

**PSRMA
Board Policy No. 1
Official PSRMA Email Communications**

Summary

The Museum recognizes the valuable contributions of its volunteers and seeks to ensure professional and consistent communication in the conduct of official museum business. This policy establishes guidelines for volunteer email use.

Policy Guidelines

1. **Official Email Accounts:** All volunteers engaged in official museum business, including corresponding with museum staff, patrons, or external parties, must utilize an official museum email account provided by the museum. Personal email accounts should not be used for official museum business.
2. **Standardized Email Signature Block:** All official museum email communications from volunteers must include a standardized email signature block on the initial email correspondence. Subsequent responses may use an abbreviated signature block. The signature block will be provided by the museum and will include:
 - o Either the PSRMA logo, SD&A logo, or SD&AE logo
 - o Volunteer Name
 - o Volunteer Role at the Museum (if applicable)
 - o Museum Name
 - o Museum Phone Number (or personal number, if applicable)
 - o Official Email
 - o Museum Mailing Address
 - o Museum Website Address
 - o Charity Statement
3. **Training:** Volunteers will be provided with training on proper email etiquette and use of the standardized signature block.
4. **Enforcement:** Volunteers who disregard this policy may be subject to limitations on their official communication privileges.

Signature Block Sample



NAME
Title
Pacific Southwest Railway Museum Association, Inc
PHONE | email@psrm.org | www.psr.org

Business Mailing Address
4695 Nebo Drive
La Mesa, CA 91941

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