

GRAVES REGISTRATION

2022-2023

As Department Chaplain and Graves Registration Chairman, it is my solemn duty to be certain all departed Auxiliary Brothers and Sisters are honored with memorial cards to their grieving families. Your help is needed to be certain our deceased members are reported and recorded promptly. This information ensures the Department records are accurate.

The position of Graves Registration Chairman is customarily the responsibility of the Auxiliary Chaplain. At the Auxiliary level, the Graves Registration Chairman is tasked with reporting the deaths of Auxiliary Brothers and Sisters to the District and Department Graves Registration Chairmen as well as the Department Treasurer. It is extremely important the information provided by the Auxiliary Graves Registration Chairman be accurate and complete.

Online reporting is the easiest way to get death information to the Department Graves Registration Chairman and Department Treasurer. To complete an online report:

1. Website: www.vfwauxiliaryil.org
2. Online reporting
3. Graves Registration
4. Fill in the Form

The member's full name, membership number, membership type (life or annual), and the date of death will be needed as well as the next of kin's name and address. By providing the next of kin's information, we can send sympathy cards in a timely fashion to the family to help them through their grief.

Please be certain to mail or email the District Graves Registration Chairman (the District Chaplain) a copy of the report. These reports provide the information



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REMINDERS

- ✓ Prompt reporting
- ✓ Accurate details

ONLINE REPORTING

- ✓ Online reporting is best
- ✓ Send copy of online report to Department Treasurer

REPORT FORM

- ✓ Use 2022-2023 report form
- ✓ Mail ALL sections to the appropriate people
- ✓ Destroy report forms from previous years

needed for the annual memorial services held at District and Department levels.

TREASURERS: *Reporting the death of a member through MALTA, on our National website, **DOES NOT** notify the Department or District Graves Registration Chairman or Department Treasurer.*

Please report online at the Department of Illinois website (vfwauxiliaryil.org) or use the paper form.

For Members who prefer not to report online, please use the form provided in the 2022-2023 Department of Illinois Program Book. All Graves Registration Report forms from previous years should be destroyed as the Department Graves Registration Chairman changes yearly. **PLEASE USE THE CORRECT FORM FOR THE 2022-2023 YEAR.** Complete all parts of the form and mail to the appropriate people.

Thank you for your assistance in seeing all our departed Brothers and Sisters are reported. If you have any questions, please contact me at the above telephone number or email.

