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.

Revised 2015