



PCC Publication 286 Café October 31, 2018

Questions and Answers

Q: Our PCC wants to change the office of record. What are the steps to implement this change?

A: If a PCC wants to change its location, the PCC should complete the PCC Application. A copy of the application is located on *the PCC BlueShare* site and it can be downloaded by the PCC Postal Administrator or PCC Postal Co-Chair. After completion, the application should be sent to the appropriate Postal Service HQ PCC liaison and the PCC mailbox at PCC@usps.gov.

Q: Does the Postal Co-Chair have to be the postmaster?

A: Generally, the PCC Postal Co-Chair position is held by the local postmaster, but it is not mandatory. The District Manager has the authority to appointment any district postal employee who is qualified to the position.

Q: So social events have to include an educational component?

A: Yes, all PCC networking events must contain an educational segment.

Q: Once the PCC is audited are the findings discussed with the executive board members?

A: All audit findings should be discussed with PCC Executive Board members to make any and all corrections or adjustments as collective body.

Q: So no Toys for Tots?

A: For Toys for Tots, the PCC Charitable Endeavors policy would apply. As such, it provides, among other things that any community or charitable activity that the PCC engages in must be reviewed and approved by a United States Area Vice President. Approval of a charitable activity under Community Service Activities Policy (CSAP) can only be given to those designed to meet the needs of one or more of these specific causes:

- Assisting victims of a disaster
- Relieving hunger
- Promoting education/literacy
- Enhancing the environment
- Promoting wellness
- Promoting child safety and well-being

Q: Is it mandatory to have the Postal Co-Chair's signature on PCC-related checks?

A: Yes, the PCC Postal Co-Chair's signature must be affixed on all PCC checks, contracts and agreements. PCCs can establish a joint bank account to include the PCC Industry Co-Chair's signature. Nonetheless, all checks must be signed by the PCC Postal Co-Chair.

Q: If the Postal Co-Chair is unavailable when the contract is due, can the Industry Co-Chair sign and have the Postal Co-Chair sign upon their return?

A: A Postal Co-Chair must sign all contracts for them to be considered valid. If the Postal Co-Chair is not available, the District Manager can appoint someone as the designee.

Q: When the exhibitors attend a PCC event, can they show or demonstrate their products and machinery?

A: At PCC events, exhibitors can demonstrate and show their products following Postal Service guidelines. Tell them where they can find the guidelines.

Industry Engagement and Outreach, Marketing

Q: If a PCC is having a training session that would benefit permit holders or box holders, are we able to use information from the BME permit holder list to reach out to those customers. If not how do we reach those folks?

A: No, the Business Mail Entry (BME) permit list is not allowable for use. Advertising (i.e., posters, leave-behinds, etc.) at the BMEUs is allowed, as is the purchase of other mailing lists for PCC use.

Q: If making a payment through an automatic check payment process, can only the PCC Postal Co-Chair conduct this transaction?

A: Auto-payment checks should be handled according to the same guidelines outlined for credit/debit card acceptance and/or check payments by PCC Postal Co-Chairs, including a review by the PCC Executive Board members. Copies of the contract need to be kept on file for auditing purposes. For more information, review *PCC Publication 286* (Credit/Debit Card Acceptance section, page13).

Q: Are there any rules for a PayPal account?

A: PayPal payments should be handled according to the same guidelines outlined for credit/debit card acceptance and/or check payments by PCC Postal Co-Chairs, including a review by the PCC Executive Board members. Copies of the contract need to be kept on file for auditing purposes.

Q: Can a gift be given to a previous industry co-chair or retired postal employee for their time and efforts on the PCC?

A: PCC funds cannot be used toward a postal employee, and typically industry members receive a letter or certificate of appreciation. Gifts are generally avoided.

Q: Have you considered creating a template for PCC's use of the Tax-ID number for purchases, creating an official document?

A: Full consideration will be given to creating the template.

Q: Do you have suggested items that should/could be put into a new Board Member's orientation packet?

A: The following list of items are recommended:

- Publication 286
- Publication 286 Addendums
- PCC Membership Brochures
- Premiere Award Example
- Leadership Award Example
- PCC Roles & Responsibilities
- Join The PCC (Baltimore example letter)
- PCC Best Practices
- PCC Success Stories
- PCC Policy Administration Q&A Document

Note: *PCC Publication 286* (and addendums) should be referenced as the official responses to the above PCC-related questions.

Date: December 7, 2018