

GRAVES REGISTRATION

2023-2024

Jesus said to her, "I am the resurrection and the life. Whoever believes in me, though he die, yet shall he live, and everyone who lives and believes in me shall never die." – John 11:25-26

As Department Chaplain and Graves Registration Chairman, it is my somber 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. The information provided by the Auxiliary Graves Registration Chairman must be accurate and complete.

The very first step you need to complete is to destroy or throw away any old forms you may have for a deceased member and ensure you are using the 2023-2024 Reporting Form. This should have my contact information (Danielle Krull) on the form.

Online reporting is the easiest way to get a departed member's information to the Department Graves Registration Chairman and Department Treasurer.

To complete an online report:

1. Go to our Department website:
www.vfwauxiliaryil.org



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REMINDERS

- ✓ Prompt Reporting
- ✓ Accurate Details

ONLINE REPORTING

- ✓ Online Reporting is best
- ✓ Send a copy of the online report to the Department Treasurer

REPORT FORM

- ✓ Use the 2023-2024 report form
- ✓ Mail ALL sections to the appropriate people
- ✓ Destroy report forms from previous years

2. Find the tab Online Reporting at the top of the page
3. Scroll down to Graves Registration
4. Fill in the Form in its entirety.

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 that if you do not report online, you must mail or email the District Graves Registration Chairman (the District Chaplain) a copy of the report. These reports provide the information 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 2023-2024 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 2023-2024 YEAR.** Complete all parts of the form and mail it to the appropriate people. Thank you for your assistance in seeing all our departed Brothers and Sisters are reported and given the remembrance they deserve. If you have any questions, please contact me at the above telephone number or email.

