

## **The Delta Kappa Gamma Society International Chi State**

To: Chapter Presidents  
From: Lorraine Secor, Necrology Chairman  
Subject: Importance of Your Role in Filing Form 6

Delta Kappa Gamma members are loving, caring women. We express these feelings in a variety of ways during a member's life. When one of our Chapter sisters dies, it is especially important that we offer our final expressions of care.

The key to Chi State being able to respond quickly and with sensitivity to the member's family, Chapter, and friends for this loss is the prompt filing of the Death of Member Report (Form 6) by the Chapter President. Please check to be sure you have a copy in your Chapter files. Forms can be downloaded from the International website, [www.deltakappagamma.net](http://www.deltakappagamma.net). You can also contact numbers below.

Immediately after the member's death, Form 6 should be filled out completely. Make five copies and send to the five people designated on the flow chart on the back, or see the step that shows the U.S. mail icon. This will initiate the following actions:

- A Letter of Condolence is sent from Chi State to the family and your Chapter.
- International and State membership rolls are cleared; publications are discontinued.
- The Chapter President files a copy and uses it later to assist in completing the Annual Necrology Report (Form 2).
- The State Membership Chairman uses the information on her copy for cross checking the accuracy of State membership lists.
- The State Necrology Chairman enters the information into a database from which several reports are generated, including information for the *In Memoriam* column in each *Chi State News* issue. On April 1, a complete list of deceased members for the preceding year is sent to the Communications Committee for publication in the Necrology program at the Chi State Convention in May.
- A copy of the Ceremony of Remembrance program will be sent to the member's family or relatives who are listed on Form 6.

Remember---you are a key person in this process. Promptness in completing and forwarding Form 6 is vital. Refer to the flow chart on the back of this page to assist you and your Chapter members in understanding the necrology process.

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