

## GUIDE TO NECROLOGY PROFILE

The profile information written using this guide should be submitted as you would like it to appear in the *Celebration of Life* Booklet. The Necrology Chair will edit the content as necessary, but the Chapter President or designee should submit this information in complete sentences and paragraph form. The profile needs to be a maximum of one 9x11 page in length using size 11 font. You may ask members who knew this member well to add additional information and you may include relevant information from the obituary.

This profile should be submitted to the Necrology Chair as soon as completed to accompany the Form 6 and obituary.

### Heading

Member's name, \_\_\_\_\_ Chapter  
Date of passing

### Include in Paragraph #1: DKG / AKS/ Chapter Information

Initiation Date

Chapter into which she was initiated. - If she was initiated into another chapter, the date she transferred into your chapter.

Contributions she has made to your chapter, to AKS, and DKG. Include positions held, presentations, etc. as well as unofficial contributions.

### Include in Paragraph #2: Educational Background

Degrees received, dates received, and college or University

Additional educational accomplishments

### Include in Paragraph #3: Professional Accomplishments/ Work History

Include schools/ universities where she taught, positions held, and number of years in these positions.

### Include in Paragraphs #4 and #5

Community involvement, places she volunteered, any personal and or professional information you and your chapter would like to include about your chapter sister.