



SHCS Business Card Guidelines

Front Side

For clarity about terminology below:

- **Portfolio** = VPS (Vice-President, Students)
- **Unit** = SHCS (Student Housing and Community Services)
- **Operating Department** = Student Housing, Bookstore, Campus Mail, Conferences and Accommodation, Child Care Services, Food Services, Parking and Access
- **Support Department** = Department that supports all of SHCS (e.g., Finance, IT, Marcom, Facilities and Building Services, Safety).
- **Division** = Entities within a department, like Residence Life and Administration (under Student Housing) or Sage/Scholar's Catering/Harvest (under Food Services).

SHCS Operating Departments

Bookstore, Campus Mail, Child Care, Conferences and Accommodation, Facilities and Building Services, Food, Parking and Access, Student Housing

Indicate the department only, rather than the department (Food Services) + unit (Student Housing and Community Services).

Operating Department Example

Daisy Duck
Manager, Logistics



THE UNIVERSITY OF BRITISH COLUMBIA

Campus Mail
Vancouver Campus | Musqueam Traditional Territory
2329 West Mall, Vancouver, BC V6T 1Z4
Phone 604 555 5555 | Fax 604 555 5555
email.address@ubc.ca | website.ubc.ca

Divisions (within operating departments)

Residence Life and Administration, Sage, Scholar's, etc.

If a staff member is part of a division within an operating department, **identify the division name only**, rather than the division (Sage) + department (Food Services) + unit (Student Housing and Community Services).

Division Example

Jiminy Cricket
Sous Chef

 **THE UNIVERSITY OF BRITISH COLUMBIA**

The Point
Vancouver Campus | Musqueam Traditional Territory
2205 Lower Mall, MD 4, Vancouver, BC V6T 1Z4
Phone 604 555 5555 | Fax 604 555 5555
email.address@ubc.ca | website.ubc.ca


SHCS Support Departments

Safety, Marcom, Purchasing, etc.

Email Signature should indicate the unit: Student Housing and Community Services. It should not reference any operating departments or divisions, regardless of any relevant portfolios.

Example

Bugs Bunny
Safety Associate

 **THE UNIVERSITY OF BRITISH COLUMBIA**

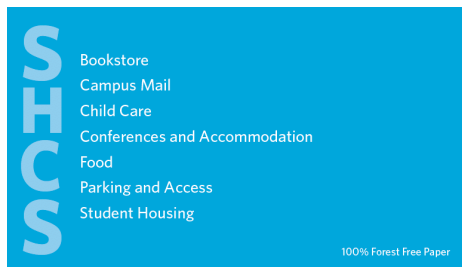
Student Housing and Community Services
Vancouver Campus | Musqueam Traditional Territory
2205 Lower Mall, MD 6, Vancouver, BC V6T 1Z4
Phone 604 555 5555 | Fax 604 555 5555
email.address@ubc.ca | website.ubc.ca

Reverse Side

Every staff member in SHCS who orders business cards will have the blue “SHCS” design (below) on the reverse-side of their business cards. This includes all operating departments, divisions, and support departments.

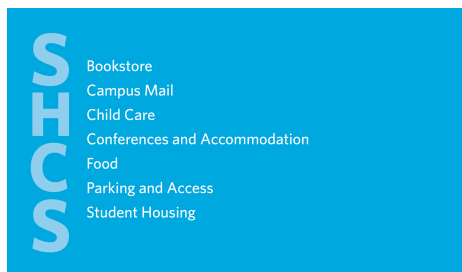
Version A.

For staff in departments/divisions who orders through Maria Domingo. These orders are made through Royal Printers on Sugarsheet forest free paper.



Version B.

For staff in departments who do not order via Maria Domingo and where the order goes through Xerox – where orders are not made on forest free paper.



Exceptions to the SHCS graphic on the reverse side

In some cases, there may be staff within a division (e.g., Starbucks, Scholar’s, The Point, Sage, Pacific Spirit Hostel) who may request a specific logo on the reverse side of their business card – instead of the blue SHCS graphic. **These requests need to be approved by the director of their department.**

The director can provide approval by email directly to the person who orders business cards on behalf of the department/division (indicated below). Alternatively, they can provide approval by email to the staff member who is making the request, which that staff member can then forward when requesting business cards.

Placing Business Card Orders

For the time being, please have your staff continue to place business card orders through the individual in your department who does so. Here are the contacts for each area:

- **Student Housing, Conferences and Accommodation, Child Care Services, Food Services + SHCS Support Departments:** Order via Maria Domingo (maria.domingo@ubc.ca)
- **Parking and Access:** Order via Stephanie Qian (sqian@mail.ubc.ca)
- **Bookstore and Campus Mail:** Order via Shiela Jimenez (shiela.jimenez@ubc.ca)