

POLICY CHANGE NOTICE
DISTRIBUTION OF DROPPED-OFF MATERIALS

Citizens who want printed materials delivered to lawmakers' offices without using standard mail may receive assistance from LRC. If you have materials for distribution, please drop them off at the LRC Project Center in Room 003 of the Capitol Annex.

- Materials delivered in addressed envelopes should contain the sender's contact information in the return address field or
- Sender will provide a sample of the materials and a business card.
- **If the materials are not provided in an addressed envelope**, the sender shall provide:
 - One copy for each legislator (all 138), or
 - One copy for each House member (100), or
 - One copy for each Senate member (38)
- If the sender is providing materials for one, a few, or specific groups of legislators (e.g., "House Republicans"), the sender shall indicate the name of each legislator on the material.
- The sender's contact information shall be visible on the materials.
- If this criteria is not met, the sender will be made aware that the material may not be distributed.
- Materials to be distributed on the Senate Annex Floor may be handled differently.
- All documents will be distributed during business hours, within 24 hours of receipt.

We're happy to answer any questions you have about distributing materials to legislative offices. For more information, please contact LRC Project Center Manager Sally Everman at 502-564-8100 ext. 435.