

Necrology Directions

Upon the death of a member, it is very important that **Form 6/ Death of a Member** (revised 7/24/14) be completed immediately by the **Chapter President**. Form can be downloaded from www.dkg.org or hardcopy forms ordered from International. Form 6 is interactive and information can be typed directly onto the form. The completed form can either be mailed or sent by email (preferable). Five copies of Form 6 are needed. Two copies or originals of the obituary are needed.

Complete all information and distribute all copies of Form 6 and the obituary as follows:

1. Mail or email copy of Form 6 to **International** to Membership Services Administrator, P.O. Box 1589, Austin, TX 78767-1589; email: mem@dkg.org
2. Mail or email copy of Form 6 to **State Treasurer**, Donna Chaney, 42 Homewood Avenue, North Haven, CT 06473; email: deweyx2dbc@snet.net
3. Mail or email copy of Form 6 with a copy of the newspaper or online obituary to **State President**, Joan Konareski, 2 Tuscany Hills Drive, Middletown, CT 06457; email: jannak16@gmail.com

A copy of the form to the President is not stated at the top of Form 6 but is necessary because the state president acknowledges the chapter's loss.

4. To **State Membership Necrology Chair**, Terry Azoti, 24 Red Cedar Circle, Orange, CT 06477; email: tazoti@optonline.net **send the following mailed or emailed:**
 - a) **copy of Form 6**
 - b) **the original or a copy of the newspaper or online obituary**
 - c) **the profile of a few short paragraphs including information in the attached Guide to Necrology Profile. This profile will be used for the Spring Convention *Ceremony of Life* booklet memorializing those who have passed from January 1, 2015 to December 31, 2015. Members passing after that time period will be remembered in the next spring convention booklet.**
5. Chapter President retains a printed copy of the Form 6, obituary and profile for the chapter files.

In addition: an **abbreviated** profile regarding the deceased member will be sent by Terry Azoti to **Carol Beam, Keynote Editor**, to use for the *Keynote* state newsletter *White Roses* column. Since Terry will be sending the shortened version, it is imperative that she receives the profile as soon as possible to meet **Keynote** deadlines.