

California Alpine Club
Volunteer Positions

CAC Business Mail
U.S. Post and Distribution Services

The California Alpine Club rents a post office box in Mill Valley for business mail. The address is:

California Alpine Club
P.O. Box 2180
Mill Valley, CA 94942-2180.

The California Alpine Club, a registered 501(-c-)(7) non-profit corporation in the State of California, also has a corporate address of record with the Secretary of State:

California Alpine Club
730 Panoramic Highway
Mill Valley, CA 94941-1707

The Mill Valley Post Office is located at 751 E. Blithedale Avenue. **Jay Gustafson** (jaygustafson@yahoo.com) has the post office box key and picks up the mail at least weekly. He sorts and immediately distributes the time-dependent mail (mostly first class) to the appropriate person. He recycles the junk mail. He brings the non time-sensitive mail to the Alpine Lodge and puts it in the plastic box which is in the corner cupboard. The Secretary checks this box at least once a month and makes appropriate distribution.

Jay also keeps track of the post office box rental period and requests a check from the Treasurer when the yearly rental is due. The Post Office places a note in the box when the rental is due. Jay's backup is **Arlin Weinberger** (arlinw43@gmail.com).

CAC has a pre-paid account of \$200 with the Mill Valley Post Office for mail-forwarding and returned mail expenses. For each piece of returned or forwarded mail, the post office charges 50 cents and issues a Form 3547 along with a Postage Due notice which shows the running balance. **Jay** monitors the balance and requests replenishment from the CAC Treasurer when the balance gets low. **Jay** e-mails the Registrar about any changes of address.

Jay also checks the 730 Panoramic Highway mailbox and leaves the CAC mail in the plastic box at the lodge for the Secretary to handle. He takes appropriate action for time-dependent mail.

CAC has a mailing service, **AD-Vantage** in Santa Rosa, which handles TRAILS monthly newsletter mailings. They use their own postal permit and bill CAC for the actual postage.

Helena Troy
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