

**FROM THE MEMORIAL COMMITTEE OF THE MADISON FRIENDS MEETING
January 2013**

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Appendix: Two-page letter dated November 30, 2011 from the State of Wisconsin Vital Records Office addressed to "Persons Requesting Information on Family Disposition of Human Remains"

HOW TO GET IN TOUCH WITH THE MEMORIAL COMMITTEE OF THE MADISON FRIENDS MEETING

The names of the convener and members of the Memorial Committee are listed on one of the early pages of the current Madison Monthly Meeting Directory that is titled "Madison Monthly Meeting Committees." Our individual addresses and phone numbers are listed elsewhere in the Meeting Directory. You can also obtain our names, addresses, and phone numbers from the Clerk of the Madison Monthly Meeting. We can help you plan ahead for your own demise and death, and we can help you with the decisions and actions you need to take after the death of a loved one. We will try to be available for you when you need us.

WHAT THE MEMORIAL COMMITTEE DOES

The Madison Monthly Meeting of the Religious Society of Friends maintains a standing Memorial Committee to provide information about Advance Directives regarding health care; care for finances and other property; hospice care; death- and funeral-arrangements; death-related legal requirements; and procedures for bequeathing one's body to a medical school or donating one's organs for persons requiring transplants. We also plan memorial meetings for worship and provide support for bereaved families and friends.

We encourage Friends to make plans in a timely manner for their own deaths and memorial arrangements, and to notify close friends, their next-of-kin, and the Memorial Committee of their preferences regarding such matters. When death occurs, it can be sudden and unexpected. At such times the Memorial Committee is ready to help.

PLANNING FOR END-OF-LIFE DECISIONS

Your Advance Directives regarding your health care during incapacitation and/or fatal illness, as well as your last will and testament regarding the disposition of your belongings **are legally binding**. If you have completed and signed an Authorization for Final Disposition document, your authorized representative **is legally responsible** for carrying out your wishes regarding the disposition of your physical body, your obituary, and your memorial service. Otherwise, decisions regarding these matters become the responsibility of your next-of-kin. We believe that most next-of-kin are relieved to know the wishes of their loved one and feel a sense of satisfaction carrying them out. We urge you to inform your next-of-kin about your preferences.

I. Legally-Binding Arrangements

A. Advance Directives

Advance Directives protect your decisions about your own health care even after you become mentally incapacitated. There are five types of Advance Directives: 1. Power of Attorney for Health Care (POA/HC), 2. Power of Attorney for Finance and Other Property, 3. Declaration to Physicians (Wisconsin Living Will) 4. Authorization for Final Disposition, and 5. "Do Not Resuscitate" (DNR) Bracelet. Most of the forms can be obtained from the Department of Health website www.dhs.wisconsin.gov. Click on the tab for "Topics A to Z." Under the "A"

section, click on "Advance Directives brochure" for more information. and on "Advance Directives" to print copies of the forms. Note: Different forms have different requirements regarding witnesses and notarization. Therefore, review each of the Advance Directive forms carefully to ensure that you understand whom you can legally name to be your "agent" or "representative" and who can legally act as a witness when you sign the documents. Advance Directives vary from state to state. A reliable source for Advance Directives in all 50 states can be found at www.caringinfo.org.

1. A Power of Attorney for Health Care (POA/HC) allows you to appoint another person (your POA/HC designee) to make medical decisions in the event of your mental incapacitation (including whether or not you should take medications, undergo operations, or be placed in a nursing or group home).

Your POA/HC designee acts with "substitute judgment" that is what s/he believes you, the signee, would desire. Thus it is very important to discuss matters with your POA/HC designee before you sign the POA/HC document.

The POA/HC goes into effect when a person is certified incapacitated by two physicians (or by one physician and one psychologist). Incapacitation can occur at any age as a result of a head injury, stroke, etc. Therefore, it is recommended that every adult have a valid POA/HC document. Without a POA/HC document, a court-appointed guardian might be necessary -- a time-consuming, intrusive, and expensive process.

2. A Power of Attorney for Finance and Other Property is similar to a POA/HC in that it transfers authority to an agent you designate to manage your property or estate.

Your Power of Attorney for Finance and Other Property can be "immediate," in which case you transfer power immediately while competent, or it can be "springing," in which case your agent does not act until you are incapacitated.

You have the option of seeking legal counsel before preparing the Power of Attorney for Finance and Other Property. However, many people do not have complicated finance and other property and can complete the form without legal counsel. The forms are designed to be completed on one's own.

3. A Declaration to Physicians (Wisconsin Living Will) is a signed, dated, witnessed, written statement to a physician that directs the nature of care desired when a person is near death or in a persistent vegetative state. The standard Declaration to a Physician authorized by Wisconsin statutes is limited to directions concerning the use or non-use of life-sustaining procedures and feeding tubes in only two situations: terminal conditions, and persistent vegetative states. It differs from a Power of Attorney for Health Care (POA/HC) in that it does not transfer decision-making for broad medical decisions to anyone. You may sign both documents, since they serve somewhat different purposes.

4. An Authorization for Final Disposition is a signed, two-witnessed (or notarized) document designating a signed representative to make funeral arrangements on one's behalf having been informed of one's preferences for final disposition and funeral services. This document can be revoked in a signed, two-witnessed document written at a later time.

5. A "Do Not Resuscitate" (DNR) Bracelet is not available to everyone, but it can be worn by qualified patients. Qualified patients must be at least 18 years old, must not be known to be pregnant, and must have a medical condition such that, if they were to suffer cardiac or pulmonary failure, efforts at resuscitation would be unsuccessful or cause significant pain or harm that would outweigh the possible benefits of resuscitation. The bracelet is particularly useful when cardiac arrest occurs outside a hospital setting.

Before qualified patients can receive a DNR bracelet, they (or their POA/HC designees) must co-sign a form with the patient's physician and have the bracelet attached to the patient's wrist by the physician or POA/HC designee. Only the patient (or the patient's POA/HC designee) can revoke the "Do Not Resuscitate" (DNR) order.

B. Last Will and Testament

A last will and testament is a witnessed, legally-binding document designating to whom all of your probate estate (i.e., property you own that is not in joint tenancy, including any such property you might acquire after drawing up your will) will go upon your death. In Wisconsin, oral wills are not recognized, and any written will must be signed by two witnesses. You will generally need a lawyer to draft your will, to change it at any time, or to revoke it entirely. You may not need a will if you have very limited resources, or if you have made private, informal arrangements for disposing of such items as furniture or personal effects. and if you can trust your friends and relatives to carry out your wishes

If you die without leaving a will, the statute of *intestate succession* will govern the distribution of your probate estate, and matters will be settled in court. This can be time-consuming, expensive, and ultimately not a satisfying procedure for distributing your probate estate. It does not take into account your wishes or the wishes of your next-of-kin.

One area of concern is where you should deposit your will for safekeeping. Under Wisconsin law, unless otherwise provided by county ordinance, you may deposit your will with the register in probate of the county where you reside. You may also wish to keep your will in a safety-deposit box at a bank or leave copies with your lawyer or next-of-kin.

II. **Non Legally-Binding Arrangements**

A. Hospice Agencies

Hospice agencies are designed to provide support for people with a life-limiting illness and a life expectancy of six or fewer months. A team of professionals provide medical care and support services not only to the patient, but also to the patient's entire family, enabling patients to spend their last months with dignity and quality at home or in a home-like setting or other locations. As one's life nears its end, one may wish to consider entering into the care of a hospice agency. For information about, and referral to, hospice agencies, confer with your primary care provider or clinic. With your primary care provider's or clinic's support, you can initiate your contact with a hospice agency. Hospice agencies do not provide round-the-clock nursing services.

B. Filing "Putting My House in Order" Form

The Madison Friends Meeting Memorial Committee has a "Putting My House in Order" form. Section I of this form asks for information that is needed immediately after death (such as specification of next-of-kin, data for the Death Certificate, names of people to be informed, and preferences regarding funeral arrangements). Copies of Section I should be kept where readily available. You may wish to have the Memorial Committee keep a copy of your completed Section I.

Section II asks for information needed later (such as pensions, insurance, survivors' death benefits, and information regarding real estate, bank accounts, stocks, bonds, liabilities, etc.). Copies of Section II should be filed with your will and other valuable papers. You may wish to have the Memorial Committee keep a copy of your Section II as well.

C. Preparing Your Own Obituary

You can provide your next-of-kin with a great service if you prepare your own obituary for the newspapers. This obituary presents a sketch of your life, including names of relatives, names of schools you attended, dates of degrees received, dates of employment by different employers, etc. In addition to writing your own obituary, you may also wish to select a black-and-white glossy photograph to be printed with your obituary. You may file this information with your relatives and/or with the Memorial Committee. Since providing an obituary is one of the first tasks that falls to your next-of-kin after your death, it is a kindness to them to have your relevant, accurate information readily available.

D. Medical Uses of Your Body (including bodies of infants and children)

Note: Since donating your organs for medical transplanting, donating your body to a medical school, and having an autopsy performed may be mutually exclusive, you should decide which option/s you wish for yourself and inform your next-of-kin.

1. Donating Your Organs for Medical Transplanting. Organ and tissue transplantation hold promise of life or improved health for thousands of patients with life-threatening conditions and diseases. However, the need for organs and tissues far surpasses the number of organs and tissues donated each year. Organs that can be transplanted include: heart, lungs, liver, kidneys, pancreas, and small intestine. Donated tissue includes skin for treating burn patients, serious abrasions, hernia repairs, and reconstructive surgeries for patients such as breast-cancer survivors. Bone is used in orthopedic surgery to facilitate healing of fractures or prevent amputation. Heart valves are used to replace defective valves. Tendons are used to repair torn ligaments on knees or other joints. Veins are used in surgeries. Corneas can restore sight to the blind.

Organs donation is considered only after all efforts to save a patient's life have been exhausted by the medical team. Organ recovery occurs only after death has been declared. The Organ Procurement Organization is a separate team of people from the medical team that is treating the patient. This ensures that there is no conflict of interest. There are no age limits for organ donations.

If you wish to be an organ or tissue donor, you may fill in that part of your driver's license asking if you wish to become a donor and have an orange donor circle attached to your driver's license. You may also obtain a Donor Card to carry with you. To obtain such a Card, write to, or call: Organ Procurement Service, 600 Highland Avenue, Madison, WI 53792. Phone: (608) 263-1341; or Wisconsin Eye Bank-Madison, 2870 University Avenue, Suite 103, Madison, WI 53605. Phone: (608) 263-6223. If you are over 15.5 years old and have a Wisconsin driver's license or state identification card, you can register online with the Wisconsin Donor Registry by going to www.dhs.wisconsin.gov/health/donatelife/ Such organ and tissue donation registration is irreversible and does not require the consent of any other person. You can, however, later go to the same website and yourself revoke your donation.

The most important step in becoming an organ or tissue donor involves talking with members of your family about your wishes.

For more information go to: www.donatelifewisconsin.org or www.donatelife.net

Note: If you donate an organ or tissue, your body may not then be donated to a medical school. Donating your eyes/corneas, however, does not preclude donating your body to a medical school. After either form of donation, an autopsy can still be requested.

2. Donating Your Body to a Medical School. The Departments of Anatomy at both the University of Wisconsin-Madison Medical School and the Medical College of Milwaukee depend heavily upon donors of bodies for the continued high-level instruction available to medical students in Wisconsin. Bodies of all ages are accepted.

The Department of Anatomy, Medical School, University of Wisconsin-Madison will not accept a body unless prior donation arrangements have been made. If you wish to obtain more information, contact: Department of Anatomy, The Medical School, University of Wisconsin-Madison, 1300 University Avenue, Madison, WI 53706, Phone: 262-2888. The UW Body Donor website is <http://www.bdp.wisc.edu/>

At the time of death, the mortician at the Medical School must be notified. If the body is in a hospital, the Medical School mortician will pick up the body from the hospital and transport it to the Medical School at no cost. If the body is in a home or a nursing home, the next-of-kin must arrange for a local funeral home to pick up the body and hold it until the Medical School mortician arrives at the funeral home to take the body to the Medical School. In such instances, the family is responsible for the funeral-home costs.

When the University of Wisconsin no longer needs the body, the University will cremate the body and, if so requested, will return the cremains to the next-of-kin. Otherwise the University will bury the cremains on University grounds.

The Department of Anatomy, Medical College of Wisconsin, Milwaukee prefers that plans for donating a body be made in advance. However, it will accept bodies from all over Wisconsin for which no prior arrangements have been made. If you wish to obtain registration forms and further information, write to: Anatomical Gift Reception, 8701 Watertown-Plank Road, Milwaukee, WI 43226, or call the Department of Anatomy/Cell Biology at (414) 456-8261. At the time of death, the next-of-kin should inform the Medical College of Wisconsin, Milwaukee that a donated body is available and await instructions about transporting the body to the Medical College of Wisconsin, Milwaukee.

a. Note on Acceptability of a Body: Even if the donation of a body has been pre-planned, a medical school may reject a donated body if (1) the body is severely damaged (as in a car accident or fire), (2) it is unusually obese, (3) it has had an autopsy performed on it, (4) organs other than its eyes have been donated.

b. Note on Transporting a Body Across State Lines. If a body is to be transported across state lines, even as part of a donation arrangement to a medical school, that body must be embalmed. In such instances, the next-of-kin must pay for the embalming and transportation. If death occurs far from Madison, the next-of-kin may want to donate the body to a medical college or university near where the death occurred.

3. Having an Autopsy Performed. The county Coroner can require that an autopsy be performed on a body when there is suspicion of death from unnatural causes. A doctor can request permission from the next-of-kin to have an autopsy performed on a body for scientific purposes (the next-of-kin can refuse permission). And the next-of-kin can request that a voluntary autopsy be performed for scientific reasons (in which case, the next-of-kin defray the costs of the autopsy). At the University of Wisconsin Hospital there is no charge for a voluntary autopsy requested by next-of-kin or the legally-designated person because the hospital considers performing autopsies part of its educational mission. Other hospitals have other autopsy-fee arrangements. After an autopsy has been performed, the next-of-kin receive the body to cremate or bury.

Note: Having an autopsy performed makes a body unacceptable for donation to a medical school. Therefore you should inform your next-of-kin of your preferences.

E. Final Disposition of the Body

Since several options are available for final disposition of your body, it is important for you to plan ahead and to inform your next-of-kin. Arrangements for the final disposition of infants' and children's bodies generally follow the same pattern as for the final disposition of adult bodies.

1. Green Funerals and Natural Burials

Several funeral homes and cemeteries and one cemetery in the Madison area offer ecologically-sensitive services. Green Funerals: Cress, Gunderson, and possibly other funeral homes offer environmentally-friendly preparations of the body. Some funeral homes stock fabric shrouds or can assist with obtaining biodegradable containers or unfinished wooden coffins. Natural Burials: Natural Path Sanctuary (NPS), located on the Linda and Gene Farley Center for Peace, Justice, and Sustainability at 2299 Spring Rose Road outside of Verona, is a nature preserve burial ground/green cemetery. NPS does not allow embalming, vaults, or above-ground markers (but does allow temporary, simple markers). NPS encourages family participation in preparing and filling in the grave. NPS promotes biodegradable fabric shrouds, but it will accept simple unfinished wooden coffins. Most conventional cemeteries want bodies in a casket and caskets within a vault, although some are willing to make exceptions. For further information about NPS phone or email Kevin Corrado (608) 231-2468, kwcorrado@juno.com.

2. Cremation. Wisconsin law requires that a body be kept for 48 hours before it is cremated. Furthermore, there must be a coroner's certificate accepting the circumstances surrounding the death, in addition to a signed Death/Medical Examiner's Certificate. Finally, there must be a signed statement by the next-of-kin approving the cremation.

Crematories require that a body, accompanied by a coroner's certificate and statement signed by next-of-kin, be brought to the crematorium in a "suitable container." It is possible to purchase a "direct cremation container" from a funeral home ranging in price from a cardboard container to a flammable container molded to look like a casket. One can make or obtain other "suitable containers." Funeral homes can provide from-hospital-to-crematorium service, including obtaining the necessary certificates and the cost of a cremation container. Crematoriums charge for the actual cremation. After the cremation, the ashes (referred to as "cremains") are no longer considered to be "a person." According to the wishes of the next-of-kin (or authorized representative), the cremains may be disposed of by the crematorium, or they may be returned in a cardboard box to a designated recipient who determines the final disposition of the cremains. Cremains can be transferred from the cardboard box to a wide variety of containers. Urns for cremains can also be purchased from funeral homes.

3. Funeral-Home Funerals

a. The Funeral Home. The funeral home typically provides a range of services including picking up a body from a home or nursing home and holding it until arrangements have been completed for donating organs for medical transplanting or donating a body to a Medical School. The funeral home also provides funeral and burial services and provides caskets. As the cost of the casket increases, so, usually, does the cost of the burial service. Within a funeral home's burial service charges are included such "cash-advance items" as a newspaper obituary, certificate of death, medical examiner's certificate, etc. A funeral home's charges can also include fees for clergy and organist, flowers, guestbook, etc. The lowest-priced burial service is one with no viewing, no funeral program, and only a direct/immediate burial. The costs of the burial service rise if there are public viewings of the body, a funeral program, and a committal/graveside program.

Since funeral homes' burial charges and caskets can be costly, you are urged to **plan ahead**. When it seems clear that the death of a loved-one is imminent, compare price lists of at least two funeral homes. The law requires funeral homes to give you written price lists for products and services. Apply the same smart shopping techniques you use with other major purchases. Avoid emotional overspending. A website to visit for useful advice is Funeral Consumer Alliance.

b. The Cemetery. Madison's cemeteries charge for a burial plot and for opening and closing the grave. Furthermore, to prevent cemetery surfaces from developing unevenness, all cemeteries in the Madison area require a cement Outer Burial Container (vault) into which the casket is placed. At an additional expense, vaults can be selected that are air-sealed, waterproof, and vermin-proof. Cemetery markers are usually optional. There is a wide range in elaborateness and cost of cemetery markers. Details are worked out with monument establishments and the cemetery. Least expensive is the addition of dates to a marker already in the cemetery. For further information, consult the yellow pages of the telephone directory under **Monuments**.

c. The Mausoleum. Madison has several mausoleums in which bodies in caskets are interred in crypts above ground. Burial in a crypt is generally more expensive than burial in a cemetery plot. For further information, consult the yellow pages of the telephone directory under **Mausoleums**.

DECISIONS AND ACTIONS AFTER A LOVED-ONE'S DEATH

III. Decisions Immediately Following a Death

When an individual's unexpected death occurs somewhere other than at a health-care facility, typically one calls "911." That call initiates the arrival of a rescue squad, fire truck, and police. Their mandate is to try to resuscitate the individual and to take the individual to a health-care facility. If the individual is already under the care of a hospice agency, different advice may be given. An individual is not officially considered dead until death has been declared by a physician, hospice nurse, or the coroner's office.

The Newsletter of the UW Retirement Association provides the following suggestions under the heading "When a Spouse Dies."

1. During the first 7-10 days order 25 certified death certificates.
2. Get a notebook to keep notes and papers.
3. Gather a list of people and organizations that need to be notified. This list may include:
 - (a) Social Security (1-800-722-1213).
 - (b) Banks and other financial institutions,
 - (c) Life insurance companies, etc. etc.

A. Identifying Next-of-Kin

Final decisions concerning the disposal of a body rest with one's next-of-kin, unless one has signed an Authorization for Final Disposition with a designated representative (see I.A.4). Therefore it is useful to provide one's next-of-kin not only with a statement of how one wishes one's body to be disposed of but also a statement of why one wishes one's body to be disposed of in that manner. A funeral home is fairly flexible regarding whom it considers to be the next-of-kin, since it needs to be pragmatic (e.g., in terms of who is locally available to make decisions at the time of death), The typical next-of-kin progression is: spouse or registered domestic partner, adult child, parent, sibling, other relation, guardian.

B. Authorizing the Donation of Organs or the Body

Today, organ and tissue transplantation holds promise of life for thousands of patients with life-threatening conditions and diseases. The next-of-kin or the authorized representative may wish to volunteer donating organs or tissues for transplanting. For further information see **II. D. 1. Donating Your Organs for Medical Transplanting**, and **II. D. 2. Donating Your Body to a Medical School**.

C. Having an Autopsy Performed

See **II. D. 3.**

D. Paperwork

1. Removing the Body from the Premises

Ordinarily, a licensed funeral director handles all the necessary legal paperwork associated with removing the body from the premises. However, the state of Wisconsin does allow "a member of the decedent's immediate family" to prepare and conduct the final disposition of the decedent. That immediate-family member is responsible for completing and signing the following documents: "Notice of Removal," "Report for Final Disposition," and "Death Certificate." The Coroner/Medical Examiner office must issue the "Cremation Permit" (if applicable). In the **Appendix** at the end of this document is a two-page letter dated November 30, 2011 letter from the State of Wisconsin Vital Records Office addressed to "Persons Requesting Information on Family Dispositions of Human Remains."

2. Death/Medical Examiner's Certificate

The State of Wisconsin requires a Death/Medical Examiner's Certificate signed by a physician, hospice nurse, or coroner's office confirming the death and recording the following information obtained from the deceased's next-of-kin or authorized representative: (1) name of the deceased (first, middle, last), (2) Sex, (3) race, (4) date of birth, (5) state or home country of birth, (6) citizenship, (7) usual occupation, (8) kind of industry, (9) father's name (first, middle, last), (10) mother's name (first, middle, last), (11) whether on the U.S. armed forces (if Yes, war and dates of service), (12) social security number. Certain veterans' and social-security benefits can become activated when one dies; so this information may have direct financial consequences. All funeral homes help with the Death/Medical Examiner's Certificate. Certified copies of the Death/Medical Examiner's Certificate can be obtained from the State of Wisconsin Vital Records Office, 1 W. Wilson Street, Madison, WI 53703, Phone: (608) 206-1371.

3. Coroner's Certificate

The State of Wisconsin requires a Coroner's Certificate (1) when a cremation is requested, (2) when the deceased has not been under the care of a physician or hospice nurse at the time of death (for example, when people die in their sleep or are killed in accidents), or 3) when there is any suspicion of death by unnatural causes. A 48-hour waiting period is mandatory before a cremation can occur, and the next-of-kin or authorized representative must obtain a Coroner's Certificate from the Coroner's office. There is a charge for the Coroner's Certificate. All funeral homes help with the Coroner's Certificate. The Dane County Coroner's office is located at 115 W. Doty Street, Madison, WI 53703. Phone: (608) 284-6000.

4. Cremation Permit

See **II. E. 2.** A coroner issues the Cremation Permit after receiving the Death/Medical Examiner's Certificate.

E. Embalming

Wisconsin law requires embalming only if the body is to be shipped by common carrier (e.g., train, plane) or across state lines. Minimum embalming (for preservation but not restoration) is permitted. If a body is to be kept more than 24 hours, refrigeration or dry ice may be used rather than embalming for preservation. If a body is to be publicly viewed, funeral homes have their own requirements of full embalming, including cosmetic work. The costs for these services are included in the overall funeral costs.

If a body is to be transported across state lines, even to be donated to a medical school, the body must be embalmed. In such instances, the next-of-kin or authorized representative pays for the embalming. In some instances, funeral homes can carry bodies across state lines in their own vehicles.

F. Compassionate Travel

Several airlines provide substantially-reduced fares for travelers to attend the funerals of members of their immediate families. To benefit from such fares, one must provide the travel agent or airline with: (1) the full name of the deceased, (2) one's relationship to the deceased (the deceased must have been a member of one's immediate family), (3) the name and contact information of the funeral home arranging the funeral, (3) the name of the funeral home employee whom, the travel agent or airline can contact to confirm details.

G. Returning the Body to Madison - Return Assurance

Return assurance is a pre-arranged single-time advance payment for a funeral home so that, if death occurs away from Madison, the funeral home will pay for the body and one companion to return to Madison for the funeral arrangements.

H. Submitting an Obituary

Madison newspapers routinely print very brief obituary information based on Death/Medical Examiner's Certificates filed with the Dane County Register of Deeds. At a cost based on the number of lines to be printed in the obituary, The Wisconsin State Journal will print obituary notices and photographs. Obituary notices are typically written and submitted by the next-of-kin or some close friend. A glossy, black-and-white photograph may be submitted at the same time. One can do a favor for one's next-of-kin by writing one's own obituary notice and selecting a photograph (if any) one wishes to have included in one's obituary notice.

IV. Ways the Meeting Memorial Committee Can Help

A. Bereavement Counseling

When you have lost a loved-one, we encourage you to acknowledge the loss and the accompanying sense of bereavement. In Madison, bereavement counseling is also provided by hospice agencies, funeral homes, and certain mental-health agencies.

B. Memorial Meeting for Worship

The Meeting Memorial Committee will work with you, if you wish, to plan a memorial meeting for worship. To initiate such a meeting, you may contact the Clerk of the Meeting or the convener or any member of the Meeting Memorial Committee. Our names are listed in the early pages of the current Madison Monthly Meeting Directory that is titled "Monthly Meeting Committees." We can meet with you, describe what has been done in the past at other memorial meetings for worship, and can help you with your plans.

C. Memorial-Meeting Reception

The Meeting Memorial Committee will help you, if you wish, to arrange for a simple reception in the Meeting House following the memorial meeting for worship. The Meeting Memorial Committee can provide and serve tea, coffee, decaf, juice, cookies, and bars paid for by the Meeting.

D. Other Ways the Meeting Memorial Committee Can Help

The Meeting Memorial Committee can also provide practical support. We can telephone family members and other concerned parties. We can run errands. We can find hospitality for visiting relatives and friends, help arrange child-care and housekeeping, etc. We can lend an ear, listen, and share in the grieving process. We want to be with you at this special time.

V. A Note to Readers

The above information was prepared for release in January 2013. As time passes, situations will change, and some of the above information will no longer be accurate. As you discover some changes or changes that need to be made, please inform a member of the Meeting Memorial Committee. Thank you very much.