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## **Mail Distribution Policy**

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All federal and campus mail addressed to student clubs and organizations and received from **campus mail services** will be distributed to individual mailboxes by Student Life staff.

Any university department having information of interest to student clubs and organizations may deposit that information in the mailboxes. Student Life staff **does not** distribute this information.

Off campus vendors may not physically put any type of material/information in mailboxes. Off campus vendors sending bulk mailings will receive a copy of this policy with a memo giving information about contacting student clubs by mail.