



# Guide Lines

**Guidelines** has been prepared for your use  
as a part of our service

*Courtesy of*

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# Guidelines

For families and relatives, the period of time between a death and the final disposition is a period of considerable confusion.

Few people have ever had the personal experience to know exactly what has to be done at a time like this. It is for this reason that your funeral director stands willing to grant you all the necessary counsel and guidance needed during the next few days.

It is his wish in presenting you with Guidelines that it might offer some assistance during this period of uncertainty.

The purpose of this book is to provide informative guidelines and basic factors to be considered in the making of funeral arrangements. Expressed thoughts found in the succeeding pages are derived from extensive physiological studies of grief therapy, and are in no way meant to influence a family's personal request.

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Guidelines Publications  
P.O. Box 245  
Stamford, New York, 12167

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## **THE FUNERAL, AN EXPERIENCE OF VALUE**

No man is an island. His death touches and affects his world of relatives, friends, and associates in a direct and forceful way. In arranging a funeral it is well to consider the feelings of others who shared in or benefited by the life of the deceased. For sorrow shared is sorrow diminished.

The funeral is a ceremony of proven worth and value for those who mourn. It provides an opportunity for the survivors and others who share in the loss to express their love, respect, and grief. It permits facing openly and realistically the crisis that death presents. Through the funeral the bereaved take that firm first step toward emotional adjustment to their loss.

A funeral is an unique event in the life of a family. No two are exactly alike. It should also be remembered that the funeral of every man, famous or unknown, rich or poor, can be equally important for those bereaved he leaves behind.

The funeral is one of the few personal events and ceremonies to which none is invited but to which all should be able to come. In a very real way, the funeral not only recognizes that a death has occurred, but it also is testimony that a life has been lived.

## **THE PRESENCE OF THE BODY**

A funeral with the body present gives identity and purpose to the service. With the body present, a climate for mourning exists which makes the sharing of sorrow natural. Without the body, expression of sympathy may be forced, empty and unnatural for many people and makes the acceptance of death difficult for others.

The funeral is a rite of separation. It confirms the reality of death. This, psychiatrists say, is a necessary beginning toward healthy adjustment to loss.

There are some who want to deny that a person has died and that such a person's life on earth has ended. The presence of the body in the casket actualizes the fact of death. Viewing the body serves to reverse the process of denial while it promotes the acceptance of reality.

## **PUBLIC OR PRIVATE FUNERAL**

A public funeral gives the community a chance to offer its support and share the sorrow of the immediate family of the deceased. An

outstanding pastoral psychologist has written that "the funeral and the varied events that surround the ceremony are for those who live on."

A private funeral limits those who may attend. It arbitrarily shuts out relatives, friends, associates and acquaintances who sincerely want to bring comfort to the bereaved.

## CALLING HOURS

Funeral practices vary. In some areas the greatest number of people pay their respects to the deceased and to the survivors by attending the funeral service. In other places, the largest number call at the funeral home or at the mortuary while the body is lying in state. Some do both.

Sometimes attendance at the actual funeral service is not possible because of the hour or day when it is held, but many people will want to pay their respects during the so-called visitation period which may be referred to as, calling hours -- visitation -- a wake -- or a shivah. Having the body lying in state with members of the family present encourages sharing the experience of death and mourning. It is gratifying both to members of the family and to those who care enough to call.

## FLOWERS AND OTHER MEMORIALS

Many persons wish to express their sympathy by sending flowers or some other memorial in addition to extending their condolences in person. Others do this because they cannot be present at the visitation or service.

Those who wish to demonstrate their feelings should be able to do it in the way they prefer. Flowers, for example, have a message all their own. They add beauty to the casket setting and to the funeral service. It is considered proper for the family to suggest a certain memorial, but it should not be done in such a manner that any other form of expression is excluded.

### EXAMPLES:

(Good) In remembrance of Mary Jones those that wish may make contributions to the building fund of the John Doe Hospital.

(Poor) Please omit flowers

No flowers

Send no flowers

## CHILDREN ATTENDING THE FUNERAL

Authorities agree that it is not only correct to permit a child to go to a funeral but, from approximately the age of seven, the youngster should be encouraged to attend. The child needs to participate with his family in offering his last respects to the deceased as well as to express in his own way love and devotion. To shut him out of this experience is to deny him a significant and meaningful life experience that can have important consequences for his future emotional development. If the child is unwilling, however, he should not be forced to attend a funeral or made to feel guilty because he "let the family down." In any event, children should not be spared knowledge about death.

## THE CERTIFICATE OF DEATH

Your funeral director has the responsibility of seeing to it that all the required statistical information about the deceased, as well as the place of interment or cremation, is placed on the original certificate of death.

He then in turn refers this official document to the deceased's attending physician for his certification.

This certificate now becomes a permanent record with the registrar of vital statistics in the town, village, or city in which the death occurred.

The registrar, for a nominal fee, will issue to you certified copies of the original death certificate which you and-or your attorney will need for the following estate settlement purposes:

1. Insurance claims of all kinds
2. Veterans Administration benefits
3. The sale or transfer of real property
4. The sale or transfer of stock and bond certificates
5. Banking transactions
6. Motor vehicle registration transfers
7. Others

## INSURANCE

Sometimes the mere word "INSURANCE" can be looked upon as being complicated, but the filing of an insurance death claim is a relatively simple procedure. The following steps should be taken by the beneficiary of a deceased's insurance policy:

1. Contact if at all possible the Insurance Company's local office or

agent in your area. If you are successful, they will handle the death claim for you. CAUTION: Do not surrender the insurance policy without an authorized receipt.

2. If there is not a company office or agent in the area, this claim may be processed by mail.
3. Write a letter to the home office of the insurance company whose name appears on the face of the policy. State the name of the deceased, the date of death, and the policy number of the insurance contract. CAUTION: Do not send the policy in to the company.
4. Enclose with the above letter, one certified copy of the original death certificate.
5. Within a two or three week period the named beneficiary should receive the face amount of value of the insurance policy.
6. The next of kin of the deceased should always check all other possibilities of insurance claims including unions, fraternal and other organizations the deceased belonged to that may offer a death benefit.

## **THE LEGAL ASPECTS OF DEATH**

The earthly possessions, known as the estate of the deceased, must be distributed after his death. Any assets that are left must be used to pay any debts, and any balance left must be lawfully distributed after payment of estate or death taxes. If the deceased owned or operated a business, the business must be administered and maintained in an orderly manner or must be liquidated.

In order to accomplish this process of distribution, legal proceedings are necessary to decide how any property should be distributed and who is to be in charge of this distribution. Because of the technical nature of these proceedings and all the complications involved in settling the estate and distributing the assets, it is advisable that a lawyer be consulted.

Some, not all, of the major matters to be considered are listed below:

1. Did the deceased have any property? Is there any real estate, stocks, bonds, bank accounts, personal items, or other types of property? Is this property held in the name of the deceased, or is it



held jointly with someone else?

2. Did the deceased leave a Will? Where is the Will located? What are the provisions in the Will regarding the distribution of the property? If there is not a Will, what is the state law regarding the distribution of the property?
3. If there is a Will, who was appointed the Executor of the Estate? If there is not a Will, how can proceedings be brought to appoint an Administrator? If a court is to appoint an Administrator, who is the court to appoint?
4. Are the assets of the deceased subject to any state or federal estate or death taxes? If the assets of an estate are less than approximately \$127,000.00, or \$250,000.00 if there is surviving spouse, the estate is not generally subject to the federal estate tax, but smaller estates are often subject to State death taxes (the law varies from state to state). Is a certificate of payment of taxes necessary to clear the title of any Real Estate?
5. Is the deceased the sole owner of an automobile or trailer, or is the vehicle owned by the deceased and another person? Does this vehicle become part of an estate?
6. Is the deceased a sole proprietor of a business, in a partnership with another person, or a member of a corporation doing business under an assumed name? What are the provisions of the partnership or corporation contract in the event of death of one of its members?

There are many other considerations that often arise, but a competent attorney should be able to advise of any matters not discussed above.

### **BANKS-SAFE DEPOSIT BOXES**

Because all banks are subjected to state and federal statutes governing their operations, it is very difficult to satisfactorily define the banking rules and regulations in any one given area. General banking law also undergoes constant change from time to time which makes it impossible to pin point local procedure in the event of death of an owner of an account or safe deposit box.

It is recommended that the bank that holds an account or safe deposit box of the deceased be contacted directly to find out the

necessary steps to take for the release of their contents. Although it may not be absolutely necessary, generally the services of a competent attorney is desirable to handle these matters.

### SELECTING A LAWYER

The basis for selecting a lawyer for legal guidance and professional advice should be made on past experience or of a personal acquaintance nature. He should be selected for reasons of trust, confidence, respect and the ability to effectively settle an estate in a reasonable length of time. In the event you do not have any previous experience with a lawyer, a close friend, your employer or even your funeral director will be able to recommend a competent attorney to you.

### SOCIAL SECURITY BENEFITS

When a person who has worked under the social security law dies, some member of his family should get in touch with the social security office. If you cannot come to the social security office because you are housebound or hospitalized, write or telephone and a social security representative will arrange to visit you.

Long delay in filing an application can cause loss of some benefits, since back payments for monthly cash benefits can not be made on a retroactive basis. Cash benefits to survivors are figured from the amount of retirement or disability benefit of the deceased.

In most cases a lump sum death benefit is paid to the dependent of a worker under the social security program. An application for a lump sum death payment must usually be made within 2 years of the worker's death.

Monthly payments are also paid to dependents when a worker dies. These dependents are:

1. Unmarried children under 18 or between 18 and 22 if they are fulltime students.
2. Unmarried children 18 or over who were severely disabled before they reached 18 and who continue to be disabled.
3. A widow, regardless of her age, if she is caring for a child under 18 or disabled and the child gets payments based on the worker's record.
4. A widow 60 or older even if there are no children entitled to

payments.

5. A widow 50 or older (or dependent widower 50 or older) who becomes disabled not later than 7 years after the death of the worker or, in the case of a widow, not later than 7 years after the end of her entitlement to benefits as a widow with a child in her care.
6. A dependent husband or widower 60 or over.
7. Dependent parents 62 or over after the worker dies.
8. Others: Social security benefits are subject to constant change. For this reason, if any question of eligibility arises, contact the social security office.

### **SOCIAL SECURITY PROCEDURE FOR APPLYING FOR BENEFITS**

As many as possible of the following items should be obtained prior to your visit to the Social Security office. Do not delay contacting the office because all of the items are not available.

1. Deceased's social security number.
2. Record of deceased's earnings, if any, in year before death. Income tax return W - 2 is satisfactory.
3. Record of deceased's earnings, if any, in year of death. Approximate wages for that year and name of employer.
4. If deceased was drawing social security, what was done with the last check? Was it cashed? If not, the Social Security Administration will reissue it to the family.
5. Approximate amount of funeral expenses.
6. Birth record of children under 23 years of age.
7. Marriage record of widow. (Not necessary if husband is survivor).
8. Social security numbers of those above (wife and children.)

NOTE: Under the law and regulations, social security records are confidential. Information from your record may not be disclosed without proper authorization.

## BENEFITS FOR SURVIVORS OF VETERANS

State veteran counselors and veteran service agency directors provide specialized counseling on benefits available to the survivors of veterans and servicemen, under the different programs established by local, state, and federal laws.

Your funeral director may be able to offer guidance in making application for one or more of the following benefits:

**BURIAL ALLOWANCE:** An authorized federal government burial allowance up to \$300.00 is provided by the Veterans Administration to the widow, children, parents, or any person who pays the funeral expenses of an eligible war-time veteran, or certain peace-time veterans. Claims must be filed within two years of permanent burial or cremation.

**PLOT OR INTERMENT ALLOWANCE:** Public Law 93-43, enacted June 18, 1973 provides for payment of an amount not exceeding \$150 as a plot or interment allowance, in addition to the \$300 basic (non-service connected) burial allowance, only when the veteran is not buried in a national cemetery or other cemetery under the jurisdiction of the United States Government. Burial in a State, County or Municipally owned cemetery does not bar payment of the plot or interment allowance. If the cost of the grave, mausoleum space, columbarium niche or any other place of final disposition has not been paid, the plot or interment allowance is applicable thereto up to \$150.00. If the amount unpaid is less than \$150.00 then the balance between the unpaid amount and \$150.00 can be applied to other funeral and burial expenses, whatever they may be. If there are no unpaid plot, grave, mausoleum, columbarium niche or other place of disposition expenses, the entire \$150.00 may be used for other expenses, including those relating to the funeral, cremation, interment receptacle, transportation and the like.

**IN SERVICE DEATH BENEFIT:** Public Law 93-43 also provides that when a veteran's death is service connected, burial and funeral expenses may be paid in an amount of \$1,100.00 and is in lieu of the \$300.00 basic burial allowance and the \$150.00 plot interment allowance.

**TRANSPORTATION:** Transportation costs, when payable, are in addition to the non-service and service connected benefits.

**A BURIAL FLAG:** This is available for draping the casket of a war-time veteran, a veteran discharged or released because of a service connected disability, or a veteran who has served at least one enlistment. The flag is presented to the next of kin following burial.

**BURIAL IN NATIONAL CEMETERIES:** This is available to any veteran of a war-time or peace-time service whose last period of service (other than for training) terminated honorably. Reservists who die while performing active duty for training, an eligible veteran's wife, husband, widow, widower, minor children, and under certain conditions, unmarried adult children are also eligible. U.S. citizens who served in time of war in the Armed Forces of an Allied Government may also be eligible. All expenses incident to the grave site and actual interment are provided without charge. Application should be made at the time of the veteran's death.

**HEADSTONE OR MARKER:** The government will furnish, free of cost a headstone, or marker to be placed at the unmarked grave of a member of the Armed Forces of the United States or the Confederate States of America who died in service or whose last discharge was honorable. The next of kin has a choice of four different markers or headstones at the time application is made. Upon application, a monetary reimbursement is now available to families wishing to purchase a monument or marker other than the one provided by the Veterans Administration.

**UNITED STATES GOVERNMENT LIFE INSURANCE:** It should be determined first if the veteran carried this insurance as a result of an option after leaving active duty. Application and information for filing claims for U.S. Government Life Insurance should be obtained from the nearest Veterans Administration office. Forms may also be obtained by writing to the Veterans Administration, Washington, D.C. 20420.

**DEATH PENSION:** A (Non-Service-Connected Death) pension is payable to eligible unremarried widows and minor children of deceased war-time veterans, depending upon their income and, in some instances, net worth. Minor children may be eligible even though the widow has remarried or is ineligible because of income. A widower, under certain conditions, may also be eligible.

**DEPENDENCY & INDEMNITY COMPENSATION:** This is payable to eligible widows, unmarried children under 18, children 18-23 if attending approved schools, certain helpless children and,

dependent parents, for veteran's war-time or peace-time service-connected death after 1-1-57. Annual income of parents is an eligibility factor. The widower of a female veteran may qualify if he is incapable of self-maintenance and was, at the time of her death, permanently incapable of self-support due to physical or mental disability.

**DEATH GRATUITY:** (Six Month's Pay of Deceased) is payable to a deceased veteran's spouse or children (parents, brothers, or sisters, if designated by the deceased). Veteran's death must have occurred while he was on active duty, active duty for training or inactive duty training, or as a result of a service-connected cause within 120 days after discharge. In no case will the amount be less than \$800 or more than \$3,000.

**GOVERNMENT SHIPS HOUSEHOLD EFFECTS:** When a serviceman dies on active duty, his dependent survivors have one year to arrange for shipment of their household goods, at government expense, to any destination they choose. The property may include one automobile, if death occurs outside the continental United States. The shipment is authorized from the last duty location or from wherever the household effects may be stored. The government also will pay storage costs for up to six months, in connection with the shipment.

**ADDITIONAL ALLOWANCE:** In some areas of the country at a particular state or county level there is an additional death allowance for the next of kin of a deceased veteran. It is advisable to check with your funeral director or local Veterans Administration office for a local clarification.

**Note:** A widow visiting a Veterans Administration office should have with her as many of the following documents and facts as possible. Do not delay contacting the office because all of the items are not readily available.

1. Veterans Discharge
2. Veterans G. I. Insurance Policy if covered
3. Marriage or divorce certificate
4. Birth certificates of minor children or crippled children
5. Amounts of all Life Insurance
6. Amounts of all savings accounts, checking accounts, stocks, bonds, etc.
7. Expenses of deceased's last illness

8. Record of Social Security Payments
9. Certified copy of death certificate
10. Copy of funeral statement

## **GUIDELINES FOR SELECTING A CEMETERY PLOT**

In the brief period between death and burial, cemetery plots and graves are sometimes purchased by a family without careful thought and often without a personal visit to the cemetery and later found to be inadequate or undesirable.

Quite often persons buying cemetery plots in haste will not buy enough graves, or they will purchase many more than the family will ever utilize in future years. To avoid mistakes and to meet the present and future needs of your family, the utmost consideration should be given this decision.

When purchasing a cemetery plot, one should ascertain whether the cemetery meets the requirement of the family's religion.

One should also determine just what restrictions, if any, the cemetery might enforce in regard to the kind of outside burial vault to be used and the type of monument or memorial to be erected.

Buying a cemetery plot for investment purposes is considered an unwise practice. The majority of cemeteries retain the right to repurchase a plot at the original price. For this reason, even though the lot may have increased in value, there is rarely a profit realized by the purchaser.

## **MONUMENTS OR MEMORIALS**

Within a very short time from now, you will be called upon by one or more retail monument dealers, suggesting that you purchase a memorial from them.

One should take particular care during this after period of emotional strain to avoid the hasty purchase of memorials that are of questionable quality or are priced beyond their means.

To give all cemetery plot owners general protection, most cemeteries retain the right to approve the type of memorial to be placed on a grave site. Some cemeteries have restrictions on size and design of memorials, while others require that only a flush-with-the-ground bronze plaque be placed.

After determining if any cemetery restrictions prevail and deciding just what your individual needs and desires are, a reputable retail monument dealer should be contacted.

The quality, material, design, and craftsmanship of a memorial

you are going to have erected permanently deserves very careful consideration.

## WHAT DO FUNERALS COST?

In the realm of everyday living, you are constantly confronted with the age-old question: HOW MUCH DOES IT COST? This holds true whether you are purchasing an automobile, a house, a boat, television set, or even something as small as a loaf of bread. You should likewise be concerned with the question of cost in making funeral arrangements. Funeral costs are no secret, but often are misleading by not being fully explained at a time when it is difficult for families to understand.

Whether a funeral home uses a system of charging one price for the complete funeral based on the casket selected, or they itemize their charges individually, there are four basic factors that constitute the cost of funerals. These are merchandise, professional services, use of funeral home facilities, and cash expenditures.

**MERCHANDISE:** Merchandise may include such items as the casket selected, the outside burial case or urn, clothing provided by the funeral home, and memorial folders and-or acknowledgment cards.

**PROFESSIONAL SERVICES:** Professional services are the personal services of your funeral director, and the arrangements and supervision conducted by himself and his staff of personnel.

**USE OF FUNERAL HOME FACILITIES AND EQUIPMENT:** There is a vast amount of cost involved on the part of your funeral director in providing and maintaining a funeral home facility capable of satisfying the requirements of each and every family he serves. It is for this reason the Funeral Home Facilities and Equipment category is a pertinent factor in the cost of a funeral.

**CASH EXPENDITURES:** Cash expenditures that are occasionally advanced to the family as a courtesy of the funeral home may include cemetery and crematory charges, clergy honorariums, church offerings, limousines, flower cars, newspaper notices, certified death transcripts, flowers, professional pallbearers, gratuities, etc. In certain instances a state law or local policy may prohibit a funeral home from extending a family cash advances.

In determining funeral expenses, consideration should be given to



the assets of the deceased. Insurance, veteran benefits, social security, and other resources is the basis for a family's ability to take financial responsibility for a funeral of a loved one.

### QUESTIONS MOST FREQUENTLY ASKED ABOUT CREMATION

Q. Do we need a casket for a cremation service?

A. Since a cremation funeral service is the same as any other, the casket is used in the same manner and for the same purpose. For health and esthetic reasons, most crematoriums require that a casket or some form of combustible container be used.

Q. Is a funeral director necessary?

A. His services are exactly the same as for other forms of care, and his services are needed for the first call, embalming, casket selection and conducting of the service.

Q. What authorization is required for cremation?

A. Specific requirements vary with the different states, but as a general rule written instructions from the family and a permit from the local health authorities are required for the protection of the family, the crematorium and the public.

Q. What are cremated remains or cremains?

A. They are recognizable skeletal fragments of the human form which weight from 6 to 12 pounds for adults, depending upon the size of the individual. On the average they occupy about 175 cubic inches of space. They are not "ashes" or "dust".

Cremation is not disposition; it is only a method for preparing the remains for memorialization. They are still human remains, and should be placed in a dedicated place such as a columbarium, mausoleum, family plot in a cemetery or other places where they will receive continuing care. In rare instances a deceased will request that his cremains be strewn over a designated area. This practice is by far not the most common, but is permitted by law in some areas of the country.

## WHEN DEATH OCCURS FAR AWAY

Because of temporary employment transfers, vacations, etc., a death occasionally will take place far away from the deceased's home. The distance factor automatically necessitates your home town funeral director to call upon the professional services of an associate at the place of death. He will direct the person called to prepare the deceased for transfer, file all required permits and authorizations, and make the necessary arrangements to have the deceased transported home by funeral coach, airplane, or train depending on the distance involved and the most effective mode of transportation available. These additional services will be reflected somewhat in the total funeral statement a next of kin will receive at a later date.

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## MEMOS. . .

**FRIENDS WHO ASSISTED**  
 (Before, During & After The Funeral)

Name	Assistance Given	Date Thank You Sent

## RELATIVES AND FRIENDS TO BE NOTIFIED

NAME - ADDRESS - TELEPHONE NUMBER	PERSON NOTIFIED
1. Name _____ Address _____ Telephone _____	
2. Name _____ Address _____ Telephone _____	
3. Name _____ Address _____ Telephone _____	
4. Name _____ Address _____ Telephone _____	
5. Name _____ Address _____ Telephone _____	
6. Name _____ Address _____ Telephone _____	
7. Name _____ Address _____ Telephone _____	
8. Name _____ Address _____ Telephone _____	

THANKS FOR CALLING AT THE RESIDENCE

NAME - ADDRESS - TELEPHONE NUMBER	PERSON NOTIFIED
9. Name _____ Address _____ Telephone _____	
10. Name _____ Address _____ Telephone _____	
11. Name _____ Address _____ Telephone _____	
12. Name _____ Address _____ Telephone _____	
13. Name _____ Address _____ Telephone _____	
14. Name _____ Address _____ Telephone _____	
15. Name _____ Address _____ Telephone _____	
16. Name _____ Address _____ Telephone _____	



## AUTOMOBILE LIST

YOUR FUNERAL DIRECTOR WILL BE INTERESTED TO KNOW THE PROCESSION OF CARS ON THE DAY OF THE FUNERAL. THESE TWO PAGES ARE DESIGNED TO AID BOTH YOU AND HIM WITH THESE ARRANGEMENTS.

BEARERS	3RD CAR
Make of Car	Make of Car
Driver's Name	Driver's Name
1ST CAR	4TH CAR
Make of Car	Make of Car
Driver's Name	Driver's Name
2ND CAR	5TH CAR
Make of Car	Make of Car
Driver's Name	Driver's Name

6TH CAR	8TH CAR
Make of Car	Make of Car
Driver's Name	Driver's Name

7TH CAR	9TH CAR
Make of Car	Make of Car
Driver's Name	Driver's Name

ACKNOWLEDGEMENTS	DATE SENT	ACKNOWLEDGEMENTS	DATE SENT
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	





## RECORD OF FLOWERS – MASS CARDS

You will want to keep a record of floral arrangements, Mass cards and other memorials sent by your relatives and friends. The following pages will assist you in the acknowledgement of all of these expressions of sympathy.

FROM WHOM	DESCRIPTION	DATE THANK YOU SENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

## AND MEMORIALS RECEIVED

NOTE: If you number all the cards off the flowers given to you by your funeral director, and list them accordingly on these pages, you may then refer to one particular card that has a multiple listing.

FROM WHOM	DESCRIPTION	DATE THANK YOU SENT
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		

FROM WHOM	DESCRIPTION	DATE THANK YOU SENT
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		
51.		
52.		
53.		
54.		
55.		
56.		

FROM WHOM	DESCRIPTION	DATE THANK YOU SENT
57.		
58.		
59.		
60.		
61.		
62.		
63.		
64.		
65.		
66.		
67.		
68.		
69.		
70.		
71.		
72.		
73.		
74.		
75.		
76.		

**SYMPATHY CARDS RECEIVED**

YOU UNDOUBTEDLY WILL WANT TO PERSONALLY ACKNOWLEDGE SOME OF THE CARDS OF SYMPATHY SENT TO YOU. THESE PAGES WILL ASSIST YOU IN KEEPING A MORE COMPLETE RECORD OF CARDS RECEIVED AND ACKNOWLEDGEMENTS SENT.

DATE THANK  
YOU SENT


SYMPATHY CARDS RECEIVED

YOU UNDOUBTEDLY WILL WANT TO PERSONALLY ACKNOWLEDGE SOME OF THE CARDS OF SYMPATHY SENT TO YOU. THESE PAGES WILL ASSIST YOU IN KEEPING A MORE COMPLETE RECORD OF CARDS RECEIVED AND ACKNOWLEDGEMENTS SENT.

DATE THANK YOU SENT

	DATE THANK YOU SENT

**SYMPATHY CARDS RECEIVED**

YOU UNDOUBTEDLY WILL WANT TO PERSONALLY ACKNOWLEDGE SOME OF THE CARDS OF SYMPATHY SENT TO YOU. THESE PAGES WILL ASSIST YOU IN KEEPING A MORE COMPLETE RECORD OF CARDS RECEIVED AND ACKNOWLEDGEMENTS SENT.

DATE THANK  
YOU SENT




## ETIQUETTE OF ACKNOWLEDGMENT

We hope the following suggestions will prove helpful in acknowledging the various expressions of sympathy you receive during your bereavement.

The acknowledgments you receive from your funeral director should be sent within ten days or two weeks after the funeral. In order to give your expression of gratitude a more personal touch, a few words may be written on the inside of these Acknowledgments. This tends to make the recipient feel that one's thanks are as personal as if they had been expressed verbally.

**CLERGY** - Send a personal note (not a printed Acknowledgment) thanking him for his consolation. If an offering is sent it should be sent separately from the note.

**EXAMPLE:** Dear Mr. Smith or Dear Father Smith (not Dear Reverend or Dear Rev. Smith). My husband and I wish to thank you for the consolation you gave us during our most trying times. Your comforting words during the funeral service will help us tremendously.

**BEARERS** - (including honorary but not professional). Include a message of thanks for their time and services in the Acknowledgment.

**EXAMPLE:** Thank you for your kindness in acting as a pallbearer for Father. Being one of Dad's closest friends made this very meaningful to us.

**LETTERS** - - Replies may be brief, and written on an Acknowledgment. At a later date you may feel more like writing a longer note to particular persons sending letters.

**EXAMPLE:** Thank you for your kind words of sympathy. It is so nice to have friends like you.

**TELEGRAMS** - A few words on an Acknowledgment if you wish is sufficient.

**EXAMPLE:** Your telegram was most appreciated.

**FLOWERS** - A personal message may be written on the Acknowledgment if you wish.

**EXAMPLE:** The vase of Roses you sent for Dad was beautiful.

**MEMORIALS** - Treat the same as flowers.

**EXAMPLE:** The contribution you made to the community hospital in Dad's memory was greatly appreciated.

**SYMPATHY CARDS** - If there is a personal message on the card and you feel you should answer it, you may do so on an Acknowledgment. It is not necessary to acknowledge a plain sympathy card.

**EXAMPLE:** Your comforting words during this time were most helpful.

**EXPRESSIONS OF SYMPATHY FROM AN ORGANIZATION** - Send an Acknowledgment to the President or Secretary of the organization and include in the message reference to the other members.

**EXAMPLE:** Dear President Jim: The vase of Red Roses sent for Dad by the members of the Nowhere Rotary Club was greatly appreciated.

**EXPRESSIONS OF SYMPATHY FROM AN UNORGANIZED GROUP** - When a group of neighbors, employees, etc., send an expression of sympathy, send an Acknowledgment to everyone listed on the card.

**FRIENDS WHO VOLUNTEERED SERVICES, CARS, OR SENT FOOD** - A personal note on an Acknowledgment is satisfactory.

The following are suggestions of classified newspaper-type thank-yous oftentimes used in addition to regular Acknowledgments.

#### CARD OF THANKS

The family of Charles M. Smith wish to thank their relatives, friends, and neighbors for their kindness during their recent bereavement.

#### CARD OF THANKS

The kindness and sympathy shown to us by our family and friends during this time of sorrow will always be remembered by the family of John J. Doe.

#### CARD OF THANKS

I wish to express my sincere thanks to all my relatives, friends, and neighbors for all their kindness and sympathy during the illness and death of my beloved husband John Doe. Special thanks to Rev. John Smith and the Nowhere Funeral Home.

Mrs. John Doe

## CARD OF THANKS

We wish to express our deepest gratitude to all our friends and neighbors for flowers, food, cards of sympathy, and memorials sent at the time of the loss of our wife and mother Mary M. Smith. A special thanks to the Smithtown Hospital staff, Dr. Jones, Rev. Brown, and the Green Funeral Home. It is such a comfort to know so many people share our loss.

The Family

### PALLBEARERS TO BE ASKED

LIST THE PALLBEARERS OF YOUR CHOICE AND ALTERNATES FOR THOSE WHO MAY BE UNABLE TO SERVE. YOUR FUNERAL DIRECTOR WILL WANT TO KNOW YOUR SELECTIONS, AND WILL ASSIST IN THE SOLICITATION OF THEIR SERVICES.

PALLBEARERS	DATE THANK YOU SENT
1.	
2.	
3.	
4.	
5.	
6.	

### ADDITIONAL PALLBEARER LISTINGS OR ALTERNATES

1.	
2.	
3.	
4.	
5.	
6.	

## CHECKLIST OF FUTURE OBLIGATIONS AND APPOINTMENTS

NAME	Telephone No.	Date	Completed
Doctor			
Hospital			
Nursing Home			
Clergyman			
Cemetery			
Funeral Director			
Registrar (Town Clerk)			
Lawyer			
Social Security Office			
Veterans Adm. Office			
Florist			
Motor Vehicle Bureau			
Insurance Company			
Banks			
Monument Dealer			

**RECORD OF FOOD RECEIVED AT THE RESIDENCE.  
 RECORD EACH GIFT OF FOOD RECEIVED BY INSERTING DONOR'S  
 NAME IN NUMERICAL ORDER AND PLACING A CORRESPONDING  
 NUMBERED STICKER ON DISH**

Nos.	Name	Description of Food Sent and Kind of Container	Date Thank You Sent
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

Nos.	Name	Description of Food Sent And Kind of Container	Date Thank You Sent
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
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## Desiderata For Life

"Go placidly amid the noise and haste and remember what peace there may be in silence. As far as possible without surrender be on good terms with all persons. Speak your truth quietly and clearly; and listen to others, even the dull and ignorant; they too have their story. Avoid loud and aggressive persons, they are vexations to the spirit. If you compare yourself with others, you may become vain and bitter; for always there will be greater and lesser persons than yourself. Enjoy your achievements as well as your plans. Keep interested in your own career, however humble; it is a real possession in the changing fortunes of time. Exercise caution in your business affairs for the world is full of trickery. But let this not blind you to what virtue there is; many persons strive for high ideals, and everywhere life is full of heroism. Be yourself. Especially, do not feign affection. Neither be cynical about love; for in the face of all aridity and disenchantment it is perennial as the grass. Take kindly the counsel of the years, gracefully surrendering the things of youth. Nurture strength of spirit to shield you in sudden misfortune. But do not distress yourself with imaginings. Many fears are born of fatigue and loneliness. Beyond a wholesome discipline, be gentle with yourself. You are a child of the universe, no less than the trees and the stars; you have a right to be here. And whether or not it is clear to you, no doubt the universe is unfolding as it should. Therefore be at peace with God, whatever you conceive him to be, and whatever your labors and aspirations, in the noisy confusion of life keep peace with your soul. With all its sham, drudgery and broken dreams, it is still a beautiful world. Be careful. Strive to be happy".