

Policies and Procedures for Bereavement Committee

The purpose of this Committee is to extend comfort and support to the grieving family of a deceased Crane Lakes Homeowner, and to enable them to create a loving memory of a celebration of their loved one with our help.

Bereavement Procedures:

1. When the family of the deceased requests assistance with the Celebration of Life then the following will occur:
 - a. The family, not the Bereavement Committee, will set the date and time of the Celebration of Life, held in the ballroom, with the management office. Weekdays are preferred and encouraged due to availability of our volunteers. The time scheduled cannot be later than 2:00 pm and should last about 2 hours (rarely 3 hours) & cleanup may take an additional hour.
 - b. The Chairperson arranges a meeting with family member in charge (usually in the ballroom).
 - c. During the meeting with the family, the Committee Chairperson will discuss their needs and guide them through the expectations of the celebration, including what we can and cannot provide, and details will be collected to assist in the planning of the event.
 - d. Permission for his/her name to be noted on the HOA Bulletin Board, in the Crane Courier and the Monday email blast will be requested.
 - e. If an event or ballroom activity is scheduled during requested Celebration (2 hours prior and 2 hours after), the Chair will contact the Event leader and inform them of the cancellations needed.
 - f. Chair will keep Management office informed of plans.
2. The Chairperson will contact the volunteers with request for participation providing the date and time that they will be needed – usually 1.5 hours prior to start of the Celebration and 1 hour after it has finished. 5-6 volunteers is optimal
3. During the Celebration:
 - a. Linen tablecloths will be used for the family tables. Disposable tablecloths will be used for the food, beverages, and guest tables.
 - b. The volunteers will arrange picture tables and beverage tables with pitchers of ice water.
 - c. Coffee and water will be supplied.

- d. Small vases of flowers will be placed on family table(s) and picture table. Vases will be collected after Celebration.
- e. Paper plates, utensils, cups, coffee essentials will be supplied
- f. Food (supplied by the Roost, outside caterer, or family) will be set up in buffet style in the conference room, and volunteers will serve and keep supplies full.
- g. Once serving is finished, the volunteers are allowed to eat
- h. At the conclusion of the reception, the committee will clean the conference room, clean kitchen as needed, clear off all tables, rearrange tables to original places, and dispose of all garbage. Vacuuming will be performed. The goal is to leave the ballroom in better shape than when the Celebration began.
- i. The air conditioners will be reset to the proper setting, all lights will be turned off and the front doors will be locked.

An estimated budget can be presented to the Board of Directors for approval on an annual basis.

Prepared by: Patty Anderson

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Approved: 7/8/2026