

The Necrology Chairman or Committee

Texas is a big state and we divided responsibilities concerning our members.

The Membership Committee cares for the living.
The Necrology Committee cares for the deceased.

Chapter Necrology Chairman and/or President

- Keeps an information sheet on each member, updated annually
- Sends Form 6 (Report of the Death of a member) ASAP after a member's death
 - Uses the information sheet to complete the form
 - Includes a contact email address for a response or questions
 - Prints form from TSO or International websites
 - Sends to Necrology Chairman, TSO Treasurer, and International Membership Chair
- Chapter honors the deceased member
 - Memorial service at a meeting
 - Ceremony at the funeral service (*Ceremonies* book or another)
 - Members take roses to the service
 - Chapter sends a special floral piece to the funeral or slumber room
 - Gives a contribution to a Society fund or charity
 - Enters the name into a Chapter's Book of Memories
- Complete and send Form 2 (Chapter Annual Report)
 - Postmarked by February 1
 - Send annually
 - Include all names of members who have died since last report
 - **Send to State Necrology Chairman**

State Necrology Chairman and/or Committee

- ❖ Form 6 is received, and date of receipt is recorded
- ❖ State membership list is checked or International is contacted to check
- ❖ On-line obituary is searched if none is sent
- ❖ Information from Form 6 is recorded
- ❖ Condolence card is sent to a family member or close friend
- ❖ Name is added to the Book of Memories
- ❖ Names of all deceased are sent to the International Chairman on March 1 annually
- ❖ Ceremony of Life and Remembrance is planned and conducted at convention
- ❖ Names are read at the service and are printed in the program booklet

Questions: Dianne McCorcle, necrologytso@gmail.com
504 Wendy Lane
DeSoto, Texas 75115