

General Contact/Communication Information

Post Office Boxes

1. PO Box 894, Buffalo 14225-0894. Located in the Cheektowaga Post Office (125 Galleria Dr). To be used for general branch matters and as the “official” address for the branch. Names authorized to use the box and hold keys: President, Membership Recruitment VP, Membership Retention VP.
2. PO Box 397, Amherst 14226-0397. Located in the North Bailey Ave Post Office (5500 N Bailey Ave). Used exclusively for the Chamberlin/Funds for Education materials. Two keys held by the Chamberlin/FFE chair and the Chamberlin/FFE treasurer.
3. There will occasionally be other short-term leased PO Boxes for the use of specific scholarships.

Telephone Number

The branch voicemail number is 716/559-3037.

The president shall maintain the access code information. She shall also assign maintenance responsibility for the timeliness of voicemail greetings and retrieval of messages.

Website

The branch website address is <https://aauwbuffalo.org>. Access code information is held by the web manager and the branch president.

Newsletter

The branch newsletter, the *Advocate*, is published monthly September through June. The deadline for articles is generally the 10th of the previous month.

Membership e-mail lists

An e-mail list for the entire branch and a separate opt-in list for distribution of the newsletter shall be maintained by a member appointed by the president.

Branch email addresses

- Aauw.membership@gmail.com – generic address for the membership VPs
- Aauwbuffaloprogram@gmail.com – used for branch Paypal account and Zoom account
- aauwbuffalo@gmail.com – Tech Savvy Microsoft account
- buffaloAAUW@gmail.com – used for the postal system account