

Busshin Collation

This event takes place every month, usually on the second Sunday of each month. Very often, any members who are at church will pitch in to help. However, the HOST person who is responsible for Busshin Collating will need to be present to set up and supervise.

1. The Busshin will be placed in bundles of 10; in plastic baskets with the first three digits of the zip code.
2. There are several examples of the completed Busshin available, showing where to place the adhesive circles. The placement is very important as the post office has rejected mail that is not correctly stickered.
3. There are adhesive round stickers included.
4. There are many wooden blocks used to crease the Busshin. The Busshin needs to be folded so that it is no more than a quarter inch thick or we will be charged an extra amount per mailing.
5. Fold the Busshin in half, pressing down on the crease with the wooden blocks. A straight, clean, crease is important as they are fed through a large, mechanical sorter.
6. Affix the three stickers as tightly as possible, as shown on the sample.
7. Keep bundles in sets of 10 where the first three digits of the zip code are the same: 945, 947, etc, and mixed zips (usually out of area/state).
8. Put a rubber band around the completed set of 10. If you or your helpers remove their Busshin (it's okay to do that), reconstitute a set of 10 or put a sticky note on the bundle so Doris knows it has less than 10.
9. Leave the plastic baskets where you found them. And you're done!!

Questions? Call: Doris Okano 510-832-5988 (Church office M/W/F)