

HOW TO USE THE POST OFFICE



The Post Office is a great place to take newcomers for a community outing to introduce the services they provide.

Post Office Orientation

Locate the Post Office closest to the newcomer's home and offer to take them on a first visit to orient them to all the resources the US Postal Service offers.

[Locate a Post Office Click Here](#) or visit: [PO Locator | USPS](#)

- Bring envelopes and go over the process of addressing a piece of mail.
- Purchase stamps and locate the outgoing mailbox.
- Locate a change of address form and explain the importance of completing this if the family moves.
- Go over some of the relevant services provided by the post office.

*This may also be a good opportunity to discuss how to sort through mail at their home to determine what is important and what can be discarded, and how to return mail that is not for them.

REMEMBER TO

- Log your volunteer hours
- Complete a case note if required of the GNT or inform WR of a Change of Address form and AR-11 form submission if the newcomers move