INSTRUCTIONS FOR CHAPTER CHAPLAINS

Chaplains should read the following carefully:

1. **The chapter chaplain report form should be used by all chapter chaplains** (no matter what forms are used on the chapter and state levels) to request 90 or 100 year birthday greetings or report deaths of current or past members of the National Board of Management to the Chaplain General. Please read the instructions carefully.

2. Requests for birthday greetings must be received prior to the 10th of the month previous to the birthday. (If the birthday is October 13, please send the request by September 10.) Belated greetings beyond one month will not be sent.

3. The Chaplain General, if notified in time, sends greetings to members age 90, 100 and beyond 100. State and chapter chaplains are encouraged to send greetings to members celebrating birthdays 91–99. Do not send the Birthday Greeting Request months ahead, thus preventing a greeting reaching the family of a deceased member.

4. **All chapters are responsible for reporting deaths through eMembership.**

5. The chapter chaplain’s report form is used to report only deaths of current or past members of the National Board of Management (Executive Officer, Honorary President General, past Executive Officer, Vice President General, Honorary Vice President General, past Vice President General, State Regent or Honorary State Regent) to the Chaplain General. The State Chaplain and State Regent must also be notified of these deaths. The State Regent is responsible for notifying the Office of the President General.

6. Please do not cut the report into strips as this complicates the filing procedure.

7. Verify that the member’s **entire name (first, maiden or middle, and last)** is given and her address is **current and spelled correctly**.

8. Please use the chapter code with state abbreviation (e.g., 4–009–WV) to distinguish between the location of the chapter and the member’s address. Quite often, members do not live where their chapters are located.

9. Please write dates as follows: month, date, and year (e.g., Sept. 4, 2018).

10. You may email the form to the address above. The Chaplain General will verify receipt within three days. Please email a second time if you receive no response. Kindly choose to send the form either via email or snail mail delivery, and not both.