

# Necrology Tips

Robyn Rucker, Necrology Chair

and

the Necrology Committee

Area Workshops 2022

*Updated 9/2023 by Dianne McCorcle, Necrology Chair 2023-2025*

# Who do I send the Form 6 to:

- 1) Dianne McCorcle– Necrology Chair  
[necrologytso@gmail.com](mailto:necrologytso@gmail.com)
- 2) Leesa Cole– TSO Executive Secretary/State Treasurer  
[tsosecretary29@gmail.com](mailto:tsosecretary29@gmail.com)
- 3) International DKG Membership Services  
[mem@dkg.org](mailto:mem@dkg.org)



## Report of the Death of a Member

### **Instructions:**

This report is to be prepared by the chapter president immediately upon the death of a member. A copy is to be emailed to each of the following:

Membership Services Email: [mem@dkg.org](mailto:mem@dkg.org)  
State Organization Treasurer  
State Organization Membership Chair (or Necrology Chair, where applicable)

Chapter \_\_\_\_\_ State (Geographic Name) \_\_\_\_\_

DKG Member Identification Number \_\_\_\_\_ Date of Death \_\_\_\_\_

Name of Deceased Member Dr. \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

(Country) \_\_\_\_\_

### **Delta Kappa Gamma Society and Professional Information**

Date of induction \_\_\_\_\_

Contributions to/participation in Delta Kappa Gamma:

Contributions to education:

Name and mailing address of closest relative (specify relationship) or friend:

(Sympathy Card will be mailed on behalf of the Society if reported within 3 months of date of death)

# How to Fill Out Form 6

\* Before you fill out the Form 6, please make sure that the deceased member is good standing.

- 1) Name of current chapter and state (Texas)
- 2) DKG Member's number
- 3) Date of Member's Death
- 4) Name of the deceased member (First, Middle, and Last Name) – make sure you indicate if the deceased was a Dr.
- 5) Mailing Address at time of death (Mailing Address, City, State, Zip Code, Country (USA))



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# How to Fill Out Form 6

Delta Kappa Gamma Society and Professional Information – Please check your chapter archives for this information.

Date of Induction – when did the deceased become a DKG Member

Contributions to/participation in Delta Kappa Gamma – what did the deceased member do at the chapter, state, and international level?

Contributions to education – what were her teaching assignments, honors, and awards



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\* Where to send a sympathy card

Please share the name and mailing address (specify relationship) – family member or friend



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# State Necrology Chairman & Committee

- Form 6 is received, and date of receipt is recorded.
- State membership list is checked to confirm status of membership at date of death; International is contacted if necessary.
- Information from Form 6 is recorded, and Form 6 is filed for future use.
- A DKG condolence card is sent to the family member or friend listed on the Form 6 .
- Member's name is added to the TSO Book of Memories.
- Member's name is added to the list for publication in the Lone Star News.
- Names of the deceased are sent to International Chairman.
- Ceremony of Life and Remembrance is planned and conducted during the annual TSO Convention.
- Names are printed in the program booklet and read at the service. The information is gathered by the Necrology Chairman from Form 6 .
- Book of Memories is displayed at the Ceremony of Remembrance

# Ways Chapters May Honor Their Deceased Sisters

- Hold a memorial service at a meeting.
- Use the TSO website to find ceremonial ideals  
<http://www.dkgtxas.org/necrology-committee.html>
- Ceremony at the funeral service (found on the Texas DKG website or Ceremonies book).
- Members take roses to the family or the service.
- Members wear their pins at the funeral or memorial service.
- Give a contribution to the Society fund or a charity in her name.
- Enter the name into a chapter Book of Memories.
- Look into honoring the member with a plaque.

# Necrology Committee 2021-2023

## Chair

Robyn Rucker                      Kappa Theta      Area 16      [rucker.tsonecrologychair.2123@gmail.com](mailto:rucker.tsonecrologychair.2123@gmail.com)

## Committee Members

Katherine Bunce                      Kappa Pi                      Area 1                      [somatt225gmail.com](mailto:somatt225gmail.com)  
Janette Musachia                      Beta Eta                      Area 3                      [jmmusachia@gmail.com](mailto:jmmusachia@gmail.com)  
Gretchen Dupnik                      Gamma Omicron                      Area 4                      [gdupnik@sbcglobal.net](mailto:gdupnik@sbcglobal.net)  
Precious Chavis Coleman                      Lambda Beta                      Area 6                      [pmcaka@yahoo.com](mailto:pmcaka@yahoo.com)  
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Kimberly Best                      Lambda Xi                      Area 13                      [kimberlyannbest1@gmail.com](mailto:kimberlyannbest1@gmail.com)  
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Margie Nelson Rodriquez                      Theta Iota                      Area 15                      [margaret.nelson27@gmail.com](mailto:margaret.nelson27@gmail.com)  
Nancy Vines                      Alpha Zeta                      Area 17                      [keyofq@yahoo.com](mailto:keyofq@yahoo.com)

Shalan Inmon, ExOfficio                      Alpha Sigma                      Area 12                      [2123.tso.pres@gmail.com](mailto:2123.tso.pres@gmail.com)



## Necrology Committee 2023-2025

Chapter	Area	First Name	Last Name	Email Address
<b>Theta Alpha</b>	<b>9</b>	<b>Dianne</b>	<b>McCorcle</b>	<b>necrologytso@gmail.com</b>
Mu Tau	1	Melody	Stephenson	jmelstep6@gmail.com
Mu Upsilon	2	Geralann	Barnes	geralannbarnes@gmail.com
Eta Delta	3	Regina	Williams	queenreg62@gmail.com rwilli11@houstonisd.org
Alpha Iota	4	Shirley	Karasek	clbehill@yahoo.com
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Theta Iota	15	Myshie	Pagel	mpkp1989@gmail.com
Nu Delta	16	Hilda	Guerra	hvguerra@yahoo.com
Alpha Pi	17	Andi	Kirby	kirbypars@aol.com
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Eta Delta	3	Bonnie	Moore	Bonnie2325tsopres@gmail.com bonniedkgtso@gmail.com