

INSTRUCTIONS HOW TO COMPLETE THE GIFT OF BODY (GOB) DONATION & REGISTRATION FORM SET

(2 pages, single-sided)

These are the instructions for the donation and registration form set

1. The Gift of Body (GOB) Donation and Registration form set is a total of six (6) pages (single-sided.) The six (6) page Registration form set does NOT include this two (2) page Instruction form set. Please use black or blue ink to complete the forms.

Completed forms must be submitted to:

**USC School of Medicine, Dept. of CBA
Gift of Body Program
Columbia, SC 29208**

(No street address is needed)

All questions must be completed. If an answer is unknown, and every effort has been made by the donor to obtain the information to no avail, please indicate “unknown” in the space provided. Any blank spaces on the form, intentional or otherwise, may cause a delay in the processing of the application.

The donor may seek assistance in completing the forms, however, the donor MUST sign and initial the forms before they can be submitted to the GOB office. If the donor is unable to sign and the forms are completed by a Power of Attorney, a copy of the Power of Attorney must be submitted along with the application.

*** Please note that pages 1, 2, and 3 must be fully filled out to register for the program. ***

*** Page 4 is optional** and allows you to provide the students with any additional information you may like them to know.

****Page 5 pertains to an optional** and additional program, the Polymer Preservation Program. If page 5 is completed and submitted, the cremated remains will be interred by the University of South Carolina, School of Medicine upon completion of the study program and CANNOT be returned to the family.

***Page 6 pertains to an optional** and additional program for the Imaging Program.

2. Completed forms received by the GOB Program office will be processed within 5-7 business days. Applicants will receive a confirmation letter, a donor intent card to be kept with their identification, and a copy of their application for personal records. We advise that a copy of your intent should be given to your legal Next of Kin or Personal Representative so that proper notification to the GOB Program can be made at the time of need.

*Please note that it is the responsibility of the donor to notify the GOB Program of any changes to contact information for themselves and for their Next-of-Kin/Personal Representative.

3. If the Gift of Body donation contradicts previous instructions in the donor's Last Will and Testament, a codicil (change or addition) to the will may be needed. If the Gift of Body donation is not in conflict, a codicil may not be necessary but added as a personal preference. Consultation by a lawyer for legal matters is always highly recommended.
4. "Next-of-Kin" is defined as legal spouse, child(ren), parent, sibling, aunt/uncle, cousin, etc., and they will be the spokesperson for the family once death has occurred. If a Personal Representative has been listed, then they will be the spokesperson for the family and would be the person contacted to verify information when death has occurred. A secondary person may be added to assist with those tasks if the donor prefers.
5. It is important to remember that study periods last one (1) to four (4) years. Once the study period has ended, cremation will be scheduled and performed. Cremated remains may be returned to the family if page 5 has NOT been completed, **IF** the request was made at the time of application, **OR** if a written request was submitted by the donor or Next-of-Kin to the GOB office prior to the donor's passing.

*If the donor chooses, their cremains can be interred by the University of South Carolina, School of Medicine, regardless of page 5 being completed. ***The donor may elect for the School of Medicine to inter their cremains, page 3.***

At the end of the study period, the Next-of-Kin/Personal Representative will be notified in writing that the cremains are ready to be released or that the University of South Carolina School of Medicine will be taking care of the interment and will provide a map to the Memorial Garden.

6. ***For the application to be considered complete, pages 1, 2, and 3 must be completed, signed, dated, and returned to the GOB office.*** Pages 4, 5, and 6 are optional, with page 5 offering a permanent placement with the Gift of Body Program.

The donation and registration forms (the application) will need to be witnessed by two trusted individuals of your discretion. The forms do not need to be notarized.

7. We suggest the donor read completely through the Gift of Body Donor Information Packet prior to completing any of the forms. If you have any questions or concerns that have not been addressed, please feel free to contact the Gift of Body Program office at (803) 216-3888, Monday through Friday from 8:30am to 5:00pm, or by emailing RealAnatomy@uscmed.sc.edu. The Program Manager and the support staff are happy to assist you further.
8. Please retain these instructions for your personal files, along with any other correspondence you receive from the University of South Carolina School of Medicine Gift of Body Program.