

APPENDIX: CHECK LIST FOR POINT OF CONTACT (POC) AT THE PASSING OF A CLASSMATE

Introduction: You have accepted a very important responsibility as the POC for the family of a Fallen Classmate. Simply stated, your job is to be the representative of the next of kin and family to our Class and the representative of the Class to the next of kin and the family. In a way, you will be a survivor's assistance officer on behalf of the Class of 1965.

Below is a checklist which includes many but not all the things you are being asked to do to accomplish your mission. While an attempt has been made to put these items in order, they are not prioritized and should be done in the order that best fits the needs of the next of kin and the family

NOTE: In many cases, not all of these services will be desired/required by the family. The primary determinant of your duties is the family's preferences, which you must determine by personal contact.

1. Establish contact as soon as possible. Let the Scribe know that you have done so.
2. Determine the Primary Next of Kin (PNOK) (usually the widow or eldest child).

-- PNOK Name:

-- PNOK Address:

-- PNOK Email:

-- PNOK Phone:

3. Offer your assistance and the assistance of the Class to the next of kin and the family in any way you deem appropriate. Determine if the next of kin and family are comfortable with providing phone number, e-mail

address, and street address so Classmates can offer their condolences.
Share what you learn with the Scribe

-- Contact Information can be shared: Yes No

4. Determine the plans for a Funeral and/or Memorial/Celebration of Life as soon as possible to include, date, time, planned duration, location, and plans for food and other items desired. Communicate these details to the Scribe for dissemination to the Class. In many cases, a headcount will be desirable for reception purposes. You should gather that count to assist the NOK.

5. If flowers are desired, the POC usually procures those locally and submits an invoice to the Class Treasurer for reimbursement. If a charitable donation is desired, furnish the name of the charity and its contact data to the Class Treasurer for his use in having AOG issue a check.

The combined value of flowers and charitable donation may not exceed \$200.

-- Date: _____ Time: _____ Duration:

-- Location:

-- Food Served: Yes No Headcount needed by date _____

-- Class Flag Requested: Yes No (normally displayed)

-- Ship Flag to Address and Phone Number (normally shipped to the POC):

-- Playing of Taps Requested: Yes No

-- Prefer: Flowers and/or Donation (total cost not to exceed \$200)

-- Name of Charity:

-- Charity Address:

6. Determine how comfortable the next of kin and family are with the taking of pictures and arrange to take pictures or designate someone to do that for you. Focus on pictures that include the family, the Class Flag, flowers from the Class if that option was chosen, and a group picture of Classmates and spouses attending.

-- Pictures OK: Yes No

7. If the Classmate is to be interred at West Point or Arlington and you will not be able to attend, coordinate with the Scribe to find a Classmate who will be attending to serve as an assistant POC for that service.

-- POC Can Attend Yes No

-- Alternate if above is No:

-- Alternate contact info:

8. Maintain frequent contact with the next of kin and family as well as with the Scribe; he is your conduit for communicating with the Class as a whole.

9. As appropriate and with sensitivity to NOK emotions, discuss the desirability of a Memorial Article to be written on the deceased classmate. If there is interest, ask the NOK if there is an author or Classmate they would prefer to be the lead in its preparation. Also provide the Class Memorial Articles Coordinator with that individual's contact information (Chuck McCloskey, ccmccloskey@yahoo.com, cell {919} 610-9325) and the Association of Graduates link for Memorial Articles (<https://www.westpointaog.org/TAPS>). Following discussions with the NOK and to assist in Memorial Article preparation, the Class POC should:

-- Contact data for recommended author or lead for the Memorial Article provided to the Class Memorial Articles Coordinator Yes No.

-- Printed obituary materials from funeral furnished to Memorial Article Coordinator Yes No

-- Notable comments from eulogies presented at the Memorial Service(s) furnished to the Memorial Article Coordinator.

Yes No

10. Prepare a complete report by e-mail for submission to the Scribe as soon as possible after the service. The report should provide a summary to the Class Scribe of the funeral services including location, what type of service, military honors, Classmates and family in attendance, and pictures if possible.

-- Final report submitted to Scribe Yes No

CONTACTS:

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