# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



Human Resources Department

1101 S. Raisinville Road

Monroe, Michigan 48161

734-242-5799

**MEMORIAL DONATIONS FORM**

Use this form to inform the Human Resources Office if an employee has experienced a death of a loved one. This only includes spouse, parent, child, stepparent or stepchild. Email completed forms to jennifer.dively@monroeisd.us.

*Please note that periodically the names of those remembered will be included in our ISD “Inside” newsletter. If the employee would rather not share this information, please check the “opt out” option on the form.*

**FUNERAL**

*Employee Name:*

*Relationship of Deceased:*

***[ ]***  *Employee* ***[ ]***  *Spouse* ***[ ]***  *Son/Daughter* ***[ ]***  *Parent of Employee*

***[ ]***  *Stepparent* ***[ ]***  *Stepchild*

*Name of Deceased:*

**[ ]** Opt out (do not put in ISD newsletter) option

*Submitted by:* *Date:*