*Here are the guidelines:*

1. **What can be distributed?** We will distribute anything that is on 8 ½ x 11 (or A4) pages or smaller, up to **3 copies** each. We will not distribute unfolded legal (8 ½ x 14) pages. Note that this service is not restricted to club newsletters. You can send fly-in flyers, general announcements, or whatever. All materials distributed must be dated within two months of the mailing or for future events. In other words, we will not mail a whole year's newsletters at once since you forgot to mail them in.
2. **How many copies are required?** You must send **SEVENTY (70)** copies of whatever you want distributed. This number will be revised as our number of members changes. You will be informed prior to any such changes. The service will NOT make copies from an original master. If you want to send 3 copies of a flyer to every club, you must send in 70 x 3 = 210 copies.
3. **When is the material distributed?** The bi-monthly mailing service deadline for receiving materials to mail is the **first Friday** of the months indicated below. The mailing will include anything that was received up to that time. Anything received after the first Friday will go out in the next mailing. The 2009-2010 deadline dates for materials to arrive are as follows:

**August 7, 2009**

**December 4, 2009**

**April 2, 2010**

**October 2, 2009**

**February 5, 2010**

**June 4, 2010**

4. **What does it cost the club?** Nothing, provided the mailing is within reason.
5. **Can we mail only to selected clubs?** No, the service will always mail everything to all clubs. We cannot mail only to the "East Coast," or any other division. Nor can we exclude clubs from receiving your information. We cannot send your materials to everyone "except a, b and c." To make this easy on us, we must distribute everything to everyone. If you wish more immediate distribution in you home area (for example, a club wants to send newsletters to all Bay area clubs before a particular date), we would suggest mailing directly to them, but still sending copies to the service for worldwide distribution, where the time factor probably is not as important. Note that the clubs you mail to directly will also get the same info again in their monthly mailing from the service.
6. **Who gets these mailings?** Mailing will be to all IAGSDC member clubs, affiliates, and Association officers at their official addresses as reported to the Association. Also, mailings will be sent to clubs that are in the process of organizing, but not yet members of the Association.
7. **Where do we send materials for distribution?** Mail all materials to:  
IAGSDC Club Mailing  
c/o Michael Spayd  
4578 State Route 303  
Ravenna, OH 44266

If you use UPS, FedEx or USPS Overnight Express, **DO NOT** require a signature – this will only delay delivery if no one is at home. Canada should send the package at Airmail Printed Matter rates – these are much cheaper than regular airmail.

If you have suggestions on how to make this work better, please let us know. The point of this whole scheme is to improve communications and hopefully make it easier and cheaper for clubs to distribute information.