

WELCOME PACKET (loose items) – Printing costs for reports, non-business items, brochures and flyers inserted in the Welcome Packet (deadline May 12) are the responsibility of the submitting party. There is a \$150 insertion fee, per item, that will be charged to the submitting party. This fee applies to both business reports and non-business items. It is to your advantage to include your item in the Workbook Supplement, if at all possible.

PRE-APPROVAL IS REQUIRED to insert your non-business item in the Welcome Packet. To request approval for a non-business item to be included, you can do one of the following:

- 1) E-mail an electronic version of the item to [ACQuestions@flumc.org](mailto:ACQuestions@flumc.org);
- 2) Fax a copy of the item to 863-688-7233, ATTN: ERIK ALSGAARD;
- 3) Mail a copy of the item to Florida United Methodist Conference, ATTN: ERIK ALSGAARD, 1140 East McDonald St., Lakeland, FL 33801.

Once approved, your items should be in the conference office (quantities of 2,200) no later than Monday, May 12, to be included in the Welcome Packet. They should be clearly marked and shipped or labeled as follows: Florida United Methodist Welcome Packet, 1140 East McDonald St., Lakeland, FL 33801. For more information or questions, please email [ACQuestions@flumc.org](mailto:ACQuestions@flumc.org).