

Penateka Lodge Reproduction and Mailout Request

Date _____

Approved By: (Adviser Signature): _____

Name, Address and _____

Telephone Numbers _____

Of Lodge Contact _____

Reproduction	Mailings
Date Copies Needed _____	Date of Proposed Mailing _____
Date Lodge members will at office to make copies _____	Date Labels Needed _____
Number of Originals _____	Number of Pieces to be mailed _____ (Over 200 requires bulk mail)
Number of Copies _____	_____ Envelopes _____ Size
_____ 1-Sided _____ 2-Sided	Folded: Tri _____ Half _____
Size of paper required _____ 8½ x 11 _____ 11 x 17 _____ Other _____	
_____ Stapled _____ Hole Punch	
Color of paper required: _____	
Color or Black and White Copies? _____ Color _____ Black and White	

Mail completed form to: Texas Trails Council, BSA
1208 N. 5th St.
Abilene, TX. 79602

or FAX to: 325-677-2923
email: ciwebb@bsamail.org

(THIS FORM MUST BE COMPLETED AND IN THE SCOUT OFFICE NO LATER THAN 1 WEEK BEFORE THE PROPOSED MAILING DATE – 5 WEEKS BEFORE THE EVENT)

Penateka Lodge Approval Action

The above request is approved / disapproved. Date _____

Date of label production notification (if required) _____

Lodge Adviser

Lodge Staff Adviser

(Only one signature required)

Texas Trails Council Action

Date Request Received _____

Person Notified _____

Date Ready: Mailing _____

Pick-up _____

Number of Pieces: To be Mailed _____

_____ First Class _____ Bulk

Date Mailed _____

Picked up _____

By _____