

**WISCONSIN STATE COUNCIL  
PROCEDURE FOR NOTIFICATION OF THE DEATH OF A  
MEMBER WHO SERVED AS DISTRICT DEPUTY OR ABOVE POSITION**

As time progresses and we are all called to meet our maker, the Wisconsin State Council has within its By-Laws a provision to notify by mail current State Officers, Past State Deputies, Past State Chaplains, Former State Officers, Administrative Manager and published in the State Newsletter of the passing of any member in good standing who had attained the position of District Deputy and above.

However, to eliminate a myriad of long distance phone calls to obtain the necessary details of the deceased, the following basic information is essential when notifying the State Secretary;

- Proper spelling of name and age
- Positions and/or offices held and the years
  1. Council Grand Knight Name, number and location
  2. Assembly Faithful Navigator name, number and location
  3. State – District Deputy number of years; other positions held  
i.e. State/Diocesan Chairman/Coordinator
  4. Awards - i.e. Medallion, Family etc.
- Visitation
  1. Funeral Home - complete name and address
  2. Vigil times; Council, Parish, Fourth Degree
- Funeral Mass
  1. Church - complete name and address
  2. Time of service
  3. Burial site
- Survivors
  1. Wife's name
  2. Children - names and spouses if available
  3. Complete name and address where cards of condolence can be sent

Please include any other pertinent information that you deem important.

State Secretary is to notify by phone the Past State Deputy the individual served under.