

**Middletown (DE) Alumnae Chapter
Delta Sigma Theta Sorority, Inc.**

Chapter Email Signatures

Purpose: This policy establishes the guidelines for the use of the official email signature by members of the Middletown (DE) Alumnae Chapter when conducting official Sorority business. The purpose is to ensure consistency, professionalism, and brand integrity in all email communications.

Scope: This policy applies to all members of the Middletown (DE) Alumnae chapter leveraging chapter-owned email addresses and any other individuals authorized to use the official email signature for Sorority business.

Policy:

1. Mandatory Use:

- The official email signature must be used in all email communications related to Sorority business, including internal and external correspondence.

2. Signature Format:

- All email signatures must adhere to the approved format as outlined below:

Standard Template



FULL NAME

Position, Committee

Middletown (DE) Alumnae Chapter
Delta Sigma Theta Sorority, Inc.



Update.dstmiddletownde@gmail.com



Optional

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Reply Template

FULL NAME

Position, Committee

Middletown (DE) Alumnae Chapter

Delta Sigma Theta Sorority, Inc.



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0. Consistency:

- No modifications or additions to the signature format are permitted without prior approval from the Chair of Communications and Public Relations and Chapter President.

0. Implementation:

- The official email signature must be implemented in the email settings of each authorized user's email client.

0. Review and Updates:

- This policy will be reviewed bi-annually, and updates will be communicated to all chapter members.

Responsibility: The Chair of Communications and Public Relations is responsible for overseeing the implementation and adherence to this policy. Any questions or concerns regarding the use of the official email signature should be directed to the Chair.

Effective Date: This policy is effective as July 28, 2024.

Approval: This policy has been approved by the Chapter President and is hereby issued for implementation.

**FULL NAME***Position*

Middletown (DE) Alumnae Chapter

Delta Sigma Theta Sorority, Inc.



EMAIL



555.555.5555

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**NIKOIA FORDE***Chair, Public Relations and Marketing*

Middletown (DE) Alumnae Chapter

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302.438.0120

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NIKOIA FORDE

Chair, Public Relations and Marketing

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