



Anne Tonnon Byers

ASSEMBLY SERGEANT AT ARMS
WISCONSIN STATE ASSEMBLY

Distributions to the Wisconsin State Assembly and Senate

1. Material to be distributed must have a **contact name, address and phone number**. It can be either the individual or the organization distributing the material.
2. It is required by the Secretary of State that there are **100 for the Assembly and 34 copies for the Senate**. A distribution for both houses would require 134 copies. The Sergeant at Arms office keeps a copy on file of all mail distributions.
3. Distributions for both houses should be brought to the Assembly Sergeant's Office at 411 West or the Senate Sergeant's Office at B35 South.
4. AM deliveries must be received by 8:30 am. They will be delivered in the morning mail. PM deliveries must be received by 10:30 am. They will be delivered in the afternoon mail.
5. **No commercial items can be sent through our mail system** – No flyers from restaurants, retail business, etc.
6. **Assembly and Senate rules prohibit the distribution of material which solicits funds, even for non-profit organizations**. Exceptions are events which charge a fee to be in compliance with lobby laws.
7. **Anything of value that goes through the mail must be first checked by the Wisconsin Government Accountability Board and noted in the cover letter** (i.e. books, pins, calendars, etc.). All items must be properly packaged and will not be done by either Sergeant's office.

Materials without sufficient copies or contact information will not be delivered but will be held in the Legislative Mail room for 5 business days until the correct information or number of copies has been received. After this time, material not corrected or retrieved will be destroyed.

Please direct any questions to Anne Tonnon Byers, Assembly Sergeant at Arms or Tom Engels, Senate Sergeant at Arms.

Mail Distribution

Date and Time: _____

Number of Copies (Circle one):

Assembly - minimum 100 copies

Senate - minimum 34 copies

Both - minimum 134 copies

Received by (Circle one):

Assembly Sergeant – 411 West

Senate Sergeant – B35 South

Name, phone number, and address of person dropping off items:

It is required that **each piece of mail that goes out in the Legislative distribution system must have contact information from the organization/individual** approving the distribution.

For something to go out in the morning mail it must be in a Sergeant's office by **8:30 am** and for the afternoon delivery **10:30 am**.