**Form 6**

Someone in your chapter may die during your biennium. When that happens, the chapter president needs to complete a Form 6 which is the **Report** **of the Death of a Member.**

The form may be downloaded from the International website. Complete the form and send a copy to me, Norma, Diana, and International. Also keep a copy for your chapter files.

Upon receiving the Form 6, a **sympathy card** is sent to the chapter and to the family. Please send the Form 6 as soon as possible so the card to the family in a timely manner. It is rather embarrassing to send the card to the family of someone who died years ago.

If the name has a different pronunciation please write a **phonic** spelling by the name. Information from the Form 6 is used by the Membership Committee for the Celebration of Life service.

We do not want to mispronounce the name during the service.

You will also send me a **State Necrology Report by February 1st.** Even if no one dies, you send the report to me. Sending the report to me by Feb. 1st is part of the Gold Key Award.