

THE TRIPP-JONES FAMILY

BEREAVEMENT &

SYMPATHY NOTIFICATION TEMPLATE

Used by the Secretary and President to notify the family of the passing of a member

Instructions

When a Tripp-Jones Family member passes away, the President and Secretary are responsible for notifying the family promptly and with dignity. Confirm the details with the immediate family before sending — especially the service information and whether the family wishes for a wide notification. Send via the family email list and social media, unless the family prefers a more private communication.

Also notify the Family Historian to update the family archive and family tree, and the Treasurer if a Benevolence Fund request may be appropriate.

Notification Template

IN LOVING MEMORY
[Full Name of Deceased]
[Birth Year] – [Year of Passing]

Dear Tripp-Jones Family,

It is with deep sadness and heavy hearts that we share the news of the passing of our beloved [Name], who went to be with the Lord on [Date].

[Name] was the [relationship to the family — e.g., son/daughter of, spouse of, parent of].
 [He/She/They] was a cherished member of the [District] District and touched the lives of so many in our family and community. [Optional: Add 1–3 sentences about the person — their personality, legacy, what they meant to the family.]

[Name] is survived by: [List immediate survivors — spouse, children, siblings, as the family wishes to share.]

Service Information

Service Detail	Information
Visitation / Viewing	Date: _____ Time: _____ Location: _____
Funeral / Memorial Service	Date: _____ Time: _____ Location: _____
Burial / Committal	Date: _____ Location: _____
Reception / Repast	Date: _____ Location: _____
Virtual attendance (if available)	Link: _____
Flowers / Donations	[Instructions from the family — e.g., in lieu of flowers, donations to: _____]

Cards and condolences may be sent to the family at:

[Mailing address or contact name provided by the family]

If you are in need of support during this time, please know that our Tripp-Jones Family Benevolence Fund is available to assist qualifying family members with bereavement-related expenses. Contact our Treasurer, [Name], at [Phone/Email] for confidential assistance.

We hold [Name] and all who loved [him/her/them] in our hearts. May [he/she/they] rest in eternal peace, and may our family find comfort in one another during this time of grief.

With love and deepest sympathy,

[President Full Name]

President, Tripp-Jones Family

[Secretary Full Name]

Secretary, Tripp-Jones Family

Post-Notification Checklist

<input checked="" type="checkbox"/> Action	
<input type="checkbox"/>	Confirmed details with immediate family before sending
<input type="checkbox"/>	Family email list notification sent — Date: _____
<input type="checkbox"/>	Facebook post published — Date: _____
<input type="checkbox"/>	Instagram post published (if appropriate) — Date: _____
<input type="checkbox"/>	Family Historian notified to update records and family tree

<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>	Treasurer notified of potential Benevolence Fund request
<input type="checkbox"/>	Card or flowers sent on behalf of the family — Date: _____
<input type="checkbox"/>	Obituary or tribute saved to family archive by Historian
<input type="checkbox"/>	In Memoriam noted for next reunion program