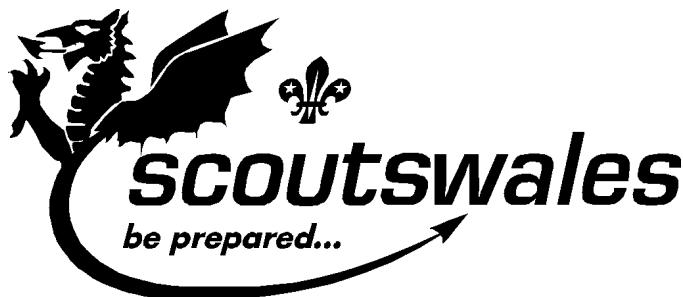




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NEWPORT SCOUT & GUIDE CHRISTMAS POST – 2010.

RULES

1. Cost of Stamps

Newport Scout & Guide Christmas Post 2010 stamps will cost 16p each.

2. Fees

For each stamp sold @ 16p a fee of 3½ p will be collected leaving 12 ½ p per stamp clear profit for participating groups. The 3 ½ p per stamp will be allocated:-

2a First priority to repay the Newport (Gwent) District Scout Council for all expenses incurred.

2b Any surplus after (2a) will be allocated between Newport Scout District, Newport Girlguiding & Newport Scout Active Support on a basis decided by the “post” administrators.

Every year, if possible we attempt to help outlying groups, who do not have the potential to realise the income enjoyed by groups working in more populated areas, by making payments (ex-gratia) after the results are known. The payments will be decided entirely by the administrator.

3. Area Covered

The area covered will be from Rhiwderin/Bassaleg in West to Magor in East, Caerleon/Ponther, Risca in the North Pill/Duffryn, Liswerry & Nash in South.

The area will be divided and allocated to groups, street lists will be provided to assist in the deliveries.

4. Selling Franchise

In having the franchise for selling stamps in an area, the group concerned will be responsible for deliveries in that area. Should the group wish to share the selling or the delivery in their area, they must advise the administrators of this change.

NO GROUP CAN SELL IN ANOTHER GROUPS AREA, WITHOUT
THE PERMISSION OF THAT GROUP

However, group members may sell at place of work, to relations and to near neighbours (not miles down the road!).

GROUPS MUST NOT SET UP A "PUBLIC" SELLING POINT
OUTSIDE THEIR OWN AREA

5. Selling/Postal points

Groups are responsible for arranging their own Selling/Posting points in their own area. These selling points will be printed on the reverse of the handbills, if the administrators are advised.

6. Sale of Stamps

STAMPS CANNOT BE SOLD BEFORE 4TH NOVEMBER 2010.

7. Timetable

Last day of posting Tuesday 7th December with the final sort being Thursday 9th December at 7.00pm when a representative from each area must remain at SJH until all areas have reported.

Friday 10th December is final day for final exchange, when someone from each area needs to remain to pick up mis-sorts etc

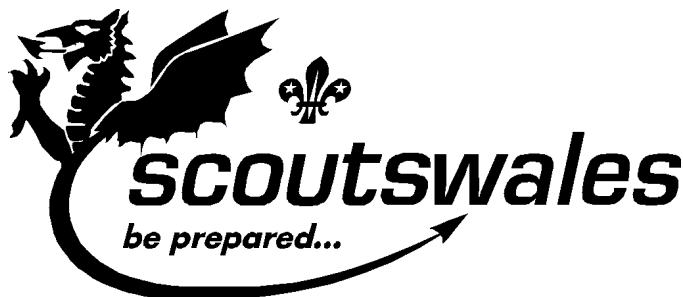
8. Central Sorting Office

Skip Jennings Hall will be open from 7.00pm to 8.00pm for collection and delivery, SJH is open most mornings, when you may call; however, make contact with SJH beforehand.

All POST must be sorted BEFORE you arrive at SJH. Sorting must be quite specific with area bundles being clearly marked, numbers are supplied.



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8. Central Sorting Office (cont)

Care is necessary to ensure bundles do not become mixed due to poor or insufficient banding (some areas prefer carrier bags for this reason).

Should you not wish to wait each night for all areas to arrive, you may depart early with whatever mail has arrived.

If you fail to bring your "incoming" mail to SJH on a daily basis, you are selfishly holding up every other areas sorting system.

IF YOU DO NOT INTEND TO COME TO SJH ON ANY NIGHT, PLEASE
ADVISE US THE PREVIOUS NIGHT OR BY PHONING

01633 – 222253

Thursday 9th December is final day for final exchange, when again someone from each area needs to remain to pick up mis-sorts etc

Friday 10th December is final day of the SJH sorting office when a representative needs to be present for last minute mis-sorts.

9. Publicity

Administrator will provide all publicity leaflets, posters and handbills.

All queries of approaches from the media must be referred to the administrator who will take the appropriate action.

10. Relationships

It is most important that all groups are fully aware of their responsibilities to the public.

10. Relationships(cont)

Newport's Scouting and Girlguiding reputation must not be brought into disrepute, by selling people stamps and then not completing the "bargain" by failing to deliver the Christmas Cards.

11. Sales Contract

Should any group feel they are getting into any difficulty with sorting, which may ultimately effect:

DELIVERY BY CHRISTMAS

It is essential that you alert the administrators IMMEDIATELY.

We all sell Stamps to raise funds, but our contract with the stamp purchaser is to deliver his/her cards for Christmas

They pay the money, we give a service!

12. Incentives

No incentives of any nature are to be offered to traders for selling stamps.

13. Special Post Boxes

In 2007 we have supplied new Post Boxes. They have the large posters attached, please do not attempt to deface them, only putting the "*last day of posting*" and the "*post must not be posted into GPO Boxes*"

14. Queries

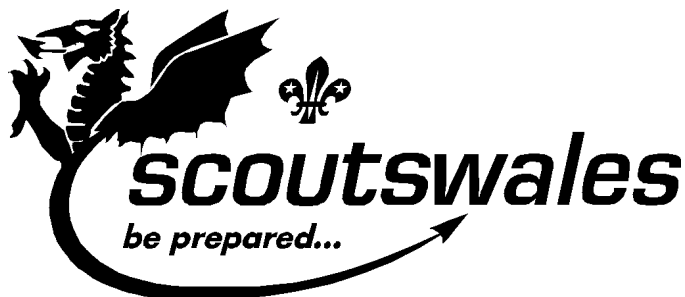
Please attempt to resolve your own queries, do not automatically just leave it to the Fellowship!

Resources available to you include.

Telephone books, both the "Phone book" and Thompson's Electoral Roles. Upon request administrators can give you "your area" Post codes – as many of us use computers to aid our street sort, one of the many map facilities will pin point a postcode within your area.



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Scout & Guide Christmas Post 2010.

Your contacts are:

Roger Swabey

Skip Jennings Hall

222253

Remember to read address fully particularly for long Roads which cross area boundary's, for example:

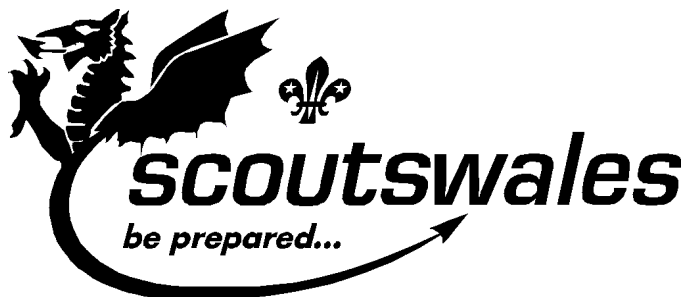
- | | |
|---------------------|------------------------|
| • CARDIFF ROAD | AREAS: 8, 33 & 34 |
| • CAERLEON ROAD | Areas: 12 & 13 |
| • CHEPSTOW ROAD | Areas: 14, 15, 16 & 23 |
| • CHRISTCHURCH ROAD | Areas: 14, 15 & 16 |
| • RISCA ROAD | Areas: 1, 2, 7 & 22 |

Christmas Post Time Table 2010

			Target
23rd Sept	Thurs	Into "New Stamp Year" at Skip Jennings	
Early Oct		Arrange for Stationary to arrive At SJH	
7th Oct	Thurs	Distribute Stationary	
		Receive revised street lists from Areas	8th Oct
November	Fri	STAMPS on SALE 4th Nov	4th Nov
November	Thurs	Distribute Revised street lists & Discs	11th Nov
December		<i>Letter to lpost office</i>	
Nov 30th	Tues	Scout Post Set up at SJH	
DEC 1st	Wed	1st Day @ SJH Drop off & Pick up	7-8 pm
DEC 2nd	Thurs	Scout Post SJH Drop off & Pick up	7-8 pm
DEC 3rd	Fri	Scout Post SJH Drop off & Pick up	7-8 pm
DEC 4th	Sat	Scout Post SJH Drop off & Pick up	7-8 pm
DEC 6th	Mon	Scout Post SJH Drop off & Pick up	7-8 pm
DEC 7th	Tuesday	LAST DAY of Posting REMOVE BOX'S SJH Drop off & Pick up	7-8 pm
DEC 8th	Wed	Drop off & Pick up WAIT till ALL IN	
DEC 9th	Thurs	First Clear up Day	7.00pm
DEC 10th	Fri	FINAL CLEAR UP DAY	7.00pm
17th Feb	Thur	Settlement Night	7.00pm
February		Check Sponsors for coming year	
17th Mar	Thurs	Moans & Groans	7.30pm



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Scout & Guide Christmas Post 2010.

1	1 st Rogerstone	Rogerstone & Afon Village
2	28 th Newport	High Cross, Glasslwhch, Gaer(part)
3	1 st Bassaleg	Bassaleg, Garth, Rhiwderin
5	SAS	Riverside
6	26 th Newport	Ridgeway, Alt Yr Yn. Crindau, Brynglas.
7	Guides	Baneswell, Clytha Park
8	Guides	Pill, Town Centre
9	Bettws in Bloom & 7 th Newport	Bettws
10	25 th Newport	Malpas
11	29 th Newport	Liswerry, Somerton (S. of railway) Pontfaen, Nash, Goldcliff
12	1 st Caerleon	Caerleon, Ponthir.
13	6 th Newport	Christchurch, StJulians to Caerleon plus north of Church/C'church Roads
14	1 st Wentwood	Beechwood to Coldra
15	16 th Newport & Explorers	Victoria Ave to Beechwood plus South of Church/C'church Roads
17	24 th Newport	Always, Somerton (N. of railway), Bishpool, Ringland (Pt) Treberth
19	Chepstow Trefoil	Park Seymour, Penhow, Llanvair Discoed, Llanvaches
20	Chepstow Trefoil	Magor, Undy, Redwick, Llandvenny
22	5 th Risca	Risca only
23	1 st Llanmartin	Llanmartin, Bishton, Llanwern, Llandevaud, Langstone
28	Guides	Ringland (part)
31	Guides & Scouts	Duffryn (part)
32	1 st Marshfield	Duffryn (past ASDA)
33	29 th / 1 st Wentwood	Pont Ebbw, Maesglas
34	Explorers	Gaer (part) delivery only

Group

Postal Area

Note Area 33 now being arranged
 Area 9 is being jointly run by 7th Newport & Bettws In Bloom
 No Limits Explorers & Tan Gwilt are assisting in Areas 15 & 34

NEWPORT SCOUT & GUIDE POST 2010.

Points to remember

1. Stamps must not be sold before 4th November
2. Additional stamps are always available from the administrators
3. If stamps are obtained from another area, this must be advised to the administrators by BOTH the giver and receiver.
4. Streets located which are not on the "Street Lists" should be indicated to the administrators asap to enable updates to be distributed to all.
5. When our customers commence posting, you must ensure the boxes are emptied to avoid problems with the outlet.
6. Security – Ensure only responsible persons collect mail (& money) from your selling/posting.
7. Remember to emphasise our system is totally separate from the GPO Our stamped cards must not be posted in GPO boxes, this is lightly to generate a surcharge to the addressee.
8. We do not deliver outside the advertised areas and **MUST NOT**
9. Do not allow young persons to deliver whilst un-supervised and also plan to make deliveries during daylight hours
10. Post boxes must not be removed from sites before closing time.
11. All cards must be delivered at the latest, by Christmas Eve
12. If you sell "house to house" leave publicity handbills
13. If at all possible make early deliveries – its good publicity
14. Remember to thank your outlets for their contribution
15. Groups must settle on or before settlement night, **NO Cash!** (New date)
16. Early handbill distribution will alert your customers of impending sales
17. Ensure your selling outlets know how to contact YOU for additional stamp supplies, last year we were contacted by a shop!!!!
18. Do not accept "specials" where the customer is prepared to put 2 or 3 stamps on to make a special deal.
19. Out of Area which has a return address on the reverse, will be put back into the system for a return to sender – don't put it thro' the system again
20. We intend to sift the Out of area before the final final collection from SJH, so there may be some returns to you at the 11th hour