

# Bereavement Fan-Out Notification

Complete this form and submit to Jodi Badder ([badderj@sgate.k12.mi.us](mailto:badderj@sgate.k12.mi.us)) if you'd like to have an all staff bereavement notice sent on your behalf.

***Please print legibly or type.***

Employee Name: \_\_\_\_\_

Building: \_\_\_\_\_ Position: \_\_\_\_\_

Deceased's Name: \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

## Visitation Information

This is a Private Visitation

Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # of Funeral Home: \_\_\_\_\_

Date(s) of Visitation: \_\_\_\_\_ Times \_\_\_\_\_

## Service Information

This is a Private Service

Funeral Location: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Additional Information

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