

June 9, 2008

To: Beef Breed Associations

Re: Terms of Use
Government Courier System for 4-H Supplies

Historically, 4-H has been served well by the Government Courier System. If we are going to continue to have the luxury of this courier system, we have to consider the terms that will allow for continued effective and efficient service.

The Beef Breed Associations have been generous and supportive of our beef members across the province by providing achievement day prizes and resource material specific to the breed they have chose to work with. We would like to continue our partnership with the Beef Breed Associations. To this end, we have clearly defined terms that must be met in order to have continued success in distributing supplies to our clubs.

When distributing the packages through our government offices you must:

1. Clearly label your packages as 4-H Material
2. **Provide a single label with the approved government office destination and use the government office that you are sending the package from as the return address.**
3. Provide a packing slip pocket with a packing slip including the recipient's name, phone number, club name. Ensure that when affixed the recipient information is not visible.
4. Call the recipient with estimated arrival at the destination government office and reiterate the importance of picking up the package as soon as possible after arrival.

A sample of the package label is attached for clarification. These terms must be met or your association will no longer be permitted to distribute supplies through this means.

Thank you for your continued support and cooperation in this regard.



Terri Potter
4-H Specialist

Alberta 4-H Legacy Builders



RETURN ADDRESS

- DO NOT USE YOUR ADDRESS
- Use either the Courier Office you are sending from
or
4-H Branch
Alberta Agriculture and Rural Development
7000 113 ST RM 200 NW
EDMONTON AB T6H 5T6

4-H MATERIAL

Destination Courier Office

(Do not use club contact information here)

Sealed Packing Slip

(Contains destination club information and telephone number. Contact information **MUST NOT** be visible when the packing slip is affixed.)