

HOW TO RETURN A CROSS
for a Daughter who has resigned or is deceased

*Please notify Lynn Kimbrell, membership coordinator at the National Office,
when you send your package so we can watch for it: email lkimbrell@doknational.org*

Date Sent: _____ **Notified National Office on:** _____

Cross belonged to (name of Daughter): _____

Reason for return (check one): **Resigned** **Deceased**

Province # _____ **Diocese** _____ **Parish** _____ **Chapter** _____

1. Package your cross for shipment by putting it in its cloth pouch or its box. If you do not have the original pouch or box, wrap it in bubble wrap, please.
2. Place this inside a bubble-wrap mailing pouch and seal.
3. Place this smaller bubble-wrap mailing pouch inside a slightly larger bubble-wrap mailing pouch. Double-bagging the cross will help protect it from damage. You can purchase these mailing pouches at Target, Office Depot, WalMart, etc. (Or you may place everything inside a shipping box instead of two mailing pouches.)
4. Fill in the information at the top of this instruction sheet and keep a copy for your records.
5. Inside the package, place a copy of your e-mail notifying the office that cross is being returned or include this form.
6. Ship to the DOK National Office, "Attention Lynn Kimbrell" at 101 Weatherstone Dr, Ste 870 in Woodstock, GA 30188.

Please note:

Sending items through the mail in a standard envelope without protection often leads to mangled returns.

If a Transition form has not been sent to the National Office, please include one with this return. This form may be requested from the National Office or may be printed from our website: www.doknational.com

Remember that in the case of a Daughter's death, a donation may be made to the Endowment Fund in her memory so her name may appear in the Book of Remembrance. You may pay that donation by mail or on our website.

In His Service,
National Office of the Order of the Daughters of the King®
Lynn Kimbrell, Membership Coordinator
770-517-8552 ext 27 or lkimbrell@doknational.org