



ME A Mailbag Procedures

**** The following policies and procedures are to facilitate and streamline advertising in the ME A Mailbag. They will be strictly followed. These guidelines supersede any and all previous existing policies and procedures and apply to all ME A/Mesquite ISD employees. *These guidelines can be changed only by a vote of the executive board.***

- 1. The ad must be for the sell or purchase of an item. Ads advertising a business will not be placed in the Mailbag (please see form for the ME A Discount Pages when advertising a business).**
- 2. Advertisements for MISD Fund Raisers will not be placed in the mailbag. Please contact the ME A office for information on advertisement of Fund Raisers.**
- 3. All items submitted must be owned by the employee. No exceptions.**
- 4. Cellular devices for sale must be clear of charges and ready for new activation.**
- 5. All contact information must be your personal home, cell, or email address.**
- 6. The employee must be listed as the contact; however, a spouse may be listed as an additional contact along with the employee.**