

## Postal Service offers holiday mailing tips

With the Christmas mailing season just ahead, Farmington Postmaster Kenneth B. Harris is offering some tips for customers to make sure their cards and packages arrive on time and in good shape.

In addition to shopping early, Harris urges customers to properly address cards and packages with the name, street number and name — or post office box number — and the city, state and ZIP Code (reserved for the last line).

It's also a good idea to put a slip of paper with the recipient's name and address and return address inside parcels. The return address, including your ZIP Code, should be on all envelopes and packages.

Harris also reminds customers to check the size of their envelopes before mailing Christmas cards.

Letter size standards which went into effect last year require envelopes to be at least 3 1/2 by 5 inches to be accepted for mailing.

The Postal Service also is asking its customers to put an ounce of extra care into preparing packages for mailing. Parcels will arrive at their destination in good shape if mailers follow a few simple instructions:

- Make sure the contents are well-

cushioned and there is no empty space in the box. Use crumpled newspaper around the item, on the bottom, the sides and on top of your gift. Foamed plastic shells and air pocket padding also are good cushions.

- Brown wrapping paper and twine cord are not necessary. Wrappings can rip off, and twine can get caught in processing machinery.

- Use sealing tape to close off and seal the box. Three types are recommended: pressure-sensitive tape, kraft paper reinforced with nylon or glass and filament-reinforced pressure-sensitive tape. Don't use masking tape or cellophane tape. They're no longer recommended due to past poor performance.

- Use a smudge-proof ink for the address which should appear in the lower right-hand corner of the box. Write your return address in the upper left-hand corner. Be sure to include the zip code for both the recipient's address and the sender's address.

- Remove any other labels or addresses from the carton.

- Mail early in the month and mail early in the day to avoid the rush.

- Send irreplaceable articles, cash and all valuable items by registered mail.

## Highest goal ever

# Forces join in Toys for Tots drive

The Marine Corps Reserves has set its highest goal ever — 55,000 toys — in its Toys for Tots drive.

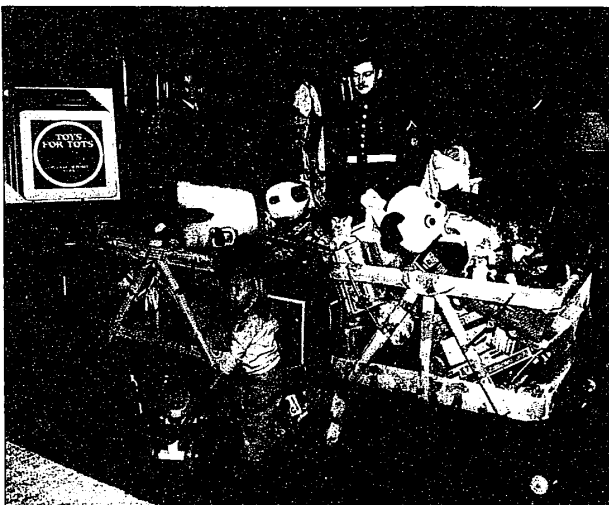
The higher goal is a result of the growing number of less fortunate children, said sponsors. Last year, the Marines collected 15,000 toys, down 30,000 from the previous year.

To encourage contributions, Gorman's Troy and Saks Fifth Avenue sponsored a Home for the Holidays fundraiser Nov. 18. The more than 300 guests at the kickoff filled three playpens, which amounted to over 400 toys.

"I think it's a sign of the generosity of the people in the Troy area," said Jeffrey Roberts, partner in Gorman's Troy.

Toys can be dropped off at the Gorman furniture stores at 1465 W. Big Beaver in Troy, 28145 Tates Park in Troy, 28145 Tates Park in Troy, and north of Fairlane Town Center in Dearborn.

They will be distributed to needy children in the tri-county area on Dec. 20. The Marine Corp. Reserves' Toys for Tots program is in its 33rd year of nationwide operation, and is totally a volunteer effort, sponsored and coordinated by the Marines in the Detroit area.



The U.S. Marine Corp. Reserves and Gorman's for needy children this Christmas. Their goal is to collect 55,000 toys to distribute on Dec. 20.

## Architect speaks

Chicago architect, Helmut Jahn, will be the Dec. 4 speaker in the Lawrence Institute of Technology School of Architecture Architecture series.

Jahn, an executive vice president of C.F. Murphy Associates, Inc. of Chicago, will present "Architecture as Synthesis" in the architecture auditorium on the IIT campus, 21000 W. 10 Mile Road (near Northwestern Highway) in Southfield.

The presentation will begin at 7:30 p.m. and will be open to the public at no charge.

An internationally recognized architect, Jahn has won awards for his work throughout the world. His designs have included the Abu Dhabi Conference City in Saudi Arabia, the Georgia

World Congress Center in Atlanta, the Des Moines Convention Center, and the Michigan City Library in Michigan City, Ill.

In addition, he is responsible for designing McCormick Place, Xerox Center, the Sports Complex and the North Loop Redevelopment in Chicago.

A native of Nuremberg, Germany, Jahn graduated from the Technische Hochschule in Munich, Germany. He joined C.F. Murphy in 1967 and since that time has caused much controversy with his unique style. Jahn is currently working on the Illinois State Center, a dramatic structure in Chicago which will include waterfalls, ponds, glass elevators and balconies.

### In the long run

The International Food Storage Association, P.O. Box 249, LaVerkin, Utah 84745, has seven publications available on long-term food storage. A self-addressed double stamped envelope and 20 cents in coin will bring you a copy of "Basic Food Storage" and a list of the other publications.

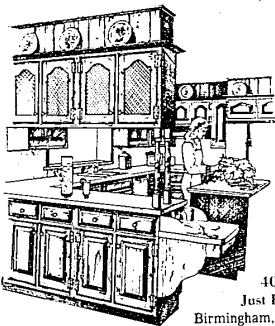
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