



Preparing an Obituary

Chautauqua Region Community Foundation

418 Spring Street
Jamestown, NY 14701
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www.crcfonline.org



In Memory of...

Dear Friend:

A memorial donation to the Chautauqua Region Community Foundation is an excellent way to honor the memory of a family member, friend or associate.

The Community Foundation is a local resource, designed to serve the needs of local charitable organizations and enrich the quality of life in the Chautauqua Region.

Your gift may be directed to any of our established named funds or established endowment funds to benefit your favorite charity. Please note the Foundation's Unrestricted Fund is the most flexible resource for many innovative projects in our community. If you prefer, a personalized memorial fund may be established to honor the life of the individual by reaching a balance of \$5,000 in 5 years.

The Community Foundation's staff is dedicated to supporting the charitable requests of families, friends and associates in their time of mourning. The Foundation has prudent management of all invested funds which is overseen by a committee of local professionals.

The Community Foundation acknowledges memorial donations by:

- Receiving and accounting for gifts;
 - Sending a list of donors' names and addresses to a designated contact person;
 - Responding promptly with thank you letters acknowledging all donations;
 - Distributing funds for named charitable purposes;
 - Listing memorial donations in the Community Foundation's annual report; and
- Providing lasting recognition to the deceased.

Your gift to the Community Foundation is a lasting legacy, a testament to a life fulfilled, and a pledge to the future. Donations are gifts that continue to support forever, the interests which were valued in the honoree's lifetime.

Now may be the time to think about your personal planned giving in the form of a testamentary gift in your will. Charitable bequests to the Community Foundation are eligible for deductions to the full extent allowed by law. The Foundation is here to help you realize the full potential of your charitable gifts. You may also wish to consult with your legal or financial advisor to determine the approach most beneficial for you.

Thank you for considering the Chautauqua Region Community Foundation in your memorial plans.

For more information visit our web site www.crcfonline.org or contact a representative at (716) 661-3390.

Obituary Sample

[Insert photo here]

John M. Doe

John M. Doe of [insert address here] in Jamestown died [peacefully, unexpectedly] on [insert date/time here] at [insert place of death here]. He was 99 years old.

An area resident [most of his life], he was born [insert city, state] on [insert date]. [Insert son or daughter to whom]. [Insert when came to this area, if applicable].

He worked for {X} years at [name place of business].

A graduate of [insert name and date] high school {or} college.

John was an {active, enthusiastic, avid, etc} [list memberships and volunteer services].

In addition to his wife [enter name here], he is survived by two daughters: Jane Smith (William) of Jamestown and Joy Jones (Ernest) of Poland, NY; three sons: Anthony Doe of Sherman, Samuel Doe (Hillary) of Mayville and Benjamin Doe (Sophie) of Falconer; and two granddaughters: Sally Smith of Jamestown and Toby Doe of Mayville.

The funeral will be at 2 pm Friday in [name Funeral Home here]. The [name pastor here] of [name church here] will officiate. Burial will be in [name cemetery here].

The family will receive friends from [2-4] and [7-9 p.m.] Thursday at the funeral home where a [name type of service] will be held at [7:30 p.m.]

Memorials may be made to the Chautauqua Region Community Foundation's [Hospice Fund, Arts Council Endowment Fund, Humane Society Fund or other CRCF fund of your choice] 418 Spring St., Jamestown, NY 14701 or donate online at: www.crcfonline.org

First paragraph: contains full name of the deceased, age, address, clock time, weekday, calendar date of death in parenthesis, and place of death (in that order). List spouse in the 1st paragraph if the family prefers.

Use "died" instead of "passed away" and "unexpectedly" rather than "suddenly".

Dateline is used if deceased died out of the state. For example, if a former Jamestown resident died in Florida, we use the Florida dateline even though burial may be in Jamestown. (i.e. FLORIDA – John M. Doe...)

Second paragraph: list date of birth, place of birth, son or daughter of whom, and when he/she came to the area (if applicable).

Use "native" rather than "former native" as native means place of birth, so a person cannot be a former native.

In the next paragraphs list

Work experience, education and memberships. Survivors are included in this order: spouse, children, grandchildren, number of great-grandchildren (not names), sisters and brothers. Use colons, semi-colons and commas to list survivors (see sample).

Use of step and great:

A. Stepson, stepdaughter, stepfather, step-grandson, etc.

B. Great-grandson, great-granddaughter, great-great-grandson, etc.

Step-great-grandson, step-great-grandmother
For married women survivors, they permit the woman's first name or that of her husband, but not both. As a matter of policy they will not say a person who is 70 years or older was preceded in death by his/her parents.

Next paragraph: list funeral time, day, place, minister and church affiliation. Sentence noting burial place is included in this paragraph.

Last paragraph: note memorials, if applicable. Stating "In lieu of flowers" is not recommended.