

## EFNEP Educator Email Signature Template

This protocol gives the template for email signature lines of the EFNEP Educators. This template should be incorporated into the educator's emails as soon as the educator has access to their county email.

1. Once the EFNEP educator has access to their county email, they will copy and paste or type in the information for creating their signature line from the example below.
2. The NPS should check with the county to make sure the logo is appropriate.
3. The educator should check the EFNEP web link before using the signature line.

### Template

Educator Name  
Colorado State University Extension, \_\_\_\_\_ County  
EFNEP Educator  
Expanded Food and Nutrition Education Program  
Office address  
Office Phone number (w)  
Cell phone number (c) – only if you want to put your personal cell number  
Email address  
[www.efnep.colostate.edu](http://www.efnep.colostate.edu)



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### Example

Katie McGirr  
Colorado State University Extension, Larimer County  
EFNEP Educator  
Expanded Food and Nutrition Education Program  
502 West Lake Street  
Fort Collins, CO 80523  
970-491-3642 (w)  
970-310-3198 (c)  
[Kathryn.mcgirr@colostate.edu](mailto:Kathryn.mcgirr@colostate.edu)  
[www.efnep.colostate.edu](http://www.efnep.colostate.edu)



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