**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

 P.O. Box 1589

 Austin, TX 78767-1589

 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

 ❑  Debbie 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.