



Memo

To: Metro Clerk's Office
From: Mary Beth Harding – Executive Director, Community Education Commission
Date: 9/10/2018
Re: Paper Reduction and Postage Reduction

Paper and Postage Reduction Community Education Commission

The Community Education Commission is committed to reducing our paper and postage usage. We use an emailing service, My Emma, to send out monthly correspondence cutting down our paper and postage usage. Additionally, we use an online registration option for students that greatly reduces the amount of paper registrations in our office. Over 90% of registrations are done online or over the phone now. We are also encouraging our instructors to email pdfs of presentations to students rather than printing copies for each. Lastly, we have continued updating our mailing list database to eliminate undeliverable addresses to reduce our overall postage usage and paper usage on mail that gets returned.