



RSARS QSL BUREAU HANDBOOK



One of the many membership benefits is to have at your disposal the facilities of the RSARS QSL BUREAU. This service is for member-to-member use only but (with the exceptions that QSL cards are also accepted for RNARS and RAFARS Bureaux) the Bureau may not be used to send cards to non-members or for clearance to the RSGB.

If you are in any way active on the amateur bands you will find the exchange of cards through our Bureau is much quicker than you have experienced elsewhere!

Please remember that if you intend to work for the many RSARS Awards then by Rule you will need QSL cards from your contacts to prove your claims.

Rules for the use of the QSL Bureau are quite simple:

1. All cards must show **BOTH** the call sign and RSARS membership number of the station for whom they are intended.
2. QSL cards for RNARS and RAFARS Bureaux must be clearly marked on the reverse (RNARS or RAFARS as appropriate) to ensure correct sorting.
3. Cards within the Bureau are sorted by membership number and it would help the Manager if cards sent by you are also sorted in that order prior to despatch.

It is a good idea to put an elastic band round your cards, and put your name and address (or your house number and postcode) on the back of your envelope.

However remember envelopes are now charged by thickness and size as well as by weight so do ensure correct postage is attached as the QSL Bureau will **NOT** accept underpaid items which have been surcharged by Royal Mail nor will the Bureau Manager drive to the distant sorting

office and pay additional costs to collect underpaid envelopes. These will not of course be lost, but are normally returned to sender by Royal Mail in a few weeks after receipt by them.

4. To collect your cards from the QSL Bureau please merely send direct to the QSL Bureau 5 Second Class postage stamps. The QSL Bureau Manager will supply and address 4 envelopes for you in the standard C6 size: it does not help in any way if you yourself send envelopes, in fact it tends to disrupt the system. The fifth stamp of those you send pays for the envelopes and other costs involved in providing this service. The cover slip which will be sent to you with each delivery of cards will keep you up to date with the status of your account. Please note the system is computerised and if you reach nil stamp balance you will drop off the published QSL Bureau Users' list. This will not happen if you take note of your cover slips and always maintain a minimum of one stamp in the Bureau.
5. Overseas members should send Sterling (preferably) or US dollars to cover the cost of envelopes and postage. In case of difficulty, please refer to the QSL Bureau Manager, Bryan MØOIC. Sterling cheques must be drawn on a UK bank and made payable to "RSARS" - no other cheques are acceptable.
6. Cards for members who are not currently members of the QSL Bureau will be returned to the originator. Please check the RSARS website E-Library (<http://www.rsars.org.uk/ELIBRARY/edocs.htm>) for the QSL Bureau Users' lists which are available free online to refer to and/or print out or to download and retain: the list is updated at the beginning of each month. (If the member worked is not listed please do not send their card to the Bureau for it will be returned to you.)
7. There will be complete clearances of the QSL Bureau approximately four times a year, which may mean only one or two cards in the envelope. These clearances will ensure that nothing is overlooked, and will also ensure removal of all "dead wood".
8. Cash cannot be accepted from UK members unless pre-arranged with the Bureau Manager, and then only in special circumstances.
9. If you do **NOT** wish to receive QSL cards from other members, please inform those you work of this fact at the time of the QSO. Many members keenly chase awards and to claim these they require your card and will most definitely send their card to the Bureau. If you are not a Bureau user this card will be returned at their expense so please confirm your intentions at the time of the exchange.

Please address all cards and correspondence for the Bureau as follows:-

**RSARS QSL BUREAU
6 Greenland Crescent
Chilwell, Beeston
Nottingham NG9 5LB**