



United Daughters of the Confederacy®  
Texas Division

**MEMORANDUM**

**DATE:** January 30, 2010  
**TO:** Members of the Texas Division  
**FROM:** Carolyn McWhirter Casterline, Chaplain, 3411 St. Cloud Circle, Dallas, TX 75229  
[carolyn.oriebeke@sbcglobal.net](mailto:carolyn.oriebeke@sbcglobal.net); (h) 214-352-4622; (w) 214-526-7457  
**ABOUT:** Guidelines for Reporting Deaths and Illnesses

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I. Deaths of Division Members

A. Please notify the following:

1. Your District Chairman so that a district officer may attend the service if possible.
2. Division Chaplain (see form attached to this memo) so that:
  - a. Division Sympathy Cards may be sent
  - b. *UDC Magazine* may be notified for the “In Memoriam” column
  - c. Member may be included in the Texas Division Convention Memorial Service
  - d. For notification to the Texas Division Business Office with obit copy.
3. Texas Division Email List, Vanessa Burzynski ([burzvana@centurylink.net](mailto:burzvana@centurylink.net))

B. Special Memorials in the *UDC Magazine*

1. Contact the Texas Division Magazine News Chairman for the most recent information on how to submit the memorial. A fee may apply.

To avoid duplication, it will be fine if you'd like to complete the attached form and ask Vanessa to post the information on our Division Email List so that we'll all know all of the details.

II. Illnesses of Division Members (Again, to avoid duplication, if you'd like to send details to Vanessa, that's fine. But you may wish to send sensitive information regarding the illness only to me so that, rather than “get well” cards, the Division may send more appropriate verses and encouragement to those who're terminally ill.)

A. Notify the following:

1. Division Chaplain so that:
  - a. A Texas Division get-well card may be sent.
    - i. Please include as much information as possible regarding the illness so that an appropriate card may be sent. *It is important to know if the illness is considered terminal.*
    - ii. Please include the address where the card should be sent.
2. Texas Division Email List, Vanessa Burzynski ([burzvana@centurylink.net](mailto:burzvana@centurylink.net)).
  - a. Please include visitation information if possible.
  - b. Please include the address where the card should be sent.

III. Deaths and Illnesses of Close Family Members of Division Members: Please send information to the Division Chaplain and/or Vanessa Burzynski so that we all may attend services and send cards.

Stay strong in the Lord,

*Carolyn*



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## FORM FOR REPORTING DEATHS

**Instructions:** *Please print.* Please send to Division Chaplain (see above) and/or to the Texas Division Email List c/o Vanessa Burzyski ([burzvana@centurylink.net](mailto:burzvana@centurylink.net)).

Name of Deceased: \_\_\_\_\_  
First Middle Maiden Last

Date of Death: \_\_\_\_\_ Town of Deceased's UDC Chapter: \_\_\_\_\_

Member of: \_\_\_\_\_ Chapter No. \_\_\_\_\_

Name and address for sending sympathy cards: \_\_\_\_\_  
\_\_\_\_\_

**Please send copy of obituary, if possible, to Division Chaplain with a copy of this report.**

Reported by (name and contact information): \_\_\_\_\_  
\_\_\_\_\_

**Please complete below if applicable:**

- \_\_\_\_\_ Real Daughter
- \_\_\_\_\_ Real Granddaughter
- \_\_\_\_\_ Ex-President of Division
- \_\_\_\_\_ Honorary President of Division
- \_\_\_\_\_ 2008-2010 General Officer (office held: \_\_\_\_\_)
- \_\_\_\_\_ 2008-2010 Division Officer (office held: \_\_\_\_\_)
- \_\_\_\_\_ 2008-2010 Chapter President
- \_\_\_\_\_ 2008-2010 Chapter Officer (office held: \_\_\_\_\_)
- \_\_\_\_\_ Past Chapter President (dates in office: \_\_\_\_\_)
- \_\_\_\_\_ Real Great Granddaughter
- \_\_\_\_\_ Real Great-Great Granddaughter
- \_\_\_\_\_ Ex-President of General
- \_\_\_\_\_ Honorary President of General