



Procedures for Bulletin Stuffing

1. Arrange order of flyers according to sample given. (Generally the events that are at Seton come first, if more than one event at Seton then the earliest date should be on top.)
2. Stuff only the number of bulletins for which you have a **full set of flyers**. Discard extra flyers if you do not have a full set-**recycle please**.
3. Be sure that all flyers are all even with the bulletin so that the flyers do not fall out. Arrange and pound down to even them out.
4. Put bulletins on cart from kitchen to get ready to bring them up to the gathering area.
5. Go to weekly bulletin rack located on the wall in the hallway outside the parish office and remove labeled "Parish bulletin 3 weeks ago" and **discard in recycle bin**.
6. Move all other bulletins to left labeled "Parish bulletin 2 weeks ago," labeled "Parish bulletin last week," to reflect correct weeks and put a stack of newly stuffed bulletins in labeled "Parish bulletin present week" in current week slot.
7. Take bulletins on cart up to the gathering space.
8. Remove old bulletins from magazine rack located above the "Poor Box" cabinet, **discard in recycle basket** and replace with current bulletins.
9. Remove bulletins from cart and stack in the cabinet directly below the "Poor Box" drawer. Stack them close to the door so they are easier to reach.
10. Please place the bulletins that do not have flyers on the bottom of one stack – crisscross them. Mark with note for the ushers to use unstuffed bulletin's last.
11. Return cart to kitchen.
12. Be sure door that you came in is locked when leaving.