**CREC Email Signature Guidelines**

CREC has established standard email signatures for all CREC staff. Your signature must follow these guidelines:

* Century Gothic is the approved font for all CREC email signatures. Century Gothic is a standard font on all computers. The recommended font size is 9 or 10 and all fonts should be black.
* **No pictures or logos other than the CREC logo**.
  + **Y**ou may use the CREC logo that corresponds with your division or program – Excellence in Education, Schools of Excellence, or Expert Solutions. Visit [www.crec.org/communications](http://www.crec.org/communications) for guidelines.
* No color or printed backgrounds
* No quotes
* If desired, you may include any of the following “optional” items below your personal information:
  + Follow CREC on Facebook at: [www.facebook.com/CRECExcellenceinEducation](http://www.facebook.com/CRECExcellenceinEducation)
  + Follow CREC on Twitter at: [www.twitter.com/CRECEducation](http://www.twitter.com/CRECEducation)
  + The CREC Vision: To become our member districts’ primary resource to facilitate collaborative efforts that create equitable and sustainable education opportunities, assist in maximizing district and regional resources, and advance successful education practices for all learners at all ages.
  + ***During lottery season:*** Apply now through \_\_\_\_\_\_\_\_\_\_ to CREC’s Magnet Schools of Excellence and the Hartford Region Open Choice Program. Visit [www.choosecrec.org](http://www.choosecrec.org/) for more information.
  + “Where Hope Begins and Aspirations are Achieved”

The approved visual formats for CREC email signatures are provided on the following pages. These samples are meant to be copied and pasted into your own signature editor; all you will need to do is plug in your own information.

As a reminder, your signature editor can be accessed in Outlook by going to **File > Options > Mail > Signatures**.

**Please select from the following visual formats:**

**(Choose your preferred format and copy and paste into your signature editor)**

**Without CREC logo (Left-adjusted):**

**Name**

*Title*

*Division/Program/School*

CREC (Capitol Region Education Council)

Address, Town, CT 06XXX

O: Phone | C: Cell | F: Fax

Email | [www.crec.org](http://www.crec.org) or <http://www.crecschools.org>

**Example:**

**Jennifer M. Jones**

*Program Manager*

*Institute of Teaching & Learning*

CREC (Capitol Region Education Council)

111 Charter Oak Avenue, Hartford, CT 06106

O: 860.247.2732 | C: 860.555.2732 | F: 860.246.3304

[jjones@crec.org](mailto:jjones@crec.org) | [www.crec.org](http://www.crec.org)

*Follow CREC on Facebook:* [*www.facebook.com/CRECExcellenceinEducation*](http://www.facebook.com/CRECExcellenceinEducation)

*Follow CREC on Twitter:* [*@CRECEducation*](http://www.twitter.com/CRECEducation)

**Without CREC logo (Centered):**

**Name**

*Title*

*Division/Program/School*

CREC (Capitol Region Education Council)

Address, Town, CT 06XXX  
O: Phone | C: Cell| F: Fax

Email | [www.crec.org](http://www.crec.org) or <http://www.crecschools.org>

**Example:**

**John Smith**

*Theme Coach*

*CREC Discovery Academy*

CREC (Capitol Region Education Council)

176 Cumberland Avenue, Wethersfield, CT 06109

O: 860.422.7095 | C: 860.524.5555 | F: 860.555.5845

[jsmith@crec.org](mailto:jsmith@crec.org) | [www.crecschools.org](http://www.crecschools.org)

Apply now through February 28, 2017 to CREC’s Magnet Schools of Excellence and the Hartford Region Open Choice Program. Visit [www.choosecrec.org](http://www.choosecrec.org/) for more information.

**With CREC logo (Left-adjusted):**

**Name**

*Title*

*Division/Program/School*

CREC (Capitol Region Education Council)

Address, Town, CT 06XXX

O: Phone | C: Cell | F: Fax

Email | [www.crec.org](http://www.crec.org) or [www.crecschools.org](http://www.crecschools.org)



**Example:**

**Jennifer M. Jones**

*Program Manager*

*Institute of Teaching & Learning*

CREC (Capitol Region Education Council)

111 Charter Oak Avenue, Hartford, CT 06106

O: 860.247.2732 | C: 860.555.2732 | F: 860.246.3304

[jjones@crec.org](mailto:jjones@crec.org) | [www.crec.org](http://www.crec.org)



**With CREC logo (Centered):**

**Name**

*Title*

*Division/Program/School*

CREC (Capitol Region Education Council)

Address, Town, CT 06XXX  
O: Phone | C: Cell | F: Fax

Email | [www.crec.org](http://www.crec.org) or <http://www.crecschools.org>



**Example:**

**John Smith**

*Theme Coach*

*CREC Discovery Academy*

CREC (Capitol Region Education Council)

176 Cumberland Avenue, Wethersfield, CT 06109

O: 860.422.7095 | C: 860.555.5555 | F: 860.555.5555

[jsmith@crec.org](mailto:jsmith@crec.org) | [www.crecschools.org](http://www.crecschools.org)



“Where Hope Begins and Aspirations are Achieved”

*Updated April 2017*