

Morris Brown College Condolence Resolution Criteria

Condolence Resolutions are issued through Institutional Advancement through the Office of Alumni Affairs for deceased Alumni, current and former Employees (faculty and staff), Students, Trustees/Trustees Emeriti, and Friends of the College.

Upon appropriate notification and/or request, it is the policy of the Office of Alumni Affairs to produce and deliver a condolence resolution with the President's signature for the Deceased.

Alumni Condolence Resolution Procedure

Condolence Resolutions are generated upon the authority of the Chairman of the Board of Trustees and the President of the College to express the sympathy of the Board of Trustees on the passing of the Deceased and to note this expression as a permanent part of Morris Brown College's historical record. The Office of Alumni Affairs is committed to fulfilling this expression of goodwill. To obtain an official Morris Brown College Condolence Resolution, please:

Complete the Death Notice/Resolution Request Form. Save the completed form as a PDF. Email the PDF of the completed form to todd.blackburn@morrisbrown.edu.

Please call (404) 458-6085 ext. 2020 to ensure that the email has been received and to advise on whether the Resolution will be picked-up or mailed to the next-of-kin at the address indicated on the form.

Office of Alumni Affairs
Morris Brown College
643 Martin Luther King, Jr., Dr., NW
Atlanta, GA 30314-4140

If we can be of further assistance, please contact us.

**MORRIS BROWN COLLEGE
INSTITUTIONAL ADVANCEMENT
DEATH NOTICE/RESOLUTION REQUEST FORM**

Please submit this form to the Office of Alumni Affairs Email:
todd.blackburn@morrisbrown.edu
or phone: (404) 458-6085 ext. 2020

INSTRUCTIONS: Death Resolutions are prepared for members of the Morris Brown College community who are Alumni, current and former Employees (faculty and staff), Students, Trustees/Trustees Emeriti, and Friends of the College. Resolutions are addressed to the Deceased's Next-of-Kin and signed by the President. Resolutions may be presented at the funeral or memorial service by a Morris Brown College representative upon request. Please provide all applicable information and return to the email address or fax number provided above. Thank you.

Name of Deceased (Mr./Ms./Mrs./Dr./Other): _____

Date of Birth: ____ / ____ / ____ Date of Death: ____ / ____ / ____ Gender:
____ M / ____ F

Funeral/Memorial Date: ____ / ____ / ____ Date Resolution needed: ____ /
____ / ____

Funeral/Memorial Address: _____

If the Deceased was an Alumnus or Student, please provide date(s) of Graduation and Degree(s):

Campus Affiliations: Organizations, Activities:

If the Deceased was an Employee (Faculty or Staff) of the University, please provide:
Hire Date: ____ / ____ / ____ End Date: ____ / ____ / ____
Position Title(s) and Department(s):

Please provide additional details about the Deceased on a separate sheet and/or by attaching an obituary or biography.

Next-of-Kin's Name and Mailing Address: (Mr./Ms./Mrs./Dr./
Other): _____

Phone: (_____) _____ Email:

Relationship to Deceased (Spouse, Parent, Child, etc.): _____ Relationship to
University, if any, (i.e., Alumnus, Employee):

Name of Requestor, if different from Next-of-Kin:

_____ Phone: (____) _____ Email:
_____ Will the Resolution be
picked up? ____ Yes ____ No

If "No", the Resolution will be mailed to the Next-of-Kin at the address provided above unless specified here: Mailing

Address: _____

_____ Phone: (____) _____ Email:
