

E-MAIL SIGNATURE

Verdana, the YMCA's electronic/system font, should be used for both e-mail body copy and signatures. The YMCA of San Diego County requests that staff use the layout below.

E-mail signatures should not include:

- Color backgrounds or designs
- Font colors that are not part of the Y's color palette
- Quotes
- Any logo, graphic or icon that is not the YMCA of San Diego County's wordmark (or approved seasonal artwork, like Annual Campaign).

Example:

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First name Lastname

Title

Department (if needed)

YMCA OF SAN DIEGO COUNTY (adjust for branch name if needed, ALL CAPS)

3708 Ruffin Rd, San Diego, CA 92123 (adjust address for your location)

Office: (XXX) XXX-XXXX

Mobile: (XXX) XXX-XXXX

Email: youremail@ymcasd.org

www.ymcasd.org | [Facebook](#) | [Twitter](#) (social media can be adjusted for your role/location)



YMCA OF SAN DIEGO COUNTY
**COMMUNITY
WELL-BEING**
& B E L O N G I N G

The YMCA of San Diego County is for Community Well-Being and Belonging.