

Getting Through

A guide through
funeral preparation

From the publishers of My Duty



There is at least some comfort in the fact that everyone must address the issue of death at some point.

“Getting Through” is designed to do just that. Get you through life’s most traumatic moment. This book contains an overview of the funeral, information about helping grieving persons, and some ideas about funeral planning.

For example, “Getting Through” will help you plan ahead for your own or your spouse’s funeral, or act as a guide through a more sudden, unplanned event. You can use pages 8-19 to safely record your own thoughts about funerals, as well as all your personal information. Keep “Getting Through” in a safe place, and make copies for your attorney, clergy person, funeral director and a relative.

“Getting Through” is based on “My Duty”, which for decades has helped millions through the funeral process. The Clark Grave Vault Company, in conjunction with your local professional funeral director, publishes this book with the hope that it makes a difficult time easier to get through.

WHY DO WE HAVE FUNERALS ANYWAY?

The first reaction when someone thinks about funerals is often negative. An extremely unpleasant task done only out of a sense of duty.

But when you think about it, funerals make perfect sense.

Funerals help synchronize the feelings of survivors. They bring your family and friends together, so everyone may share

strength and support. Reflect, reaffirm, even celebrate your relationship with the deceased. Confirming the reality of death with a chance to say “good bye.” Renew religious connections in some cases. And help appreciate the gift of life.

Why do we have funerals?

Because during traumatic times, it’s just what everyone needs.

THE PEOPLE THAT HELP YOU GET THROUGH.

When someone dies, things tend to become a disorienting haze. And you’ll need help to get through.

The best people to turn to during times like these are your funeral director and your clergy person.

Chances are you already know clergy people of some kind. They will not only help you with some of the funeral details, but offer spiritual guidance of a kind that no one else can offer.

There is some chance you don’t know a funeral director. If you don’t, get to know one. Call and make an appointment. They are the people who will help you most during these times.

Whatever you do, make sure you get help. Make sure you let your family and friends give you emotional support. Some people make the mistake of pushing away those closest to them.

Don’t try to do this alone.

WHAT YOUR FUNERAL DIRECTOR CAN DO FOR YOU.

You are not alone in this.

Your family and friends are there to comfort you. But some of the best comfort you can get during this whole process is information.

Most information about funerals comes from your funeral director. A call to the funeral director is one of the first calls you should make. They will arrange transportation of the deceased to the funeral home. Shortly thereafter, they will set a meeting with you, and together, you'll make some decisions. Here's what to expect:

Planning The Services: Calling Hours and Funeral

- The date, hour and place of the calling hours and funeral service.
- Who will preside over the service.
- Funeral transportation for family.
- Selection and purchase of the casket and burial vault.
- Selection and purchase assistance of grave marker or monument and cemetery lot.
- Flower arrangements.
- Selection of music, pallbearers.
- Clothing for the deceased.

Informing and Care of Loved Ones

- Placement of obituary and funeral notices.
- Notification of friends and relatives.

Paperwork Assistance

- Burial permits and death certificates.
- Certified copies of the death certificate or registration needed to file claims for Social Security, insurance, Veterans Administration, pensions or welfare.

A BRIEF FUNERAL GLOSSARY.

To Be Used When Conversing With Your Funeral Director

Funeral: Throughout history, funerals have been held in every country and culture. It is a meaningful and purposeful ceremony, like a birthday, baptism or marriage. By definition, the funeral is a tribute.

Casket: An enclosure for the body of the deceased, generally made of woods or metals.

Burial vault: A protective enclosure around the casket that provides protection for the casket and its contents against water and elements in the soil; also prohibits the ground from settling.

Clothing: In the case of the funeral or viewing, the deceased's own clothing may be used, or the funeral director may offer a selection of new clothing.

Memorial: A gift in memory of the deceased.

Monument or Marker: A plaque, structure, or tablet, usually made of stone or metal, to identify the place of burial.

Organ Donation: The donation of a functioning internal organ or organs to an organ bank. Advancements in medical science have made organ donation popular. Details about organ donation can be obtained by calling the Organ Donor's Hotline at 1-800-243-6667.

DECISIONS, DECISIONS.

Making decisions during a funeral can be difficult. It makes sense to plan ahead for these difficult times so emotions don't cloud your judgement.

This section will help you make some decisions in advance. If you are making these decisions at the time of the funeral, this guide will help you focus your thinking.

The first section is personal information often asked about the deceased. The second section concerns the actual funeral planning.

PERSONAL INFORMATION

Separate Sections for Husband and Wife.

H U S B A N D

Name:(first) _____

(middle) _____

(last) _____

Social Security number - _____

Street address - _____

City and state - _____

Date of birth - _____

Place of birth - _____

Armed forces serial number - _____

Dates of service - _____

Rank or rating - _____

Commendations received - _____

Educational background - including names of schools,
graduation dates and degrees - _____

Occupation - _____

Employer - _____

Employer address - _____

City and state - _____

Date of retirement - _____

Father's name - _____

Father's birthplace - _____

Mother's maiden name - _____

Mother's birthplace - _____

Date of marriage - _____

If widowed,

Date of spouse's death - _____

City of spouse's death - _____

Previous marriages: _____

Dates of termination - _____

Names of former spouses - _____

Persons to notify upon my death

• My children:

names phone numbers

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• My brothers and sisters:

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Other relatives:

names phone numbers

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Important friends:

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Employer:

_____ (____) _____

• Doctor:

_____ (____) _____

• Life insurance agent:

_____ (____) _____

• Banker/bank:

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Stock broker:

_____ (____) _____

• Accountant:

_____ (____) _____

• Lawyer:

_____ (____) _____

• Others:

_____ () _____
 _____ () _____
 _____ () _____
 _____ () _____

Special requests regarding music, readings, flowers and location for funeral:

Funeral Preferences (Husband)

Funeral director: _____

Funeral home: _____

Address: _____

Phone number: _____

Clergy person (if any, to officiate at service):

Address: _____

Phone number: _____

Pallbearers:

names	phone numbers
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____

Casket - type: _____

Burial vault - type: _____

Clothing - type: _____

Cemetery: _____

Burial plot: _____

Location: _____

Section #: _____

Block #: _____

Location of deed: _____

Other spaces reserved for:

names	phone numbers
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____
_____	() _____

Notes/special instructions: _____

Location of Important Documents
(Husband)

Will: _____

Living will: _____

Durable power of attorney for health care: _____

Organ donation papers: _____

Birth certificate: _____

Marriage license: _____

Insurance policies: _____

Citizenship papers: _____

Legal name change papers (for adopted children):

Deeds and mortgage papers:

Pension certificates: _____

Automobile titles: _____

Bank notes, trust papers: _____

Stock and bond certificates: _____

Income tax records: _____

Check book: _____

Diplomas and degrees: _____

Inventory of household goods: _____

Medical records: _____

Military service records: _____

Social security card: _____

Unpaid bills: _____

Safety deposit box: _____

Key for the safety deposit box: _____

PERSONAL INFORMATION
Separate Sections for Husband and Wife.

W I F E

Name:(first) _____

(middle) _____

(last) _____

Social Security number - _____

Street address - _____

City and state - _____

Date of birth - _____

Place of birth - _____

Armed forces serial number - _____

Dates of service - _____

Rank or rating - _____

Commendations received - _____

Educational background - including names of schools,
graduation dates and degrees - _____

Occupation - _____

Employer - _____

Employer address - _____

City and state - _____

Date of retirement - _____

Father's name - _____

Father's birthplace - _____

Mother's maiden name - _____

Mother's birthplace - _____

Date of marriage - _____

If widowed,

Date of spouse's death - _____

City of spouse's death - _____

Previous marriages: _____

Dates of termination - _____

Names of former spouses - _____

Persons to notify upon my death

• My children:

names

phone numbers

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• My brothers and sisters:

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Other relatives:

names

phone numbers

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Important friends:

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Employer:

_____ (____) _____

• Doctor:

_____ (____) _____

• Life insurance agent:

_____ (____) _____

• Banker/bank:

_____ (____) _____

_____ (____) _____

_____ (____) _____

• Stock broker:

_____ (____) _____

• Accountant:

_____ (____) _____

• Lawyer:

_____ () _____

• Others:

_____ () _____

_____ () _____

_____ () _____

_____ () _____

Funeral Preferences (Wife)

Funeral director: _____

Funeral home: _____

Address: _____

Phone number: _____

Clergy person (if any, to officiate at service):

Address: _____

Phone number: _____

Pallbearers:

names phone numbers

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

Special requests regarding music, readings, flowers and location for funeral:

Casket - type: _____

Burial vault - type: _____

Clothing - type: _____

Cemetery: _____

Burial plot : _____

Location: _____

Section #: _____

Block #: _____

Location of deed: _____

Other spaces reserved for:

names phone numbers

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

_____ () _____

Notes/special instructions: _____

Location of Important Documents
(Wife)

Will: _____

Living will: _____

Durable power of attorney for health care: _____

Organ donation papers: _____

Birth certificate: _____

Marriage license: _____

Insurance policies: _____

Citizenship papers: _____

Legal name change papers (for adopted children):

Deeds and mortgage papers:

Pension certificates: _____

Automobile titles: _____

Bank notes, trust papers: _____

Stock and bond certificates: _____

Income tax records: _____

Check book: _____

Diplomas and degrees: _____

Inventory of household goods: _____

Medical records: _____

Military service records: _____

Social security card: _____

Unpaid bills: _____

Safety deposit box: _____

Key for the safety deposit box: _____

THERE'S A WAY TO A WILL.

Why make a will?

If you care about your loved ones, it's absolutely essential.

Without a legal will, you'll leave behind conflict and confusion among your family and friends during an emotional time. It will be difficult for survivors to claim their rightful inheritance after your death. Not to mention the delays and costs in court, and having your property divided by strangers.

To simplify matters, develop a legal will. You may also want a Living Will and a Durable Power of Attorney for health care. These two documents will express your wishes, if you are unable to make decisions regarding your own medical care.

There is only one foolproof way to a will. A lawyer. There are many effective books, kits, even computer programs about the subject. They are great references. But if you want a personalized will, you need a lawyer.

HELPING A FRIEND GET THROUGH.

Someone who helps a friend or family member get over the death of a loved one is a friend indeed.

Almost everyone has the impulse to help. But many people don't know how. Here are some tips.

- Get in touch as soon as possible. Call your friend. Hearing from people helps. If you're searching for something to say, start with "I'm so sorry," and offer to help in any way.

- Be yourself. Simple honest words are better than cliches such as: “He is out of his pain.” “You’re young enough to have another child.” “It was God’s will.”
- Listen and observe. Being a good listener is the best thing you can do. Don’t force conversation, but if your friend feels like talking, be there. Do not criticize, try to change the subject or probe for details about the death. Look for others who may need support.
- Offer to make calls. Sometimes, it gets repetitive and difficult for your friend to relive the experience over and over again.
- Lend a hand with everyday tasks. Answer the phone. Greet visitors. Help with shopping or transportation. Prepare a meal. Care for the children or grandchildren.
- Send a thoughtful note. Keep it simple. Remind the survivor of a pleasant time you once shared. A from-the-heart letter will become a cherished keepsake.

AFTER THE FUNERAL

- Keep in touch with your friend. Make a point to call regularly, to visit or invite your friend to do things with you.
- Help your friend return to outside activities. People are different; some are ready soon, some take a long time.
- Let your friend know that you will be available for as long as needed.

Understand that healing doesn’t happen overnight. Recovery can take years.

- Be a “sounding board” for the bereaved person. Also you might refer your friend to a local bereavement support group.

HELPING A CHILD GET THROUGH.

Chances are, when someone dies, there are children involved.

They may be young children of the deceased person, grandchildren, nieces and nephews, or the children of friends.

Here are some simple guidelines when dealing with children at the time of a death or a funeral:

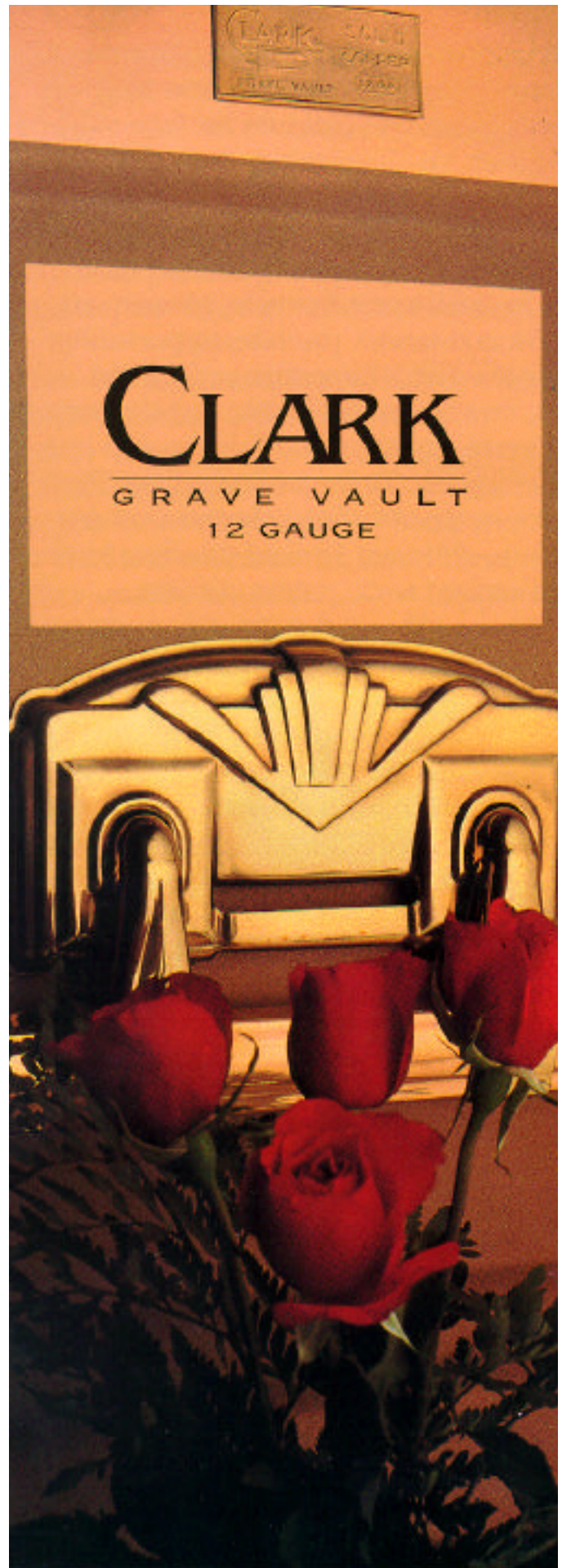
- Tell them what happened. Do not try to shield them from the fact of death. They usually know all that is happening, even if you don’t tell them. If you are dishonest with them, the result is a confused child who no longer trusts you. And trust is difficult to regain.
- Be ready for the questions. They will ask you some difficult ones. Whatever you do, don’t “make up” answers. Keep all answers simple and direct. If you don’t know an answer, it is fine to say, “I do not know, but I will try to find out.”
- Ask them what they think. Instead of trying to answer a particularly tough question, ask them about their thoughts on the matter. They will often reveal the fear or fantasy behind the question.

- Some common questions: Did I cause the death? Will I die of the same cause/illness? Will I die when I reach the same age? Will I be punished for thinking about hurting or killing people?
- Reassure them. Children need to know that they will be cared for as always.
- Encourage them to go to the funeral. If parents cannot devote sufficient time or attention to their children because of their own involvement or their own grief, a friend's assistance can help immeasurably.
- Explain what happens at funerals. A visit to the funeral home in advance of the funeral service provides opportunity to sense what is happening and to ask questions. Funeral directors can answer children's questions too.
- Get a book. There are several excellent books designed to help parents explain death to children. Funeral directors have a wide variety, so do public libraries.

CLARK SELECTION GUIDE.

This book has been brought to you by the people at Clark Grave Vault, manufacturers of the world's finest grave vaults.

Should you choose burial, we believe the following information about our products will help you make up your mind concerning the purchase of a grave vault.



WHAT IS A GRAVE VAULT?

(And why you should choose a metal one.)

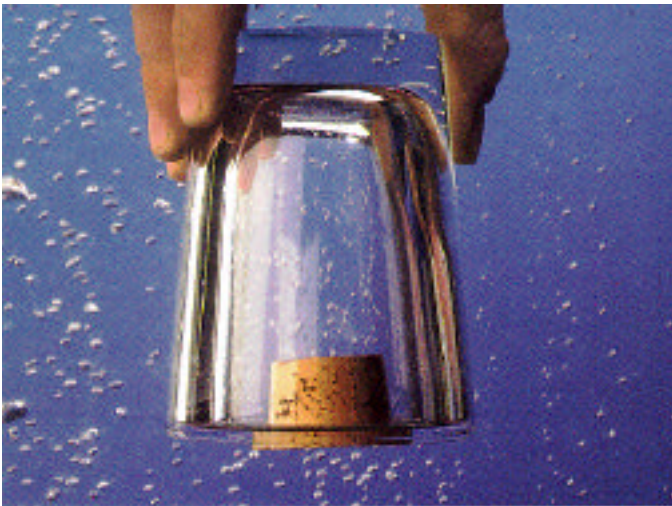
The function of a grave vault is to protect the casket and its contents.

There are two common types of grave vaults. Metal and concrete. As the illustrations show, box-shaped porous concrete vaults allow the casket to be exposed to water.

Clark Grave Vaults are made of non-porous metals, and their dome-shaped design allows the air pressure inside the vault to force the water below casket level. Picture a submerged, inverted glass in which the air keeps water from coming up inside.

When it comes to protection and peace of mind, metal is better.

And Clark makes metal grave vaults better than anyone else.



The Clark design uses the same principle as the glass inverted in water



Box-shaped concrete enclosure exposes casket to water



Clark Grave Vaults are engineered to keep the casket dry.

WHY WE SAY “ONLY MEMORIES LAST LONGER.”

Because we do everything we can to assure quality. And reassure our customers.

Every single Clark Grave Vault must pass an immersion test in six feet of water before it leaves the factory to assure there are no leaks. Our galvanized vaults are dipped in molten zinc, a thicker coating that doubles the life of the vault.

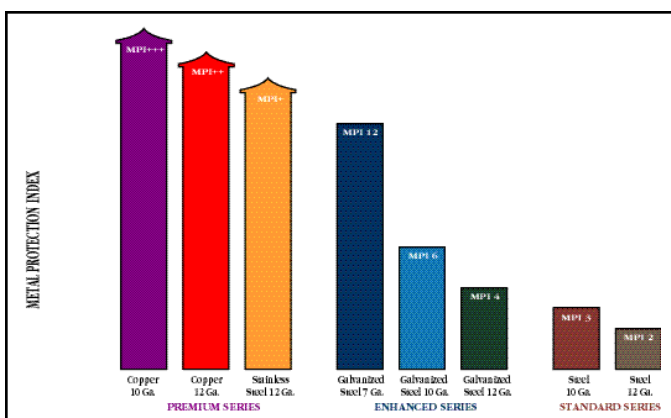
And, our straightforward warranties reflect the lasting protection of our grave vaults.

HOW DURABLE IS A METAL GRAVE VAULT?

We can estimate how long a grave vault will protect its contents with what Clark calls a Metal Protection Index.

Basically, Clark Grave Vaults will offer protection even after 90% of the metal has been lost.

The following graph shows how long our vaults will last in the ground before undergoing just a 50% **metal loss**.



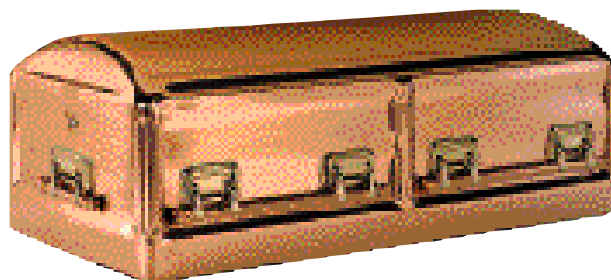
Note: the Clark Metal Protection Index (MPI) allows you to compare the amount of time the vault will protect its contents underground after a 50% metal loss. A Clark Vault offers protection even after 90% of the metal is lost.

An increase of 1 in the MPI index is equal to 33 years. For example, a vault with a MPI of 2 will have a 50% metal loss after 66 years.

A SAMPLE OF OUR VAULTS.

Clark Grave Vaults come in a variety of metals, colors and styles.

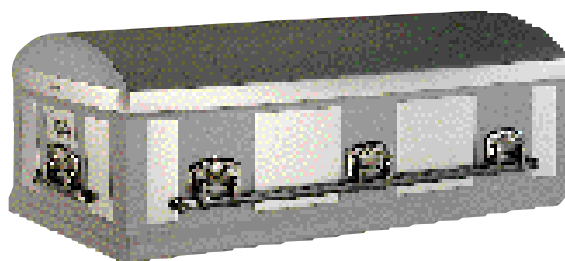
The following is just a sampling. Ask your funeral director for vaults available in your area, or call Clark Grave Vault at 1-800-848-3570.



SOLID COPPER 10 GAUGE.

MPI+

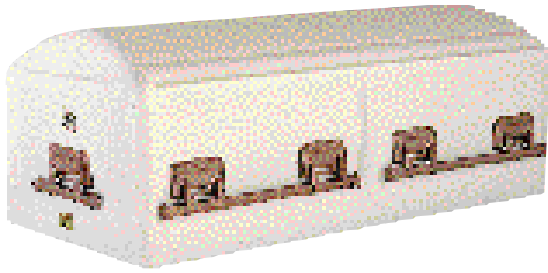
Our top of the line vault is made of one piece of solid 10 gauge copper, carefully polished to bring out the natural beauty of the copper finish.



SILVER STAINLESS STEEL 12 GAUGE.

MPI+

Our stainless steel vaults are made of an ultra-durable alloy of iron, chromium and nickel. They are available in a variety of colors.



WHITEROSE GALVANIZED STEEL 10 GAUGE.

MPI 6

Our exclusive galvanizing more than doubles the life of this vault. Our galvanized vaults are available in a variety of colors.



SILVER SLATE STEEL 12 GAUGE.

MPI 2

This vault offers real value with true Clark protection in a beautiful silver slate finish.

Clark Grave Vaults are also available in four other types of metals. Ask your funeral director for availability in your area.