

'58 CLASSMATE DEATH NOTIFICATION STEPS

Your Classmates want to have the opportunity to honor your life upon your death. In order to do that, we need to be apprised of your death promptly so that we can find a classmate or classmates to attend whatever service your family decides on. If a classmate can attend the service, we want to ship to him a class flag for display at the service representing the Class of 1958. To do this we will need prompt notification as it takes time to make the arrangements.

Therefore, we are urging you to talk with your family about this subject, informing them of what to do and how to do it (below). We know that upon any family member's demise many things have to be arranged and this is just one of many, but we, your classmates, would appreciate the opportunity to honor your memory on behalf of your Class, which we will do if we have the information in time.

Here's what someone in your family should do promptly:

Email Jack Downing (ejdowning@cox.net). He will notify the Class, the Association of Graduates, Palmer (class flag), the Widows Outreach Team (WOT), Lee Miller (treasurer) and your CCQ. In order to have a flagbearer, classmates planning to attend the ceremony should notify Palmer who will arrange for shipment of the flag.

The person informing Jack of the death should have as much of the following information as readily available.

- Name of deceased
- Name and contact information of Next of Kin (NOK)
- Date, time of death
- Cause of death
- Location of death
- Memorial service, information
- Burial, time. Location
- Choice of flowers or donation to charity
- Classmates attending service