

CLOTHING AND PERSONAL EFFECTS RECORD

FOR: _____ **DATE:** _____

Name

Locations: Avon Avon Lake Cleveland Elyria Fairview Park North Royalton Parma Care Center

Return Clothing Hangers? YES NO N/A
 Return Garment Bag? YES NO N/A
 Return Clothing deceased was wearing at transfer? YES NO Launder & Donate N/A

INVENTORY

Men's

- Suit
- Shirt
- T-Shirt
- Tie
- Belt
- Slacks/Trousers
- Jacket
- Underwear
- Socks
- Shoes
- Sweater
- Slippers
- _____
- _____
- _____
- _____

Women's

- Blouse
- Brassiere
- Slip
- Scarf
- Belt
- Dress
- Suit
- Slacks
- Underwear
- Socks
- Shoes
- Sweater
- Slippers
- Nylons
- _____
- _____

SPECIAL INSTRUCTIONS:

PERSONAL EFFECTS:

_____	<input type="checkbox"/> Return to family	<input type="checkbox"/> Remain with deceased
_____	<input type="checkbox"/> Return to family	<input type="checkbox"/> Remain with deceased
_____	<input type="checkbox"/> Return to family	<input type="checkbox"/> Remain with deceased
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_____	<input type="checkbox"/> Return to family	<input type="checkbox"/> Remain with deceased
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ADDITIONAL PERSONAL EFFECTS TO REMAIN WITH THE DECEASED:

ADDITIONAL PERSONAL EFFECTS TO RETURN TO FAMILY:

ITEMS TO BE DONATED:

NOTES:

This record is to remain with the deceased at all times. Update as necessary.

I, _____ Authorize _____ To receive effects. _____
 Informant Initials Name of Person to receive effects Name of Busch personnel releasing effects

If form is separated be sure to update all 4 copies.

Rev. 03/02/2016

Policy for Receiving Personal Effects of Deceased

- Busch Funeral and Crematory Clothing and Personal Effects Record is to be completed at the time items are received at the funeral home.
- The Clothing and Personal Effects Record *is to remain in the Personal Effects Envelope*.
- Clothing is to be placed in Busch garment bag. It is to be indicated on the Clothing and Personal Effects Record the disposition of family hangers, garment bags, suitcases, etc. Small items are to be placed in a Busch Personal Effects Envelope.
- Jewelry, rosary and other small items, once placed in Personal Effects Envelope, must remain with the Clothing and Personal Effects Record. Items remaining at the location funeral home should be placed in another jewelry envelope and the envelopes should be noted 1 of 2 and 2 of 2. This should be noted on the Director's Worksheet only.
- The Clothing and Personal Effects Record, once transported to the Care Center, is to remain with the deceased at all times.
- The Clothing and Personal Effects Record is originally completed by the arranging director. For any updates or additions, staff will list each new item; then place initials and date next to the items added. Our gold copy may be separated from the original (white copy) when items are to remain at the funeral home. If this occurs you must verify the original (white copy) with the gold copy before effects are released.
- The Clothing and Personal Effects Record will be a receipt for the family indicating those items which have been returned and those items which have remained with the deceased.
- The pink copy (bottom) is to be given to the family as the final receipt.
- The original (white copy) is to be given to the Care Center.
- The yellow copy is to remain in the families arrangement file.
- The gold copy is to remain at arranging funeral home if necessary.
- During the arrangements, the Informant will initial the form and print the name of the family member authorized to receive the effects.
- At the time of the release of the personal effects, the Busch staff member releasing effects will sign at bottom right.