

COMMUNITY MAIL TEAM

Policies and Procedures

The purpose of the Crane Lakes Community Mail Team is to deliver friendly mail between Crane Lakes residents. Deliveries could include greeting cards, notes, reminders, and other friendly communication within the community.

1. Community Mail Team will have a Chairperson and at least 1 Co-Chairperson at all times.
2. The Team will meet twice a year to discuss issues, problems and improvements.
3. No advertising of any kind will be delivered.
4. No mail pick up service is available. Residents will be responsible for dropping their mail off in the correct cubicle at the postal collection room located across from the gym in the clubhouse.
5. Notices of community events may be delivered from time to time, including the Courier or other publications pertinent to the community.
6. Undeliverable mail will be returned to the regular postal collection room and marked undeliverable.
7. New residents will be made aware of the mail service through a flyer distributed by the Crane Lakes Welcoming Committee.
8. Mail will be delivered on Tuesday and Friday of each week. Time of delivery on these days will vary.
9. Residents are free to check the postal collection room on their own.
10. Residents who would like to volunteer to help with mail delivery can contact the Committee Chairperson. Extra volunteers will be needed for delivery during the Christmas holiday season and for fill-in times should normal volunteers be unavailable.
11. There will be a Community Mail Team posting in the Courier most months updating the status of the program and any special notices. This will be prepared by the Chairperson.
12. Each volunteer will have an identifying sign/flag on their golf cart during deliveries for safety.

COMMUNITY MAIL TEAM

Responsibilities
October, 2021

Chairperson Responsibilities:

1. Organize volunteers and meet with them as needed.
2. Make sure volunteer list is kept current and updated with the Board Liaison. This list should include names, contact information, and assigned route.
3. Help with substitutes in case a regular mail carrier needs to be out for any reason.
4. Report issues or problems to Board Liaison as needed.
5. Be sure each mail carrier has an identifying sign or flag for their golf cart.
6. Supply the Welcoming Committee Chairperson with a flyer to go into the welcome packet letting residents know the purpose of the Crane Lakes Community Mail Program.
7. Forward a monthly posting to the Courier updating the program as needed.
8. Decide on the days for mail delivery. (2 or 3 days per week, depending on your number of volunteers).
9. Keep a master list of residents who do not want mail delivery.

Mail carrier volunteers Responsibilities:

1. Make sure mail is delivered to the designated area on the day that you are assigned.
2. Report any delivery issues to your Chairperson.
3. Use an identifying sign/flag on your golf cart when delivering mail.
4. Give your Chairperson plenty of notice when you are going on vacation or need to be off from your normal delivery day.
5. Establish your own hours on your assigned day.
6. You are only responsible for delivery of mail, not pick up of any mail.

Resident's Responsibilities:

1. Keep your house numbers clean and in a clear line of sight.
2. You must have an accessible mail box for mail delivery.
3. Do not leave outgoing mail for mail carriers to pick up. Drop off your outgoing mail at the mail collection room across from the gym in the Club House.
4. If you have a screened car port, please try to keep your mailbox as close to the sliding door as possible for ease of delivery.
5. If you prefer not to have mail delivered by a volunteer, please let the Chairperson know that via email or phone.

