



Offer to Visit a Grave / Memorial

(Please use a separate form for each name)

Name of person remembered	<input type="text"/>
Country where grave/memorial is located	<input type="text"/>
Name of cemetery / memorial	<input type="text"/>
Where are you proposing to stay in the country?	<input type="text"/>
How far is the cemetery / memorial from your hotel?	<input type="text"/>
What is your proposed method of travel to the cemetery / memorial?	<input type="text"/>
When do you propose to make the visit?	<input type="text"/>
When will you return to Thame?	<input type="text"/>

Details of person to make the visit			
Name	<input type="text"/>		
Reason for making the visit and relationship to remembered (if any)	<input type="text"/>		
Address	<input type="text"/>	Telephone N ^o	<input type="text"/>
		e-mail address	<input type="text"/>
What name(s) do you wish to appear on the certificate?	<input type="text"/>		
<p>I/We agree that Thame Remembers may have unrestricted use of the photographs, film or other images of the people whose names are above to promote the charitable and commercial interests of the organisation and that this may include the sale or sub-licence of such photographs to third parties, including the Heritage Lottery Fund. (please complete a separate release form where person Under 18 are involved)</p>			
Date of application	<input type="text"/>	Signed	<input type="text"/>

Travel Costs Insurance	I wish to claim travel expenses for the journey to the cemetery / memorial. I am aware that I cannot claim for my journey to the holiday/business area nor for hotel costs and that the maximum I may claim is £40 per overseas visit and £25 for a UK visit. You must carry adequate personal travel insurance for the journey that you are undertaking.				
	Name	<input type="text"/>	Signed	<input type="text"/>	Date

Approved by					
Name	<input type="text"/>	Signed	<input type="text"/>	Date	<input type="text"/>

<i>For official use only:</i>		Application received:	<input type="text"/>	Sign / date
Visitor details verified:	<input type="text"/>	Cross / wreath instructions issued:	<input type="text"/>	Sign / date
Photos received:	<input type="text"/>	Certificate issued:	<input type="text"/>	Sign / date
Receipted travel costs claimed:	<input type="text"/>	Travel costs paid	<input type="text"/>	Sign / date



Thame Remembers

Thank you for offering to visit a cemetery/memorial and deliver a Thame Remembers Cross. This is a novel way for Thame to commemorate the centenary of WW1 and to remember the debt we all owe to those who have died during conflict.

We will be accepting offers from 1 July 2014, although only those from relatives will be processed during the first three months. If there is more than one offer to visit any one grave we will need to consider all offers and to accept the one that gives the most beneficial reason for the visit.

We will provide you with details of the location of the cemetery and the grave of the person to whom you have chosen to deliver the cross. How you get to the cemetery will be up to your own initiative. All we ask is that the delivery is carried out with respect for the memory of those who died.

Crosses should be placed central on the appropriate grave in front of the headstone.

Where a name is only remembered on a memorial we ask that a wreath is placed at the memorial and where possible a cross is placed on the grave of an un-named serviceman close by, ideally from the appropriate regiment.

We ask that you make a photographic record of the placement with at least photographs of;

- the cemetery/memorial and your visitor party
- the cross at the grave or memorial
- the person placing the cross and/or wreath
- your record in the cemetery/ memorial visitor book.

On your return you will receive a certificate recording your accomplishment. A copy of the certificate and your photographs will be placed in albums which will be kept for posterity.

Some of the cemeteries are in areas remote from holiday destinations. We will provide financial help to get from your holiday or business area to a memorial or cemetery. In this instance you must obtain a receipt (either public transport ticket or taxi fare receipt). Car travel costs repayment will be calculated at 40p per mile. In all instances the maximum that we can pay is; £40 per overseas visit and £25 per UK visit.

You must carry adequate personal travel insurance for the journey that you are undertaking.

Once you have completed the form overleaf please send to:

Thame Town Council,
Town Hall,
Thame,
Oxon, OX9 3DP

Thank you for offering to take part in the project.

