



ELECTION PRINTING AND MAILING PROCESS

CTPF ELECTION PRINTING AND MAILING INFORMATION

In accordance with the Chicago Teachers’ Pension Fund (CTPF) Election Policy, the Fund provides a list of pre-approved print/mail vendors which candidates or their sponsoring organizations may use to distribute campaign materials. Current approved vendors for 2024 include:

VENDOR	ADDRESS	CONTACT
Cardinal Color Group*	1270 Ardmore Avenue Itasca, IL 60143 630.467.1000 Phone CardinalColorGroup.com	Colleen Woulfe cwoulfe@cardinalcolorgroup.com
Forest Printing	7214 Madison St. Forest Park, IL 60130 708.366.5100 forestprinting.net	Kathy Criss kathy@forestprinting.net
Mittera Printing*	5656 McDermott Dr. Berkeley, IL 60163 708.449.8989 mittera.com	Bill Barta bill.barta@mittera.com
Schiele Printers*	1880 Busse Road Elk Grove Village, IL 60007 847.434.5455 theschielegroup.com	Jim Hortsman jhortsman@schielegroup.com
Spread the News, Inc.	1200 W 35 TH Street Chicago, Illinois 60609 312.850.9780 spreadthenewsinc.com	Delsia Vogel dvstn@sbcglobal.net

* CTPF does not endorse service providers. As a matter of disclosure, Cardinal, Mittera, and Schiele Printers are established vendors through the CTPF Procurement Policy.

ADDITIONAL PRINT/MAIL VENDORS

Upon receipt of a signed request to add a print/mail vendor not on the already pre-approved list, the Fund will add this vendor to the pre-approved list, provided the vendor satisfies the Fund’s requirements for data security, insurance, and other internal controls. The Fund will make its assessment of whether a vendor satisfies the Fund’s requirements no later than 5 business days after receiving all necessary documentation and information from the vendor that the Fund requires to make the assessment.

MAILING LISTS

All requests for mailing lists must be made to the Fund in writing by the candidate or sponsoring organization. The Fund will only provide the list of all eligible voters in an election category (e.g., Teachers, Principals/Administrators, or Pensioners) to a print/mail vendor. In addition to basic address information, CTPF will provide a retirement date. The Fund will not separate eligible voters by any other attribute.

The Fund will not provide the list of eligible voters to any print/mail vendor until the vendors sign a Confidentiality Agreement agreeing to use the list for the sole purpose of sending campaign materials and agreeing to maintain confidentiality and operational safeguards. The Fund will not provide email addresses to any person or organization.

PAYMENT

Printing and mailing of campaign materials shall be invoiced to candidates or sponsoring organizations directly by the print/mail vendor. CTPF shall not be responsible for paying for the printing or mailing of any campaign material.

DISCLAIMER

CTPF is not responsible for the content of any candidate campaign material. All mailings by candidates or sponsoring organizations must include, in legible format, the following statement: **“Candidate campaign material: CTPF is not responsible for the content of this mailing.”**

USE OF FUND VENDORS

Except as provided in Rule II.B/301, a candidate for Trustee shall not solicit or accept, directly or indirectly, the services or resources of Fund Providers, or Prospective Providers as defined in the Code of Conduct-Ethics, for the purpose of printing, distributing, or mailing campaign materials, or any monetary or other assistance for the candidate’s campaign. A list of current Providers is available on the Fund’s Election Central webpage.

USE OF MAIL RUN SYSTEM PROHIBITED

Candidates are not permitted to use any Employer mail run system for distribution of campaign materials.

DISTRIBUTION OF CAMPAIGN MATERIALS

CTPF Pension Representatives are not permitted to distribute campaign materials provided by candidates. Pension Representatives are responsible for distributing official CTPF election materials.

OVERVIEW OF PRINT/MAILING PROCESS

1. The candidate or sponsoring organization contacts a print/mail vendor (that has been pre- or subsequently approved) to secure an estimate and to discuss job parameters. See the Election Policy for additional information on additional vendor approval.
2. The candidate or sponsoring organization should notify the print/mail vendor that the job(s) is/are for a CTPF election mailing and ask that the vendor contact the Election Coordinator at CTPF. All artwork and production management are the responsibility of the candidate or sponsoring organization.
3. The candidate must request that a CTPF mailing list be sent to a print vendor. This request must be made in writing directly to the CTPF Election Coordinator.
4. Upon receipt of the appropriate documentation, CTPF will release data to the print/mail vendor.
5. All materials must contain the following disclaimer: **Candidate campaign material: CTPF is not responsible for the content of this mailing.**
6. The candidate or sponsoring organization is responsible for managing and paying for the project.