

**38th Officers Candidate Course/Basic Class 3-66 United States Marine  
Corps Alumni  
Bereavement Policy  
(Revision 2)**

**Purpose:**

To establish a policy for informing the members of our Alumni, and others as directed, about the death of a classmate and/or an eligible member of his family, as well as providing guidelines on the rendering of a memorial gift to the memory of the deceased.

**Background:**

From time-to-time members of our Class and their immediate families have passed away without a proper response from the Class. The intention of this policy is to establish a set of guidelines and procedures to notify the entire Class of the passing, as well as, any funeral details, so that members can express their sympathy and, if possible, attend the wake and/or funeral. In addition, this policy will establish a formal financial response from the Class.

**Eligibility:**

This policy shall apply to any Member of our Association, his current spouse and his children.

**Process:**

1. When it becomes to the attention of any member of our Class or other party that an eligible member, spouse or child has died, they are urged to notify the Past President, who shall also serve as Chairman of the Bereavement Committee, of the individual's passing.
2. If the passing of our Classmate is reported to the Chairman of the Bereavement Committee prior to the funeral, he will contact the bereaved parties and extend the sympathies of the Class and determine if there are any special conditions or requests. Any such special conditions or requests will be communicated to the President, in addition to the funeral/memorial arrangements.
3. The Chairman of the Bereavement Committee (Immediate Past President) will contact the Class President with all the pertinent details to get the information sent via "blast email" to the Class' email list. The President will immediately broadcast the facts to the entire association and encourage those, who can be available, to attend the funeral services (wake and/or actual funeral).
4. Members of the Class will be encouraged to attend the funeral services as representatives of the Class. They will be encouraged to advise the Alumni President of their intentions to attend so other Class members can be made aware of the extent of the Class participation.
5. Concurrently, the Chairman of the Bereavement Committee, or his designee, shall arrange for the shipment of flowers on behalf of the Class, if that is the stated desire of the family of the deceased. The invoice for the flowers will be submitted to the Treasurer for reimbursement. Where the family requests contributions be

- made to a tax-exempt organization (designated by the family of the deceased), the Chairman of the Bereavement Committee will submit the required information directly to the Treasurer who will complete the transaction on behalf of the Class.
6. The Chairman of the Bereavement Committee shall determine whether or not the widow of a Class member wishes to remain in contact with the Class and become a member of the Auxiliary category of membership. If desired, this shall ensure the widow receives President's Newsletter via Constant Contact and she will be listed in the Auxiliary membership category so other members of the Class may contact her.
  7. If the Chairman of the Bereavement Committee is notified of the death of a Classmate after the funeral has already occurred, a similar approach shall be followed; however, a floral memorial shall not be an option. The Chairman of the Bereavement Committee shall otherwise adhere to the process outlined in Paragraphs 5 and 6 above. If the family does not specify a charity for Memorial Contributions, then the \$100 shall be donated in the deceased individual's name to the Injured Marine Semper Fi Fund.
  8. Should a widow of a Classmate elect to attend a future reunion, the Class registration fee shall be complimentary.
  9. This policy shall also apply in the event a Classmate suffers the loss of a spouse or child.

**Cost Parameters:**

It is recommended that a sum of between \$75 and \$125 be expended to either purchase a wreath or flowers (depending on the cost index in the area where the deceased lived. Memorial contributions to a charity will be set at \$100. The Chairman of the Bereavement Committee may exceed these detailed cost parameters with the expressed agreement of the President of the Class. The travel costs for those members of the Class who attend a wake and/or funeral will be borne by the individual member. It is further recommended that an estimate of bereavement expenses be included as a line item in the Associations annual budget with funding in the 2011-2012 budget of \$1000.

**Committee Members:**

The Committee will be staffed by the immediate Past President and board member Darrell Wells, until his replacement is appointed.

**Notification:**

The critical issue in the execution of this policy is getting the membership to be aware of the policy and reporting any death on a timely basis.

Any Member of the Class or any family member of a Member of the Class, who becomes aware of death of a Classmate, his current spouse or one of his children, is urged to report the situation to the Bereavement Committee to initiate the process described above. Contact should be established with:

Primary Contact: Mike St.Clair (858)578-4476 [estclair1@san.rr.com](mailto:estclair1@san.rr.com)  
Chairman of the Bereavement Committee

Secondary Contact: Darrell Wells (434)823-2643 [wellsdaw@aol.com](mailto:wellsdaw@aol.com)  
Member of the Bereavement Committee