Goals:

1. Receive and process Form 6 chapter reports.
2. Reconcile Form 6 with Form 2
3. Send condolence cards to families and friends; inscribe names in Books of Honor
4. Send names of deceased sisters to Lone Star News
5. Plan, with help from Necrology Committee, the Celebration of Life for State Convention and for Area Workshops
6. Create a new brochure for Committee and Chapter’s use
7. Prepare incoming chapter presidents chair letters

Accomplishments related to goals:

1. Processed over 98 Form 6 reports, and sent condolence notes for listed family or friends.
2. Prepared and sent Form 3 Annual Report to International
4. Consulted with Necrology Committee members and Choir Chair to plan the Celebration of Life Ceremony for summer conference
5. Planned the state conference workshop, along with handouts, which may also be used at area workshops

Suggestions to Chapter Committees:

1. Encourage your chapter to complete or update an annual report of each member to include any offices held, committee responsibilities, honors earned, etc. so that the chapter necrology chair can more easily complete Form 6 in a timely manner.
2. Remind chapter chair that Form 2 must be completed regardless of any deaths in the chapter and to send it in to the state Necrology chair by Feb 1 of each year.
3. If the name of the deceased is unusual, please provide a pronunciation so that the sister’s name can be called correctly at state conference.