erie1boces
2025 Budget Mailer
• IMPORTANT DATE INFORMATION •

February / March 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
23	✏ 24	25	26	27	28	1
2	📋 3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	● 24	25	26	27	28	29
30	← 31					

April 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	$ 7	8	9	10	11	12
13	14	15	✓ 16	17	18	19
20	21	22	23	24 10%	25	26
27	28	29	30 20%			

May 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				📞 1	2	3
4	🚫 5	✉ 6	7	8	9	10
11	12	🏠 13	14	15	16	17
18	19	V 20	21	22	23	24
25	26	27	28	29	30	31

✏ February 24-March 3
Submit your print request with your budget material intentions* to the Erie 1 BOCES Print Shop.

📋 March 3-24
Begin gathering and planning your budget publication content within your district.

● March 24-28
Recommended time to submit all non-budget-related content to graphics.

← March 31-April 4
Recommended time to submit all draft budget-related content to graphics.

$ April 7-15
Submit final budget numbers to graphics and be prepared for content proofing to occur.

✓ April 16-23
Final budget file submitted for Print (Includes your final sign off of the file with graphics).

10% April 24-29
10% Rush Fee will apply to all budget mailing materials submitted to Print (Includes your final sign off of the file with graphics).

20% April 30-May 2
20% Rush Fee will apply to all budget mailing materials submitted to Print (Includes your final sign off of the file with graphics).

📞 May 1
Ideal time for your district to connect with your Mail House/Post Office to ensure postage funds are sufficient in the district's account.

🚫 May 5
Erie 1 BOCES Print Shop may not be able to accept signed off/submitted budget mailer work for printing. Please call for print availability and fee information.

✉ May 6
Ideal time for your Mail House/ Post Office to have your printed budget materials so they can begin processing them for mail distribution.

🏠 May 13
Ideal time for all mailed budget materials to be in the hands of voters. (This is also the drop-dead postal date deadline per NYS for the 2025-26 Budget Vote).

V May 20
2025-26 Budget Vote.

Key Recommendations
- Move Board Candidate Names and Profiles to your website, have newsletter state to "view website" instead and provide a QR Code that links to the webpage.
- Consider: "How many days does my mail house need to process the budget materials?" That answer may impact your district's timeline. Please adjust accordingly.

Questions about your budget mailer? Visit e1b.org/BudgetMailer or Email Print@e1b.org

For budget season: please submit print requests in advance of content, as it allows us to order supplies for printing.
- *All Print Requests should ideally have May 6 as the print deadline.*
  - *Regardless of this requested paperwork due date, final/approved print files may still be subject to rush fees based on their actual submission/sign off with graphics date, as noted in the timeline.*
- *Note your Mail House/Post Office intentions on your print request.*