

PROGRAM GUIDE AND
ORDERING INFORMATION
FOR 2019/5779

Yom HaShoah Yellow Candle™

Visit us at
www.yellowcandles.org

Find out more –
download our guide!

Questions?

E-mail us:
info@yellowcandles.org

Call us toll free:
1-800.391.7293

Like us on Facebook at:
www.facebook.com/YellowCandles
Instagram: #YellowCandle
Share on Twitter: #YellowCandle



*"Light a Candle,
Preserve a Memory"™*



Yom HaShoah
SUNDOWN
May 1, 2019

A project of the



Leadership Innovation Community

**Federation of
Jewish Men's Clubs, Inc.**

475 Riverside Drive
New York, NY 10115-0022
212.749.8100

E-Mail: international@fjmc.org



Why Yellow Candles?



This Guide and the Yellow Candle™ website are valuable resources for enhancing your observance of Yom HaShoah. Your organization, club, synagogue or church should strive to increase the awareness of the Holocaust within your communities.

The program logo is a yellow Magen David (Star of David) outlined with barbed wire, with the word “Jude” in the center. This preserves the memory of the armband or cloth patch that Jews were forced to wear in the ghettos of Eastern Europe. To keep the memory of the Holocaust current, FJMC has engaged artists with vision to redesign the label so it speaks to current and emerging generations. The candle label contains French, Spanish, Hebrew and English because the Holocaust touches everyone.



About Our 2019 Yellow Candle Label

Children of the Holocaust

The theme of FJMC’s 2019 Yom HaShoah Yellow Candle label is “Children of the Holocaust.” Artist Stan Z. Greenspan, used images of children in the ghettos and the camps, all of whom were forced to wear the yellow star with the word “Jude” (Jew). Each star has been highlighted, matched by the yellow star that the FJMC Yom HaShoah Yellow Candle has molded into the yellow wax of the candle.

“While working on the label, I was struck by how many of those in the photos looked like members of my family” Stan writes. “And while I was one of the few children in my neighborhood who grew up with four grandparents present, we were not without the loss of all those who chose not to immigrate from Europe before the war. My grandmother would remind me that she was one of 11 children, only three of whom escaped the Shoah. She would tell me that I resembled one of her brothers. These photos are from the family album of the Jewish people, and they must not be forgotten”

Stan Z. Greenspan received his degree in photography and graphics in 1977. He has worked as an artist for nearly 40 years. Stan made the transition from brush to mouse in 1985. This FJMC Yom HaShoah Yellow Candle is the third that he has worked on and he looks forward to participating in future FJMC events. He lives in Toronto, ON, Canada.

Key Ordering Dates for

Yom HaShoah Yellow Candles™

Starting October 9, 2018	Save up to \$9 per case* on quantity discounts for Bulk Yellow Candle™ Cases with FREE Shipping!
January 22, 2019	Savings up to \$9 per case**– Early Bird Discount with FREE Shipping ENDS.
March 10, 2019	Last day to order Yellow Candles™ for Direct-Mail Shipment.
March 20, 2019	Last day to order Bulk Candle Cases of Yellow Candles™.
	<p>* Minimum order of 4 cases, the more cases that are ordered, the larger the discount, see order form for details.</p> <p>** Minimum order of 4 cases, the more cases that are ordered, the larger the discount, see order form for details. Free shipping ends 1/22/2019.</p>

The FJMC gratefully acknowledges Norwin Merens, honorary president of its Midwest Region, for providing the design and layout of this Program Guide. For further information: info@yellowcandles.org





Best Practices to Build a Yellow Candle Program

A large synagogue was running a break even or money losing Yellow Candle Program for over four years.

After changing the program from one donation request letter to three letters using the marketing approach detailed here, the results in the first year netted \$1,500 and the second year \$3,000.

1. Have your Rabbi prepare a letter encouraging congregants to light the yellow candle in observance of Yom HaShoah and encourage donations of any amount. The letter should be sent six weeks before distribution of your candles. The letter will be more effective if you include what charity your congregation's or club's donation will be used for. Sample Rabbi letters are listed at www.yellowcandles.org at the marketing tab.
2. Include a meditation with the synagogue's and Men's Club president's letter with each candle. Request recipients to post a picture of their candle lighting to social media. Sample letters and meditations are at www.yellowcandle.org.
 - a. Personalize meditation or Kel Maleh Rachamin meditation with names of children that perished in the Holocaust.
 - b. Meditations should have language about the mitzvah to make a donation in the name of someone of blessed memory.
 - c. The Presidents' letter inserted with the candles can create donations equal to the Rabbi's letter.
 - d. Unexpected bonus: many congregants make a second donation. It is likely that a six week time frame between the two requests is a positive factor.
3. (Optional) Shavuot request letter to congregants that have not donated.
 - a. Shavuot is another holiday when it is customary to make donations.
 - b. Send a reminder request letter to congregants who have not made a donation after having a Yellow Candle delivered to them. The letter should be sent under the name Yellow Candle chairman.

For years a club bulk mailed candles to congregants. The cost of mailing and 10% donation return rate created a money losing program.

The club completely redid distribution through a hand delivery program which can be easily adapted to your congregation.

1. The congregation's religious school represents 14% of total families. The club worked with the school director to create family name labels by grade. The club got agreement on best days to have the school distribute the candles. This is critical because of the secular vacation days that occur around the time candles are distributed. On candle packing day they used magic markers to boldly mark the bags so they would get to the correct grades and then delivered the bags to the school office.
2. The congregation's Chai Society (over 55 years old) programs average over 100 attendees. The club attends their program to distribute candles and delete those names from our home delivery list.
3. Look for other large groups that meet at the synagogue to hand deliver the candles too.
4. Home delivery program. The club gets the synagogue list by full name with title, family salutation, street, city, state and zip as one cell using an Excel spread sheet. It is preferable to have zip as separate cell. After deleting out school families, Chai member families and candles picked up at the synagogue, the club prepares the home delivery list.
5.
 - a. At first column insert blank column.
 - b. Copy city state zip column into first column, preferably zip+4 only.
 - c. Highlight full document.
 - d. On Excel toolbar far right click drop down arrow at Sort & Filter then select A-Z. Database should than be in order by town by zip+4. A master delivery spreadsheet can be found on FJMC website.
 - e. Count about 25-30 names and look for best spot by zip to create a delivery route. Insert a couple of blank lines and on top of section assign to a volunteer by putting the volunteer name in bold and large type font.
 - f. To determine number of delivery volunteers needed, divide master list by 25. Recruit volunteers from Men's Club, USY, religious school parents and children, and others in the synagogue.
6. Map your delivery routes by using software like <https://www.drivingrouteplanner.com> or <https://www.myrouteonline.com>.
7. With this method a volunteer can deliver 25-30 candles in two hours preferable with a helper. The distribution list is emailed to the volunteers to help them organize. Boxes or paper bags, clearly labeled with each volunteer's name are preloaded with the correct number of candles, Yellow Candle door bags and the master delivery list.
8. Some candles cannot be delivered because of gated communities and security buildings. The club asks volunteers to bring those back. In turn, we mail the quantity that could not be hand delivered.

Continued on next page...



Best Practices to Build Yellow Candle Program *continued...*

The FJMC Yellow Candle website, www.yellowcandles.org, has lists of names of children who were murdered during the Holocaust; include their names as part of your Yellow Candle program.

During the Holocaust, the Nazis and their collaborators murdered over 1.5 million Jewish children under the age of 16. Personalize your family's observance of Yom HaShoah by providing each family with the name and homeland of a young victim who may have no surviving relatives to light a candle in his or her memory.

Another way to include children's names is to mail merge them into the Yellow Candle Meditation letter. Numerous Men's Clubs and Brotherhoods – who have used the Holocaust children merged meditation – have experienced an increase in donations from synagogue families with children.

The FJMC website has mail merged sample meditation prayers ready to use. The FJMC website has instructions on how to do the Mail Merge.

Track your donors.

Create a spreadsheet of contributions for Yellow Candles by donors. This creates the ability to send a Shavuot letter to all who have not already donated. The spreadsheet will allow you to historically track donations over the years.





Suggested Planning, Marketing and Delivery Dates

I Have the Candles, Now What Do I Do?

January 22, 2019	Last day to order Yellow Candles™ with discount and free freight.
February 2019	Delivery of Yellow Candles™ to your organizations will begin. Prepare space to receive and store them.
February 15, 2019	Submit text and pictures to your organization's webmaster for inclusion on your organization's website.
February 15, 2019	Arrange for calendar notices and reminders to appear in your organization's on-line calendar, weekly e-blasts, bulletin or newsletter, etc. prior to Yom HaShoah.
March 10, 2019	Last day for direct mail shipment orders.
March 15, 2019	RABBI LETTER: Arrange for your Rabbi, Spiritual, or Lay Leader to provide a letter of support for your program, to be sent in advance of your candles or included with your Yellow Candle™ delivery.
March 15 to April 2, 2019	CANDLE PACKING: If your organization is distributing the candles by mail: Determine deadlines, set up your "packing team," coordinate details for mail distribution. Set aside some Yellow Candles™ to leave in your office for people to come in and pick-up, because they will hear about the program from social media or others.
April 2, 2019	Submit a press release to Jewish & general local media outlets (printed & web-based.) Follow-up with telephone calls.
Before April 9, 2019	Deliver bulk candle mailing to the Post Office.
April 14 - 28, 2019	If your organization distributes your Yellow Candles™ by hand: finalize delivery teams, plan and establish routes. Then do it! Deliver your Yellow Candles™ between April 14th and the 28th!
By April 18, 2019	Provide your Rabbi, Clergy, or organizational leadership with an announcement to read at services or at public events reminding people to light their Yellow Candle™ on Yom HaShoah.
By April 18, 2019	Make sure that the staff in your organization's office has copies of the announcements.
After April 18, 2019	Encourage the Rabbi, Clergy and leaders to post & share through their social media feeds.
May 1, 2019	Erev Yom HaShoah – light Yellow Candle™ after sundown!
May 2, 2019	Yom HaShoah!
May 1, 2019 & After	Share photographs and reports of your program on social media, your website, and in your bulletin or newsletter. Also – Share your success with others on Facebook at: www.facebook.com/YellowCandles Post #YellowCandle on Twitter, Instagram, Snapchat, etc.



Meditations

Permission to reproduce these meditations was granted by their authors.



Please light the Yom HaShoah Yellow Candle™ on the evening of Wednesday, May 1, 2019. Recite one of the following meditations as you light it:

<p>Rabbi Jules Harlow</p>	<p>As I light this Yellow Candle, I vow never to forget the lives of the Jewish men, women, and children who were martyred and are symbolized by this flame. They were tortured and brutalized by human beings who acted like beasts; their lives were taken in cruelty.</p> <p>May we be inspired to learn more about our six million brothers and sisters as individuals and as communities, to recall their memory throughout the year, so that they will not suffer a double death.</p> <p>May we recall not only the terror of their deaths, but also the splendor of their lives. May the memory of their lives inspire us to hallow our own lives and to live meaningful Jewish lives so that we may help to insure that part of who they were shall endure always.</p>
<p>Ron Adler Congregation Valley Beth Shalom Men's Club Encino, CA</p>	<p>Who Am I To Speak Of A Time?</p> <p>Who am I to speak of a time of families crushed, of crimes of mankind, of children in hiding and living in fear, of mothers trying to hide all their tears, of fathers praying to an empty heaven, of people dying again and again?</p> <p>Who am I to know what it was like to be persecuted by day and trapped by the night, to be surrounded by a world turned upside down, to be starved and tortured and beaten to the ground, to witness a nation of hate marching past, to see all their dreams broken and shattered like glass?</p> <p>Who am I to mention their suffering and pain, the ghettos, the camps, life and death inhumane? I wasn't even born, I wasn't even there, it happened long ago, it could never happen here.</p> <p>Who am I to know what God had in mind when the virtues of man were buried alive, when good lost to evil and hope turned to despair, when hell upon earth seemed everywhere?</p> <p>Who am I to let their memories be forgotten, to say and do nothing as if it never happened, to forsake the loss of our Jewish family, to live in a world of complacency?</p>
<p>Ron Adler</p>	<p>The Blessing of the Yellow Candle</p> <p>We light this yellow candle to rekindle God's flame, To shine His light upon the world once again,</p> <p>To sanctify the memories of the millions of souls, To honor their prayers and all their lost goals.</p> <p>We bless their existence by being alive To light this yellow candle as proof we survived.</p>

Additional information about Yom HaShoah, including poetry and meditations, films and readings may be found on:

www.yellowcandles.org





Successful Programming Ideas

**Yom HaShoah
Commemorative
Film Showing**



The community is brought together in the synagogue to watch a Holocaust related film or series of films. Each film is briefly introduced prior to its showing. Following the conclusion of the film, a brief discussion is held. In addition to the Yellow Candles™ you distributed have additional ones available. As people leave they are reminded to light their candle or encouraged to take one home with them and make a donation toward future Holocaust education.

A film showing can be used as the basis for an interfaith program or dialogue designed to bring teenagers and adults together. Coordinate with your congregation's Post B'nai Mitzvah class or youth groups. You might even have them select the film!

The following companies and their websites distribute or have produced films with Holocaust content. These are independent companies and the FJMC is not responsible for their content. A list of suggested films appears on our website.

- **Katahdin Productions - www.katahdin.org**
- **Israeli Films - www.israelifilms.co.il**
- **Film Movement - www.filmmovement.com**
- **Menemsha Films - www.menemshafilms.com**
- **National Center for Jewish Film - www.jewishfilm.org**

**A Special
Yom HaShoah
Friday Evening
Commemorative
Service**

In many communities, Holocaust memorial services traditionally take place the evening of Yom HaShoah. By utilizing the Friday evening service closest to Yom HaShoah and adding a few special elements, attendance can be increased and a memorable experience can be created.

Work with your Rabbi and if it applies your Ritual Committee. Compose and send a note to your congregation in advance of the service, requesting that the names of family members who perished during the Shoah be sent to the synagogue, explain these names will be read prior to the recitation of Mourner's Kaddish. When the names are read, all congregants who have sent in names are asked to rise and to say a few words (if they wish) about their departed relative.

Option: Ask congregants to bring any memorabilia or photographs they might wish to share on display to the synagogue in advance so it can be placed or provide a designated table on the night of the service.

Youth Essay Contest

Host an essay contest to award teenagers who write essays focused on Holocaust awareness. Consider giving out special citations (*the FJMC can supply*) to all entrants.

**Yom HaShoah
Yellow Candle™
Best Practices -
the FJMC Torch
Award Winners**

To learn how you can implement "best practices" for Yom HaShoah Yellow Candle™ programming please visit either the FJMC website at <https://fjmc.org/> or <http://fjmc.org/content/yellow-candles-home> and follow the links to read the descriptions of the FJMC yellow candle winners. Successful and easily replicable programs include:

- **Expanding Yom HaShoah Yellow Candle Program to Non-Jewish Organizations**
- **Faith and Destiny with Rabbi Philip Lazowski**
- **Holocaust Memorial Garden Renewal Project**
- **Yom HaShoah 3G Program**
- **Remember-a-Child**
- **Project D - Remembering a Jewish Town in Belarus**
- **Model Yellow Candle Distribution & Marketing Plan**
- **Holocaust Remembrance Day**





Instructions for Ordering Yellow Candles for Direct Mail Shipment



Yellow Candles™ are individually mailed by standard nonprofit bulk mail to members of your congregation or organization about four weeks prior to Yom HaShoah.

A mailing list with same number of names and addresses as there are candles in your order is required. For example, the minimum order is 100 candles, if that is the size of your order then your mailing list should have 100 names and addresses. It can be supplied as an electronic file as described below or a printed list.

Send a Computer Disk by Postal Mail with this Order

- On a CD, DVD or thumb drive; in a **MS Word table** or **Excel – (.csv)** spreadsheet format
- **Prepare database fields as follows:**
Name, Address, City, State, ZIP (**FIVE FIELDS ONLY**)

Example:

Mr. & Mrs. Joe Stein	444 Blue Street	New York	NY	55555
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Note:

- **Only the above file format is acceptable. If any additional fields are included, your data will not be acceptable.**
- An additional \$25 charge will be imposed if your data is formatted incorrectly but can be fixed.
- Another file or a printed list will be requested, if the original data is not usable.

Send a Printed List
(typed or computer-generated only – NO hand-writing)

- There is a \$0.50 charge per name, for manual data entry of printed lists.
- Use the same format for information as described above for computer disks. (Five fields only, to include: name, street, city, state, Zip).
- **Please do not send labels!**

Cover Letter

Only one (1) original of the congregation/organization cover letter is required.

Tear-Off Form

To facilitate the return of individual contributions to cover the cost of the Yellow Candle program and to support Holocaust commemoration programs, a tear-off form should be added to the bottom of the congregation/organization cover letter. The format for the tear-off form (to be returned in a standard #10 windowed envelope included in the mailing) includes a return address in the lower left so that it will show through the envelope window with space for the donor's name and address on the right. Sample letters with tear-off forms can be found by going on-line to www.yellowcandles.org.

Before Sending Order

- Do **all names** have **complete** addresses, including city, state, and ZIP code?
- Does the **number of names** on the list match the **number of candles** ordered?
- Are the name, address, phone number, website and other **contact info for your organization included?**
- Is the **letter** with tear-off form **from your organization included?**
- Is full payment for the entire order included?
- **REMEMBER: Deadline for ordering direct mail shipment is Friday, March 10, 2019.**

Need Resources?

Visit: www.yellowcandles.org

Have Questions?

Call: 1-800.391.7293 (after 9 am (MST))

or E-mail: info@yellowcandles.org

Direct Mail Delivery Order Form & Pricing



- Catch the "Early Bird" for Direct Mail Orders!
- "Early Birds" place your order before January 22, 2019!
- Direct Mail Deliver Orders have a minimum of 100 candles.
- Bulk delivery order form for cases of Yellow Candles, boxes or bags is the next page in this guide.
- Deadline for Direct Mail Orders is March 10, 2019.

- Yellow Candles™ are individually mailed in a white cardboard box to members of your congregation or organization. Each box contains a cover letter from your congregation or organization, including a tear-off form for contributions along with a poem, a meditation and a windowed return envelope.
- Candles will be mailed standard nonprofit bulk mail about five weeks prior to Yom HaShoah.
- Delivery is available only within the United States.
- Directions for preparing the mailing list are on the reverse of this form.

Mail to: **Yom HaShoah
Yellow Candle Program
P.O. Box 12582
Scottsdale, AZ 85267**

Name of Person Placing Order: *(please print)* _____
 Organization Name: _____
 Address: _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Purchaser's Email: _____ Purchaser's Phone: _____
 Contact: _____ Contact's Email: _____
 Org. Website: _____ Org. Twitter: _____

For Information or Help Call:
1-800.391.7293
(after 9am MST) or Email to:
info@yellowcandles.org

Is your Organization affiliated with one of the following movement Organizations? Check the one that applies:
 FJMC. If yes, Club #: _____ MRJ USY/USCJ WLCJ
 Other _____

Check if this is a
First Time Order
 by your Organization:
 Yes

ITEM	QUANTITY	PRICING – Note: Pricing is Date Sensitive!	SUBTOTAL
Yellow Candle™ <i>Includes Box, Letter, Poem, Meditation & Return Envelope.</i>		\$5.50 per Candle on Orders received by January 22, 2019 \$6 per Candle on Orders received <u>after</u> January 22, 2019	\$
Computer Entry Fee <i>for Input from a Printed Mailing List.</i>		\$.50 (50 cents) per Candle	\$
Data Entry <i>from a Computer Disc/File.</i>		No Charge if Properly Formatted per Our Instructions	
Data Reformatting Fee <i>if the Submitted Electronic List is NOT Formatted Correctly.</i>		\$25 Fee	\$
Case(s) of Yellow Candles™ <i>(48/per case)</i>		\$72/Case for 3 Cases or Less <i>If Ordering 4 Cases or More in Addition to Direct Mail Delivery Use BOTH Forms, but Send them Together when Placing and Paying for Your Order</i>	\$
Delivery Charge for Case(s)		\$2 per Case on Orders of 3 Cases or Less	\$
Total # of Items Ordered		Total Due:	\$

Check Enclosed
 Payable to "FJMC"

Payment in Full Must Accompany the Order to be Processed.

Charge to
 Visa or MasterCard

Cardholder Name: *(please print)* _____
 Card #: _____ Exp.Date: ____/____/____ Security Code: _____
 Address: _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Cardholder Signature: _____

Ship To Address:
*For Case(s) of Candles,
 if Ordered and if Different than
 the Person Placing the Order.*

ATTENTION: *(Name of Person Receiving Order):* *(please print)* _____
 Organization Name: _____
 Address *(Include Room if Applicable):* _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Recipient's Email: _____ Recipient's Phone: _____

Please Note:
 Home Delivery is **NOT** Available!

Does Your Organization Accept Friday Deliveries? Yes No

Bulk Case Shipment Order Form & Pricing



- Best Way to Catch the “Early Bird” Deadlines!
- SAVE as much as \$9 per case! – Order Early!
- FREE Shipping and Quantity Discounts End on January 22, 2019!
- Place Your Order Online Today at: www.yellowcandles.org –or– www.fjmc.org
- Website Orders are Credit Card Only: MasterCard and VISA are Accepted.
- All Orders Must be Received by April 1, 2019.

Mail to: **Yom HaShoah
Yellow Candle Program
P.O. Box 12582
Scottsdale, AZ 85267**

Fax to: **602.368.6357**
(Fax orders are credit card only:
MasterCard & Visa are accepted)

For Information or Help Call:
800.391.7293
(after 9am MST) or Email to:
info@yellowcandles.org

Bulk

Check if this is a
First Time Order
by your Organization:
 Yes

Check Enclosed
Payable to “FJMC”

Name of Person Placing Order: *(please print)* _____
 Organization Name: _____
 Address: _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Purchaser's Email: _____ Purchaser's Phone: _____
 Contact: _____ Contact's Email: _____

Is your Organization affiliated with one of the following Organizations? Check the one that applies:
 FJMC. If yes, Club #: _____ MRJ USY/USCJ WLCJ
 Other _____

ITEM	QUANTITY	PRICING – Note: Pricing is Date Sensitive!	SUBTOTAL
Yellow Candle™ Order: (3 Cases or Less)		\$72/Case at All Times. Orders are Taken Until March 22, 2019	\$
Yellow Candle™ Order: (4 to 14 Cases)		\$69/Case on Orders Received By January 22, 2019 \$72/Case on Orders Placed After January 22, 2019	\$
Yellow Candle™ Order: (15 to 24 Cases)		\$66/Case on Orders Received By January 22, 2019 \$72/Case on Orders Placed After January 22, 2019	\$
Yellow Candle™ Order: (25 Cases or More)		\$63/Case on Orders Received By January 22, 2019 \$72/Case on Orders Placed After January 22, 2019	\$
Cases of Cardboard Boxes: (48 Boxes/Case)		\$30/Case at All Times. Orders are Taken Until March 22, 2019	\$
Packs of Plastic “Door” Bags (250 Bags/Pack)		\$30/Pack at All Times. Orders are Taken Until March 22, 2019	\$
Delivery Charge: (Reminder: There are 48 Yellow Candles™ in a Case)		• \$2/Case on Orders of 3 Cases or Less. • Free Shipping: “Early Bird” Orders of 4 or More Cases Up to January 22, 2019. • \$2/Case on Orders Received after January 22, 2019 • Orders are Taken Until April 2, 2019.	\$
Total # of Items Ordered		Total Due:	\$

Payment in Full Must Accompany the Order to be Processed.

Charge to
Visa or MasterCard

Cardholder Name: *(please print)* _____
 Card #: _____ Exp.Date: ____/____/____ Security Code: _____
 Address: _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Cardholder Signature: _____

Ship To Address:
For Case(s) of Candles,
if Ordered and if Different than
the Person Placing the Order.

ATTENTION: *(Name of Person Receiving Order):* *(please print)* _____
 Organization Name: _____
 Address *(Include Room if Applicable):* _____
 City: _____ ST/Prov: _____ Zip/Postal Code: _____
 Recipient's Email: _____ Recipient's Phone: _____

Please Note:
Home Delivery is NOT Available!

Does Your Organization Accept Friday Deliveries? Yes No



Yellow Candle Bulk Mail USPS Distribution Procedure in USA

<p>Note</p>	<p>Bulk mail delivery is tricky and can result in advertent overcharges. If you are planning to bulk mail candles, be sure to work with your local postmaster well in advance of the time, you will be mailing candles to ensure you get the best price to mail your candles.</p>		
<p>Requirements</p> 	<ol style="list-style-type: none"> 1. Synagogue or organization must have a mailing permit number. The post office that issued the permit is a bulk mail distribution location. 2. Must use the FJMC provided box to meet minimum size for best pricing. 3. Total weight sample was 5.5 oz. – candle, box, envelope, two page 8 ½ x 11 4. Mail must be sorted by zip + 4 code. 5. Each box must contain: mailing barcode IMPB. <ol style="list-style-type: none"> a. Mailing barcode LAB 400. The bar code is provided by the Bulk Mail Distribution post office at no charge. Request the number that you need. Without a bar code, the additional cost is \$.20 per box. b. The address label and barcode must be on same side of box with no part wrapping the edges of the box. c. Your permit Indica on every box. 6. Pre-register shipment at www.usps.com before going to post office; see below, how to register. 7. The post office will provide at no charge a “NUMBER 1 MAILING SACK” the sack has an insert to put the zip code of the boxes in the sack. Tie sack securely before bringing to post office. 8. Cost of each box at a DECF facility properly packed and documented is \$0.815: “USPS Marketing Mail Nonprofit Parcels, Machinable Parcels”. 9. Cost of mailing a first class 6 oz. package is \$3.75. 		
<p>Type of Post Offices</p>	<ol style="list-style-type: none"> 1. DSCF – Destination Sectional Center Facility 2. BMEU -Business Mail Entry Unit 3. DNDC – Destination Network Distribution Center closest to you, go to www.usps.com. Select the following prompts: <ol style="list-style-type: none"> a. Postal Explorer b. Business solution tab c. Labeling list d. Effective date e. Look for L005 - 3 digit zip code prefix SCF f. After you find city, Google to find facility address g. Local zip codes \$.505 rate + cost per pounds \$.454 should cost club \$.73 per box. 4. To find local BMEU, higher price location, go to www.usps.com: <ol style="list-style-type: none"> a. Quick tools b. Find USPS locations c. Select business TAB d. Enter zip code e. Select Post Office f. Look to see if it is a bulk mail facility g. None mixed DNC rate local zip codes is \$1.246 + cost per pound \$.941. 		
<p>How to Pre-Register Your Shipment</p>	<p>Register online at post office where your mail permit was obtained. Select the following prompts at www.usps.com:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. Bottom of homepage columns select – Other USPS sites 2. Select Business Customer Gateway 3. Register for free 4. Attach mailing permit to Gateway Account 5. Postal Wizard 6. Select 3602 Postal Statement Nonprofit 7. Mailing Date – deliver to USPS week before shipping date. Shipping date should be five weeks before Yom HaShoah. </td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 8. Pick permit number 9. Pick nonprofit 10. Pick post office 11. Fill form – see sample on FJMC web site 12. Pay for shipment 13. Print confirmation page and bring to post office with shipment. </td> </tr> </table>	<ol style="list-style-type: none"> 1. Bottom of homepage columns select – Other USPS sites 2. Select Business Customer Gateway 3. Register for free 4. Attach mailing permit to Gateway Account 5. Postal Wizard 6. Select 3602 Postal Statement Nonprofit 7. Mailing Date – deliver to USPS week before shipping date. Shipping date should be five weeks before Yom HaShoah. 	<ol style="list-style-type: none"> 8. Pick permit number 9. Pick nonprofit 10. Pick post office 11. Fill form – see sample on FJMC web site 12. Pay for shipment 13. Print confirmation page and bring to post office with shipment.
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<p>How to Order Barcode Labels by Mail</p>	<p>Select following prompts at www.usps.com:</p> <ol style="list-style-type: none"> 1. Mail & ship 2. Order stamps & supplies 3. Shop supplies- bottom of page 4. USPS tracking labels LAB 400 5. Can order 4 packs of 50 at one time. 		



www.yellowcandles.org



Yom HaShoah
SUNDOWN
May 1, 2019

*"Light a Candle,
Preserve a Memory"*

Yom HaShoah Yellow Candle™

PROGRAM GUIDE AND
ORDERING INFORMATION
FOR 2019/5779

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Yom HaShoah Yellow Candle™

Yom HaShoah Yellow Candle™ Program
PO Box 12582
Scottsdale, AZ 85267

Yom HaShoah - **SUNDOWN** - May 1, 2019

"Light a Candle, Preserve a Memory"

ATTENTION:

- Yom HaShoah Yellow Candle™ Program Chair
- Yom HaShoah Remembrance Program Chair
- Men's Club/Brotherhood President
- Clergy
- Education Director www.yellowcandles.org

DATED MATERIAL