

Guidelines for Delivery of Materials for External Organizations

Overview of Delivery Service

Iowa's Area Education Agencies (AEAs) offer regular van delivery to public school districts and accredited non-public schools that have purchased the service. This service is an integral part of the AEAs' mission to improve student achievement.

Occasionally, external organizations request that their materials be distributed through an agency's van delivery service. We intend to ensure necessary standardization and efficiencies for staff handling distributed items, privacy for teachers and school districts, and compliance with U.S. Postal regulations and the Iowa Code. The following guidelines and procedures have been established to determine an organization's eligibility for delivery.

All requests for the delivery of materials and information must be entered into the [Request for Delivery of Materials Through Iowa's AEAs Van Delivery Service form](#). Once decisions about the request have been made, applicants will be notified within five business days by someone from Iowa's AEAs to confirm the next steps.

Pricing

As Area Education Agencies (AEAs) transition to a service-for-fee model, external organizations eligible for AEA van delivery will incur an \$18.00 per-stop charge.

Eligibility of External Organizations

Iowa's AEAs may deliver materials for a fee (\$18.00 per stop), in accordance with their guidelines, for the following partner organizations:

- Local public school districts/accredited non-public schools
- Iowa's AEAs (including AEA Purchasing and AEA Learning Online)
- Iowa Department of Education
- Accredited colleges and universities in the State of Iowa
- Public libraries in each agency's service area

Guidelines for Delivering Materials Via AEA Vans

1. The content of the materials must not conflict with the mission of Iowa's AEAs and must be appropriate for distribution to schools and educators.

2. Content must have a curriculum or instructional focus and not be political, religious, or for-profit in nature.
3. In an effort to meet an approved organization's delivery timeline, please make arrangements at least six weeks in advance.
4. Organizations must complete our [van delivery request form](#), which includes the following:
 - a. A link to a digital sample of the materials, which may include a PDF of a flyer or a photo of a package, including dimensions and weight.
 - b. An introductory letter for the intended audience, including:
 - i. Information about the materials
 - ii. A return address, contact information to identify the sender, and instructions for if the sender requests recipients to provide information to them.
 - iii. This statement: *Distribution of materials through AEA van delivery does not imply AEA sponsorship or endorsement of the materials.*

Note: A hard copy of the introductory letter must be included with each item being delivered.

 - c. Plans for how approved materials will be delivered to the identified AEA(s).
5. The materials must be packaged and clearly labeled for delivery with the following information:
 - a. Specific name and/or job title (e.g., 3rd-grade teachers, secondary principals, school counselors, etc.). We are not able to deliver items to every teacher
 - b. District and school building name
 - c. Information can be found on this [Statewide Van Delivery Routes](#) document
 - d. Materials must be packaged in van route delivery order by stop
6. Iowa's AEAs are not responsible for items reported as damaged or non-delivered
7. Items that the Agency's vans will not deliver include, but are not limited to:
 - a. First-class mail or other mailings as prohibited by U.S. Postal Service regulations
 - b. Commercial advertisements (exclusive of items sent by staff as part of agency activities)
 - c. Solicitations or membership drives
 - d. Surveys and survey responses
 - e. Flammable or hazardous materials
 - f. Large boxes or awkwardly shaped items such as furniture/equipment
 - g. Live specimens or laboratory stock
 - h. Poorly packaged items
 - i. Cleaning or maintenance supplies
 - j. Items exceeding 10 pounds

Iowa's AEAs reserve the right to refuse delivery items if the material does not meet the criteria established in these guidelines.

Questions

If you have any questions about these guidelines, contact your [AEA Media contact](#).