

# Big Bend Community Based Care Policy & Procedure

---

**Series:** 900: Data Collection, Records & Reporting

**Policy Name:** Standard Email Signatures

**Policy Number:** 918

**Origination Date:** 2/15/2018

**Revised:** Board Meeting of 12/13/2018

---

## Policy

It is important all communications from Big Bend Community Based Care (BBCBC) are consistent. To further promote consistency, BBCBC has created new uniform email signatures for use by all BBCBC staff.

## Procedure

- A. BBCBC understands not all email client applications and operating systems support graphics and styles in email message signatures, so there is a text only email signature alternative for those who wish to use a simpler format. The text-only email signature is required to be utilized when sending an email through BBCBC's Outlook Exchange system on mobile devices and smart phones.
- B. Remember to include your full name, title, address, email address, office phone number, fax number (if applicable), mobile phone number (if applicable), and Big Bend Community Based Care's website address in your email. Do not include philosophical statements or inspirational quotes; this is to avoid the potential confusion that such statements represent BBCBC's mission, vision, values, and/or ideology. Finally, do not embed additional images into your signature.

### C. Standard Email Signature.

[Name]

[Title]

Big Bend Community Based Care

[Street Address]

[City], Florida [Zip Code]

[Email Address]

Office: [Area Code] [Phone Number] [Extension]

Fax: [Area Code] [Fax Number]

Mobile: [Area Code] [Phone Number]

[www.bigbendcbc.org](http://www.bigbendcbc.org)



# Big Bend Community Based Care Policy & Procedure

---

***Our Mission:*** *At Big Bend Community Based Care our sole purpose is to provide the highest quality child welfare, substance abuse and mental health services to children, adults, and their families within their communities through a managed network of accredited providers.*

## D. Text-only Email Signature.

[Name]

[Title]

Big Bend Community Based Care

[Street Address]

[City], Florida [Zip Code]

[Email Address]

Office: [Area Code] [Phone Number] [Extension]

Fax: [Area Code] [Fax Number]

Mobile: [Area Code] [Phone Number]

[www.bigbendcbc.org](http://www.bigbendcbc.org)

***Our Mission:*** *At Big Bend Community Based Care our sole purpose is to provide the highest quality child welfare, substance abuse and mental health services to children, adults, and their families within their communities through a managed network of accredited providers.*

- E. Instructions for installing the email signatures (Standard Email Signature and Text-only Email Signature) on Microsoft Outlook, mobile devices, and smart phones can be found in the *Instructions for Installing Big Bend Community Based Care's Standardized Email Signatures*.