

**POSTAL CUSTOMER COUNCIL  
PROGRAM POLICIES AND RULES**

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# Postal Customer Council Program Policies and Rules -- Introduction

This Publication is for use by all Postal Customer Council (PCC) members and postal employees who are involved with PCCs. The Publication sets forth the policies and rules of operation for the PCCs. If you have any questions about PCC procedures and practices not covered by the Publication or about the Publication, please send an email to [PCC@usps.gov](mailto:PCC@usps.gov). This version of the PCC Program Policies and Rules (Publication 286) supercedes all prior versions. Additional copies of this Publication can be obtained by downloading it from the national PCC Web site at [www.usps.com/pcc](http://www.usps.com/pcc).

All PCC activities and PCC members' interests in participating in PCC activities must be consistent with the PCC Mission, as set forth in this Publication.

The following are among the trademarks owned by the United States Postal Service: Postal Customer Council®, PCC®, Postal Service™, USPS®, and U.S. Postal Service®.

## PCC Mission Statement

The PCC is a postal-sponsored organization. The mission of the PCC Program is to:

- Promote local cooperation and support and to foster a close working relationship between the U.S. Postal Service and all businesses that use the mail to communicate and interact with their customers;
- Share information and facilitate the exchange of ideas about new and existing Postal Service products, programs, services, and procedures that affect all businesses that use the mail; and
- Help PCC industry members and their organizations grow and develop professionally through focused educational programs.

The mission statement of every local PCC should mirror this mission statement.

## PCC Membership

PCC membership consists of both Postal Service employees and representatives of the mailing industry. Membership is open to all business mailers who use the services of the Postal Service within the sponsoring Postal Service manager's geographic area. The terms "business mailers" and "businesses" as used in this

document include commercial mailers, non-profit organizations, service bureaus, and other types of business enterprises that use the mail, including those that may be individuals or sole proprietorships, but the terms are not meant to include residential mailers. A business mailer may be a member of more than one PCC, but he/she cannot be an officer or Executive Board member of multiple PCCs. Postal Service employees will join the PCC membership and participate as determined by the Postal Service and in accordance with the needs of the individual PCC.

PCCs are postal-sponsored organizations. Mailing industry members acting on behalf of the PCC are not federal employees and are not authorized to act on behalf of the Postal Service nor authorized to legally bind the Postal Service by any of their acts or omissions. Industry members of the PCC are authorized to act on behalf of the PCC only as set forth in this Publication. While participating in the PCC, industry members must continue to serve the PCC Mission.

Competitors may become PCC members, but competitors may not serve on Executive Boards, PCC Committees, or as officers and may not exhibit at vendor shows or other PCC functions and may not promote or sell their products and services at PCC functions of any kind or give presentations at PCC events and meetings. Donations to the PCCs and sponsorships of PCC events by competitors are also prohibited. A competitor is an individual or company or other entity or association that promotes, sells or acts in support of products or services that compete with Postal Service products and services, even if such individual or entity is also a business partner of the Postal Service. A competitor includes those entities that are directly or indirectly, wholly- or partially-owned subsidiaries of a competitor and any individual employed by a competitor or the wholly- or partially-owned subsidiary of a competitor. A competitor may also include an individual, company or other entity or association that partners with a competitor.

## **Professional Responsibilities**

While participating in or attending any PCC event, employees of the Postal Service are on official duty. Accordingly, Postal Service employees must adhere to all applicable laws and regulations related to federal employment, including but not limited to, the Standards of Ethical Conduct for Employees of the Executive Branch found at 5 C.F.R. Part 2635, et seq.. Industry PCC members may be subject to professional rules of conduct governing their professions or professional licenses, business or industry codes of conduct or industry affiliations. The Postal Service expresses no opinion as to such other rules or regulations or their applicability to industry PCC members while engaging in PCC activities.

## **Political Activities**

PCCs may not take part as an organization in any form of political activity or lobbying. Questions about these restrictions should be referred to the Postal Service Law Department by contacting either a Field Law Office or the Ethics and Federal Requirements Section at Headquarters.

## **Postal Customer Council Advisory Committee**

The PCCAC is made up of four (4) voting postal members as appointed by the Vice President, Customer Service of the Postal Service in his/her sole discretion, four (4) voting industry members, and two (2) non-voting postal members: National PCC Program Manager and backup National PCC Program Manager, or such other postal employees as the National PCC Postal Co-Chair may identify in his/her sole discretion. The Vice President, Customer Service of the Postal Service will act in the event of any tied vote.

### **Function**

The PCCAC Committee is to function as an oversight body, providing guidance on Postal Customer Council practices and to bring PCCs together for mutual gain in order to accomplish the PCC Mission.

### **PCCAC Responsibilities**

1. Play a critical role in educating PCC members on the use of postal products and services to help them grow their business.
2. Develop benchmarks that will enhance the overall success of all PCCs.
3. Capture and communicate best practices to PCC members.
4. Provide creative ideas for PCC programs and PCC growth.
5. Ensure the views of all PCC members (small, medium and large mailers) are heard.
6. Participate in defining PCC recognition programs and selecting PCC award winners.
7. Play a major role in the planning and execution of major PCC events (i.e., PCC Leadership Conference at National Postal Forums, National PCC Days, etc.).
8. Review the PCCAC Charter once each year and make changes as necessary.
9. Review PCC activities and practices from time to time to verify that they comply with this Publication.

For more information about the PCCAC, please visit the PCC web site at [www.usps.com/pcc](http://www.usps.com/pcc).

## **PCC Web Site**

The PCC Web site [www.usps.com/pcc](http://www.usps.com/pcc) is the prime communications vehicle of the PCC Program. Members are encouraged to log on frequently (bookmark the site) for current updates affecting the PCC Program nationwide.

The web site contains many helpful sections to assist PCCs throughout the country, including links to the national Postal Service web site ([www.usps.com](http://www.usps.com)) and the National Postal Forum web site ([www.npf.org](http://www.npf.org)). In addition, information is provided on the PCC Recognition Programs and on how to locate a PCC.

The PCC Recognition Programs include the PCC Leadership Awards and the Premier PCC Program. The site provides details about the purpose of the programs, who is eligible, criteria, qualifying period, nomination forms, submission due dates and more.

The "Locate a PCC" section provides a map which enables you to find the names, addresses, telephone numbers and email addresses of PCCs and Postal Co-Chairs throughout the country. The "Locate a PCC" map also provides links to independent PCC web sites maintained by some local PCCs. Please note that these web sites are not managed by the Postal Service, are not part of the Postal Service web site, and are operated independently by the industry PCC members. The links to these web sites are provided on the [www.usps.com/pcc](http://www.usps.com/pcc) web page by the Postal Service as a courtesy to the local PCCs. The Postal Service requires that any linked web site be operated in accordance with established standards; these standards must be followed by all linked PCC web sites and are set forth in their entirety at [www.usps.com/pcc](http://www.usps.com/pcc). The Postal Service reserves the right to remove a link to any PCC web site that does not comply with these standards.

## **How to Organize a New PCC**

If you wish to organize a new PCC in your area, please visit the web site at [www.usps.com/pcc](http://www.usps.com/pcc). You must also complete the PCC Charter Application, available on the PCC web site. The completed application must be submitted to the PCC Program office via email at [PCC@usps.gov](mailto:PCC@usps.gov) or hard copy mail to Manager, Customer and Industry Marketing (using the address on the application). A copy of the application must also be sent to the local District Manager.

Each PCC operates according to a set of Bylaws, or rules of governance, which outline how the PCCs should be established and operated. The suggested form of Bylaws is available at [www.usps.com/pcc](http://www.usps.com/pcc).

Several steps are needed to organize a new PCC, but they all have one common element: planning. Please follow the procedures below:

1. Notify the PCC Program office of your interest in establishing a local PCC.
2. Select co-organizers.
3. Establish the Executive Board.
4. Plan an organizational meeting.
5. Invite prospective members.

If you are an industry mailer interested in starting a PCC, work with your local Postmaster using these steps, each of which is explained below.

### **Recommended PCC Organizational Structure**

Generally, the local Postmaster serves as PCC Postal Co-Chair. The Postmaster should select one or more business mailers to work with him/her. Together, the Postmaster and the business mailers can establish the first PCC Executive Board and develop plans for increasing membership.

Choosing dedicated co-organizers early in the process sets the stage for an effective council.

The Bylaws will be adopted by the first Executive Board of the PCC at its first meeting. A suggested form of these Bylaws may be obtained from [www.usps.com/pcc](http://www.usps.com/pcc). The Bylaws contain important rules regarding how the Executive Board and the PCC operate. Set forth below are the basic requirements for the Executive Board and the governance of the PCC, which are formally addressed in the suggested form of Bylaws.

The Executive Board should consist of no less than three members. It is best if the total number of Executive Board members is uneven, so as to avoid tied votes.

The Executive Board must include at least two postal members, including the Postal Co-Chair, who will be the Postmaster/Postal Executive for the area in which the PCC is organized. The other postal members of the Executive Board will be appointed by the Postal Co-Chair. The Postal Co-Chair will serve indefinitely or until the Postal Service appoints his or her successor. Other postal Executive Board members will serve for such terms as the Postal Co-Chair may determine.

The rest of the Executive Board will be chosen from the PCC membership. Participation as an Executive Board member will entail time, effort, cooperation, leadership skills, persistence, and follow-up. A PCC member should not agree to

serve as Executive Board member unless he or she is able to participate as needed. When the PCC is being organized, the Postal Co-Chair will appoint the first Industry Co-Chair and the first industry Executive Board members. Thereafter, the industry Executive Board members will be elected by the PCC membership every two years for a two year term. Each Executive Board member shall serve for a two year term and may be reelected to serve for consecutive terms.

The main objective of the PCC's Executive Board is to meet the postal-related needs of the business community. To do this, they must promote networking, information, communication, and education to help businesses use mail as an effective and efficient communication and fulfillment media for their customers. As the "business arm" of a PCC, the Executive Board members provide advice and recommendations about the meetings, events, and educational sessions that foster and maintain the working relationships between business mailers and the Postal Service. Executive Board members must consider the mailing needs of all businesses in the PCC.

Matters may be voted on by the Executive Board only at a properly called meeting where a quorum is present. A quorum will be present only if the Postal Co-Chair (or his or her designee who must be a postal employee) is in attendance at the meeting and when a majority of the Board is present, including the Postal Co-Chair or his or her designee. Matters voted on will be decided by a majority of those present, assuming there is a quorum, but the Postal Co-Chair shall cast the deciding vote on any contested matters on which a vote is taken, shall have the deciding vote in the event of any tied or insufficient vote, and shall have the power to act in situations where the best interest of the Postal Service is at risk, as determined by the Postal Co-Chair in his or her discretion.

Each PCC shall also have officers who carry out the business of the PCC. Required officer positions are Postal Co-Chair, Industry Co-Chair, Secretary, and Treasurer. Officers may be, but do not have to be, Executive Board members.

The Postal Co-Chair must be a postal employee and serves indefinitely or for such term as the Postal Service may establish. Officers appointed by the Postal Co-Chair must be postal employees and serve for such term as the Postal Co-Chair may determine. Industry representatives serving as officers are appointed by the Executive Board for a two year term, and may be reelected to serve for consecutive terms.

No contract or other document that purports to bind the PCC is effective to do so without the signature of the Postal Co-Chair. Therefore, all checks and contracts that the PCC enters into must be signed by the Postal Co-Chair, and may be signed jointly by the Postal Co-Chair and the Industry Co-Chair. Please see the Section of the Publication entitled "PCC Finances and Funding" for more information.

## **Plan an Organizational Meeting**

The PCC Program office has information about how to plan and hold a successful organizational meeting. There are materials available at [www.usps.com/pcc](http://www.usps.com/pcc).

## **Invite Prospective Members**

There are several sources for identifying prospective members. Organizers probably already know some local business leaders who would be interested in joining. More information about this subject is available at [www.usps.com/pcc](http://www.usps.com/pcc).

## **PCC General Meetings (after PCC is established)**

PCCs should attempt to have at least four PCC general meetings per calendar year. The PCC general meetings are great opportunities to educate the PCC members about Postal Service products and services. Please refer to [www.usps.com/pcc](http://www.usps.com/pcc) for information on how to conduct a successful general PCC meeting.

## **Attendance at PCC Functions and Meetings**

The Postal Service may reimburse postal employees for properly incurred and documented expenses of such employees associated with attendance at and traveling to or from PCC events, as approved by the appropriate Postal Service manager.

As always, postal employees are subject to the federal ethics laws and regulations at all times and must therefore avoid accepting gifts from prohibited sources and must not engage in fundraising activities in their official capacity.

## **Mailing Lists and Member Data**

The PCC mailing list (membership list) is subject to Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*, § 5-2d. (1): "Customer Names and Addresses. The procedures related to the disclosure of customer names and addresses are as follows: (1) Customer or Mailing Lists. Mailing lists or other lists of names or addresses (past or present) of Postal Service customers or other persons may not be made available to the public by any means or for any purpose." Moreover, 39 U.S.C. § 412 states "no officer or employee of the Postal Service shall make available to the public by any means or for any purpose any mailing or other list of names or addresses (past or present) of postal patrons or other persons."

The list may be used only for PCC business-like newsletters and meeting notices. When non-Postal Service PCC members use the list to carry out PCC business, they are considered agents of the Postal Service carrying out postal business, and therefore, the disclosure is not a disclosure to the public. The PCC mailing list is a Postal Service list and, by law, cannot be disclosed to the public. Therefore, a PCC member must sign a nondisclosure agreement before being given access to the list to use for PCC business. Additionally, a non-disclosure agreement should be signed by any industry PCC member who maintains the list or by any outside source that uses it. The form of non-disclosure agreement is available at [www.usps.com/pcc](http://www.usps.com/pcc).

A PCC member's name and address may be provided for use in a list that will be shared with non-Postal Service individuals or individuals that are not Postal Service agents, if that individual provides consent. The consent may be in the form of an email confirmation, which the PCC should keep as a record.

Industry PCC members can create and maintain non-Postal Service mailing lists for PCC purposes, provided that the lists are maintained on a non-Postal Service site and are not created from Postal Service information sources. Such lists can be made up of any PCC members. PCC members or other persons on the list must provide consent, and they must be informed that the list is not protected from disclosure. An email confirmation of their consent and of the disclosure possibility is acceptable, and the PCC should keep the emails as a record. The PCCs may buy or rent mailing lists.

## **Policy on Publications and Use of Postal Service Intellectual Property**

All PCC publications, mailings, materials, and other communication media, including individual PCC web sites that are linked to [www.usps.com/pcc](http://www.usps.com/pcc), must be consistent in theme and purpose with the PCC Mission and are subject to approval by the local PCC Executive Board. Additionally, PCC materials must: (1) be consistent with the Postal Service's intent to maintain neutrality on religious, social, political, legal, moral or other public issues; (2) not be obscene, deceptive, or defamatory of any person, entity, or group, nor advocate unlawful action; and (3) not harm the public image, reputation, or good will of the Postal Service nor otherwise be derogatory or detrimental to the interests of the Postal Service. Any questions about whether a proposed publication is consistent with this policy must be referred to the PCC Program office.

PCCs shall not, without the prior written permission and consent of the Postal Service, use any Postal Service intellectual property, including, but not limited to, the use of trademarks, service marks, logos, icons, trade names, trade dress, and materials subject to copyright protection, including, text, content, illustrations, photographs, stamps, and other images, owned by the Postal Service or

originating from a Postal Service source. PCCs can seek permission to use Postal Service intellectual property from USPS Rights and Permissions, which can be found at: <http://www.usps.com/rightsandpermissions/>

## **Policy on Advertising**

PCC publications, mailings, materials, and other communication media, including individual PCC web sites that are linked to [www.usps.com/pcc](http://www.usps.com/pcc), may not be used to advertise or promote individual businesses or vendors or to convey other messages or commentary not in furtherance of the PCC Mission. “Advertising” is defined in this context as the use of sales slogans or verbiage intended to promote non-Postal Service products, services, or businesses, as well as other types of messages or commentary that are not strictly designed to promote or serve the PCC Mission or Postal Service products or services. The definition of “advertising” in this context does not include appropriate acknowledgment of sponsorships/donations as defined by this Publication (see Section of Publication entitled “Appropriate Acknowledgement of Donations and Sponsorships”). Any questions about whether a communication constitutes advertising in violation of this prohibition must be referred to the PCC Program office.

## **PCC Finances and Funding**

### **Bank Accounts**

PCCs are postal-sponsored organizations and should not make a profit. Each PCC should have no more than one bank account. The bank account should be established in the name of the PCC. PCCs should use the postal tax ID when setting up bank accounts. If the bank will not accept the postal tax ID, the PCC Postal Co-Chair should provide a letter to the bank stating that the PCC is a postal-sponsored organization and the tax ID should be accepted for establishment of the bank account.

### **Required Financial Reports**

Since PCCs are postal-sponsored organizations, they must follow the Postal Service Fiscal Year calendar (i.e., October to September) when making financial reports. PCCs must keep financial records for a period of four years (i.e., three full years plus the current year). PCCs must provide at a minimum a semi-annual report of their financial situation, including monies on hand, revenues received and expenses, to the District Manager or his or her designee for review and retention no later than 30 days following the end of the period. A sample template for PCCs to use for this report is available at [www.usps.com/pcc](http://www.usps.com/pcc). PCCs must have their financial records reviewed at the end of each Fiscal Year either by the Postal Service District Office (reviewer to be assigned by the District Manager) or an independent certified public accountant. Manager, Customer

and Industry Marketing, Manager, Corporate Financial Reporting, and Chief Counsel, Business and Financial Law at Headquarters should be made aware of any discrepancies immediately.

### **Credit/Debit Card Acceptance**

PCCs may choose to enter into an agreement with a credit/debit card company if the PCC wants to accept fees and payments by credit or debit cards. However, any such agreement must be reviewed and approved by the local PCC Executive Board and signed by the Postal Co-Chair, or jointly by the Postal Co-Chair and the Industry Co-Chair. Copies of the contract need to be kept on file for auditing purposes. There must be guidelines for card acceptance and verification, because the PCC could be liable for improperly accepting a credit/debit card transaction. These guidelines can be written by or with the assistance of the credit/debit card issuing institution.

### **Tax Exempt PCC Purchases and PCC Expenditures**

Whenever possible, purchases may be made by the PCC on a tax-exempt basis using the Postal Service tax identification number so long as the purchase is related directly to an event, function or matter that has a postal purpose consistent with the PCC Mission.

PCC expenditures may be recommended by the local PCC Board, but must be approved by the PCC Postal Co-Chair. PCC industry members are not authorized to independently make any decisions regarding the appropriate expenditure of PCC funds. PCC checks must be signed by the Postal Co-Chair and may be signed jointly by the Postal Co-Chair and the Industry Co-Chair.

### **Sources of PCC Funding**

Sources of PCC funding include membership fees, sponsorship donations of cash, goods and services, and fees collected through educational seminars and vendor shows, subject to the rules outlined below.

### **Solicitation of Funds for PCC Use**

Because Postal Service employees are subject to the Standards of Ethical Conduct for Employees of the Executive Branch and Postal Service regulations governing conduct on postal property, at all times, including while working on PCC matters, Postal Service employees may not participate in the solicitation of cash, goods, services or any other gifts on behalf of the PCCs or in connection with any event held, sponsored or organized by the PCCs.

## **Membership Fees**

PCCs may charge reasonable annual membership fees. Postal Service employees are not subject to membership fees.

Annual membership fees should be determined by the local PCC Executive Board or general membership, and should include an allowance for either a "per person" or a "company" rate, or both. Membership fees should be fair, reasonable, and equitable for PCC members. These fees are used to cover the cost of activities and education for the members as a whole (such as training seminars, a newsletter, and meetings). No one should be excluded from participating in the PCC because of the inability to make donations or contributions or pay membership fees and the local PCC Executive Board may waive payment of membership fees for good cause.

## **Fundraising Events to Benefit the PCC**

PCCs are not intended to operate as profit-making organizations. Each PCC is to function on a break-even basis. PCC funds may be used only for activities directly related to the PCC Mission. All PCC activities must be approved by the PCC Executive Board in accordance with the bylaws.

PCCs may sponsor activities to offset costs for educational activities (such as mailing clinics for local mailers) or for communication purposes (such as newsletter production). Special event-related PCC fund-raisers (like group outings and team sporting events and tournaments) connected to networking events and activities are also acceptable, if approved by the Postal Co-Chair and attended by Postal Service representatives, and held for the purpose of supporting the PCC Mission. Other acceptable events include: vendor shows and exhibits where PCC members are invited to set up booths for a fee and display their products and services that have a relationship to Postal Service products and services and the PCC Mission, except that no competitor shall be allowed to have a booth at such an event.

Prize drawings and raffles may only be conducted if participants are not required to pay any sort of fee or amount to enter and, if conducted through the mail, must comply with postal lottery and sweepstakes laws, 18 U.S.C. §§1301-1302 and 39 U.S.C. §§ 3001, 3005. Any contest would have to comply with relevant state laws, because non-postal PCC members would be subject to such laws. The Postal Service is not in a position to monitor or to advise on such compliance and, for this as well as other reasons, contests, casino nights and any other form of gambling are not permitted at PCC events and functions or as a fundraising mechanism for PCCs. Postal employees who participate in PCC events are not eligible to receive awards, prizes, free admission, or other gifts unless such awards, prizes, etc. are paid for in their entirety with Postal Service funds.

## **Charitable Endeavors**

A PCC may not use its funds or solicit cash or monetary contributions to fund charitable causes, scholarships, relief or assistance funds, insurance programs, hardship loans, political activities, gifts, or other causes or activities not directly related to the PCC Mission. PCCs that wish to solicit in-kind contributions for charitable purposes must utilize the Community Services Activities Policy (“CSAP”) set forth in the U. S. Postal Service’s Administrative Support Manual, Section 333.7. The Postal Co-Chair must make all requests to utilize the CSAP through the appropriate Area Vice-President. Before engaging in any fundraising activity, Postal Co-Chairs are encouraged to review the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635, et seq.), federal regulations regarding conduct on postal property (39 C.F.R. Part 232, et seq.) and the CSAP. Postal Co-Chairs may direct questions or requests for assistance regarding these various federal regulations to the Postal Service’s Ethics Helpline at (202) 268-6346 or via email to Ethics Help.

## **Donations and Sponsorships**

“Sponsorship” and “donation” are both defined in this context as the provision of cash, goods or services to the PCC in support of the PCC Mission or of a PCC-hosted event.

Although, as postal-sponsored organizations, PCCs operate on a non-profit basis, a donation to a PCC is not tax-deductible as a charitable contribution.

Industry members of the PCC may accept donations of cash, goods and services for the use of the PCC in fulfilling its Mission, if the donations are for the benefit of the PCC as a whole, are voluntarily offered, and if the donor receives no special consideration or favor in return for such donation. However, donations and sponsorships to the PCC offered by competitors may not be accepted. Because Postal Service employees are subject to the Standards of Ethical Conduct for Employees of the Executive Branch, they are not authorized to accept any gifts, donations or otherwise, on behalf of the PCC.

## **Appropriate Acknowledgment of Donations and Sponsorships**

Although PCC materials may not be used to advertise or promote individual businesses or vendors or to convey other messages or commentary not designed to promote Postal Service products and services or serve the PCC Mission, short and simple acknowledgment of donations and sponsorships is acceptable. Acknowledgment may take the form of a listing of business names and/or business logos, or individual names accompanied by basic contact information (physical address and mailing address, if different, general phone

number, email address, and/or web site address) and must include the following statement: “No endorsement by the Postal Service or the PCC is given or implied by this acknowledgement.” Additionally, prior to publication of the acknowledgement, donors/sponsors must, in writing: (1) provide the PCC with permission to use the trade name, trademark, service mark, logo, or individual name in the acknowledgement; (2) warrant that they (a) own the rights in the trade name, trademark, service mark, logo, or individual name that will appear in the acknowledgement, (b) have the legal authority to provide permission to the PCC to use the trade name, trademark, service mark, logo, or individual name in the acknowledgement, and (c) understand that the acknowledgement is not provided, approved, or endorsed in any way by the Postal Service; and (3) indemnify, agree to defend, and hold the PCC harmless against claims by third parties that are attributable to a breach or alleged breach of the foregoing warranties. Appropriate acknowledgment of donations or sponsorships may appear in PCC publications, mailings, materials or other communication media, including PCC event signage or individual PCC web sites. Any questions about whether a donation/sponsorship acknowledgment is acceptable or constitutes a violation of this policy must be referred to the PCC Program office.

## **Meeting and Event Issues**

### **Meetings and Event Locations**

General meetings may be held at Postal Service facilities or on the premises of an industry PCC member’s business. General meetings and events may be held at hotel conference areas, local buildings with meeting rooms and similar venues that can be used or rented for meeting purposes. Any PCC activities which occur on property under the charge and control of the Postal Service are subject to the Postal Service’s regulations concerning conduct on postal property Regulations (found at 39 C.F.R. Part 232, et seq.).

### **Contracts for Outside Meeting Venues**

Rental of space from hotels and other venues for PCC events using PCC funds should be pursuant to contract signed by the PCC Postal Co-Chair. More information about requirements is available on the PCC web site at [www.usps.com/pcc](http://www.usps.com/pcc).

### **Meeting and Event Speakers and Topics**

All meeting/event presentations—including exhibitor/vendor displays—must be designed to promote and serve the PCC Mission and are subject to the approval of the PCC Executive Board. Eligible event speakers must not use PCC functions for personal gain or to promote their individual products, services, or business. Eligible exhibitors/vendors must display only products or services that

fully comply with any applicable Postal Service regulations. Additionally, PCC presentations, exhibits, or displays must: (1) be consistent with the Postal Service's intent to maintain neutrality on religious, social, political, legal, moral or other public issues; (2) not be obscene, deceptive, or defamatory of any person, entity, or group, nor advocate unlawful action; and (3) not harm the public image, reputation, or good will of the Postal Service nor otherwise be derogatory or detrimental to the interests of the Postal Service. Any questions about whether a proposed presentation, exhibit, or display is consistent with the PCC Mission or constitutes a violation of this policy must be referred to the PCC Program office.

To ensure that all presentations—including exhibitor/vendor displays—are consistent with the PCC Mission, speakers/exhibitors are limited to active PCC members or other business mailers who are not competitors as defined in this Publication. Eligibility of speakers is subject to approval by the local PCC Executive Board.

## **Postal Service Resources**

Providing current and accurate information to its customers is a major objective of the Postal Service. PCCs should make their members aware of Postal Service resources and how the members can use those resources. Many of these resources are listed on the web at [www.usps.com/pcc](http://www.usps.com/pcc).

## **Use of G-10 Permit for PCC Mailings**

The Postmaster or other local postal officials may, at their discretion, support the activities of the PCC through mailings that announce future PCC meetings or seminars, including the location, date and time, fees, and any other useful information concerning the events, or that provide other information on PCC activities. These Postal Service mailings may consist of letters or other material written and prepared at postal expense or letters or newsletters prepared and provided by the PCC or a combination of such documents. Advertising or documents prepared or provided by any other parties may not be included in these mailings. Postage on these mailings may be paid with a G-10 permit, provided that the mail complies with the standards for the use of that permit as set forth in DM-103.