

Every Ribbon Has a Name

A permanent digital memorial, held by the Kiona Foundation

Stewarded by **Mertis Williams** for Kiona Foundation. Questions, corrections, and removal requests:
mwilliams@kionafoundation.org or **(929) 445-4190**

You do not have to use this form. If writing it down is more than you can do right now, call **(929) 445-4190** and ask for the Memorial Steward. We will write it with you. You may also simply write to us at **stories@kionafoundation.org** in your own words.

Submitting this form is not permission to publish. Nothing about your child will appear anywhere until you have seen the exact final tribute and approved it in writing. You may ask for a correction, or ask us to remove it, at any time and for any reason.

1. ABOUT YOU

Your full name	Your relationship to the child
Email address	Phone number
How would you prefer we contact you?	
☐ Email ☐ Phone ☐ Either	

2. ABOUT YOUR CHILD

Child's full name	Name they were called, if different
Date of birth	Date of passing, if applicable
Diagnosis <i>(optional, share only what you wish)</i>	

This helps us understand your child's story. It is not published unless you approve it in the final tribute.

3. THEIR STORY

In your own words. What made them who they were, what you want the world to know, a memory, a favorite saying, something they taught you. Continue on another sheet if you need more room. There is no wrong length.

4. PHOTOGRAPHS

Photographs may be sent by email to stories@kionafoundation.org with your child's name in the subject line, or posted with this form. **You do not need any online account to send them.** Posted photographs are returned if you ask; please write your name and address on the back of each.

How many are you sending?

Please describe each one, so we caption it correctly

5. PERMISSIONS

These are separate on purpose. Each is a different permission, and you may give some and not others. Please initial beside each statement you agree to.

- ☐ **Preparing a draft.** I authorize Kiona Foundation to use the information and images I submit to prepare a private draft tribute. Submitting this form does not authorize publication, and nothing will be published until I review and approve the exact final presentation in writing. Initials: _____
- ☐ **Authority to submit.** I am the child's parent or legal guardian, or I am otherwise authorized by the family to submit this remembrance. Initials: _____
- ☐ **Rights in the material.** I own the words and photographs I submit, or I have permission from the rights holder to provide them to Kiona Foundation for this memorial review. Initials: _____
- ☐ **Boundary on later use.** I understand that any use outside the Every Ribbon Has a Name memorial requires my separate written permission. Initials: _____
- ☐ **Correction and removal.** I understand that I may request a correction or removal at any time by contacting mwilliams@kionafoundation.org or calling (929) 445-4190. Initials: _____

6. HOW YOUR NAME APPEARS

- ☐ Use my name publicly ☐ Use only my first name ☐ Keep my name private
- ☐ Please let me know when the tribute is ready for my review

7. SIGNATURE

Signature

Print name

Date

RETURNING THIS FORM

By email: photograph or scan every page and send to stories@kionafoundation.org

By post: Kiona Foundation Inc., 1159 2nd Ave #111, New York, NY 10065

By phone: call **(929) 445-4190** and ask for the Memorial Steward

Questions: Mertis Williams, Memorial Steward, mwilliams@kionafoundation.org

Kiona Foundation Inc. is a 501(c)(3) public charity, EIN 20-0977421. Information you provide is used only to prepare and steward this memorial. It is not sold, shared, or used for fundraising. Thank you for trusting us with your child's name.