

GUIDE TO WRITING A SERVICE OF REMEBRANCE PROFILE

This profile template is included as a possible format to use when writing about your deceased chapter member. You should submit it in complete sentences and paragraph form. The profile needs to be a maximum of one 9x11 page in length using size 12 font but most are shorter. If you don't know enough about the deceased member, you should ask chapter members who knew her to add additional information. You may also include relevant information from the obituary.

This profile will be read at the Service of Remembrance Ceremony at DKG Vermont Spring Convention. Notification of the member's passing should be submitted to the Membership Chair.

Heading

Member's name, _____ Chapter
Date of passing

Include in Paragraph #1: DKG /CT State/ Chapter Information

Initiation Date

Chapter into which she was initiated. - If she was initiated into another chapter, the date she transferred into your chapter.

Contributions she has made to your chapter, to DKG VT, and DKG. Include positions held, presentations, etc. as well as unofficial contributions.

Include in Paragraph #2: Educational Background

Degrees received, dates received, and college or University

Additional educational accomplishments

Include in Paragraph #3: Professional Accomplishments/ Work History

Include schools/ universities where she taught, positions held, and number of years in these positions.

Include in Paragraphs #4 and #5

Community involvement, places she volunteered, any personal and or professional information you and your chapter would like to include about your chapter sister.