

WHEN A CHAPTER MEMBER PASSES AWAY.....Immediately, within 10 days -

- Complete Form 6 *“Report of the Death of a Member”*
 - Identification Number – the chapter treasurer has this.
 - Name of deceased member – **make a note of how to pronounce the name** (this is important for the State Necrology Service).
 - Date of death – include month, day and year.
 - Residence – include complete address.
 - Name and address of closest relative and/or friend – include name, relationship, and complete address.
 - Look for an obituary in the local newspaper or a burial service program to include with your Form 6 to the State Membership Chairman.
 - Make 5 copies of Form 6 that are easy to read.
- Get 4 business envelopes and address them as follows or e-mail to:
 - Delta Kappa Gamma Society International
416 W. 12th Street
Austin, TX 78701-1817
mem@dkg.org.
 - Diana Kirkpatrick, President
554 Washington Ave.
Washington Court House, Oh 43160
president@dkgohio.org
 - Diana Haskell, State Treasurer
8726 Redcloud Ct.
Cincinnati, OH 45249-2317
treasurer@dkgohio.org
 - Debby Canter, First VP & Membership Chair
309 North Bingham Street
Oak Hill, Ohio 45656
membership@dkgohio.org
- Place a copy in the chapter Necrology file
- Contact the family and plan a chapter memorial service for the deceased member at the funeral home if the family requested one.
- Contact the family to determine if they would like to return the Delta Kappa Gamma pin of the deceased to the chapter.
- Send Form 6 immediately. If it is sent long after a death, it is awkward for the State Membership Chairman to send a note of condolence.
- Complete State Necrology Report by February 1st deadline. This is an annual report and must be sent even if there were no deaths in the chapter.