

Friendly Fifth Friday News April 22, 2016

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly "Friendly Fifth Friday News" email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge's use!**

Darlene Arneson, District 5 Secretary

A little early... If I don't do this today, you won't get anything until well into next week! It's a very, very busy time for me.

District Calendar!

April 2016

- April 22-23- District 5 Board Meeting in Westby, WI
- April 30- District Bowling Tournament Ends. Send forms in by May 10 to District Sports Director

May 2016

- May 10- Bowling forms due to District Sports Director
- May 15- Deadline for filing the **990 form**
- May 17- Early registration deadline for **Masse Moro Norwegian Heritage Camp** to qualify for additional deductions in the cost of camp from the Draxten Fund.
- May 17- Convention related deadlines: Vendor tables, Information booths and Well Wishers

June 2015

- June 1- Convention related deadlines: Convention registration, volunteer forms, classes (genealogy, Hardanger, rosemaling and wire weaving)
- June 3- Convention related deadline: Folk Art Exhibit and Competition forms
- June 27- Balance due for **Masse Moro Norwegian Heritage Camp** registrations.

July 2016

- July 1- December 31- Cultural Skills Pin Contest
- July 17-30 - **Masse Moro Norwegian Heritage Camp** - Beaver Creek Reserve - Eau Claire, WI

Note:

- Check correspondence from the International and District and the International (www.sofn.com) and District (www.sonsofnorway5.com) websites for any updates and changes.
- Additional deadlines for the District 5 and International Conventions/Lodge Meetings will be added as those dates are established. Watch for future mailings and the District 5 website.
- The District 5 Convention will be June 22-26, 2016 at the Hotel Marshfield in Marshfield, WI. The convention is being hosted by the District 5 Board and a committee of local lodge leaders- Diane Hesselvan Dinter, Owen Christianson, Judy Ghastin and Dorothy Berg.
- The International Sons of Norway Convention will be August 22-27, 2016 in Tacoma, Washington.

How are those tracking of hours going?

Sign on to FraternalGive.Org Today!

Sons of Norway collects the number of events, hours and funds that lodges and districts devote to membership and community activities. This information is required by the American Fraternal Alliance (AFA). The AFA uses our data to lobby on the behalf of fraternal benefit societies.

Now, lodge secretaries can submit information directly to the AFA through a new website:
www.fraternalgive.org.



Steps to Follow

1. **Login** Each lodge has already been assigned a username and password. Each lodge's username is formatted the same way; the lodge name with the first letters of each word capitalized without spaces and then the digits of its lodge number without the district number and without place marking zeros. Some examples:

- Oslo 1-002 is Oslo2
- Kringen 4-025 is Kringen25
- Washington 3-428 is Washington428
- Golden Ears 7-137 is GoldenEars137 □ Vikings Of Lake 6-166 is VikingsOfLake166

Everyone's password is Password1.

2. **Access Activities** Once you have logged in, click on "Manage Activities." Then, click on "Add New Activity."

3. **Adding an Activity** Click on "Add New Activity." This will open up the following window. Directors on following page.

Edit Activity

Activity Info

Activity Name:

*Required

Activity Description:

*Required

City:

*Required

State/Province:

*Required

Canadian Event:

Start Date:

*Required

End Date:

This is an activity for which I am requesting funding.

How much funding are you requesting?

Activity Type

Pick from one of these three choices:

*Required

Categorize Activity (check all that apply):

- Athletic/Health/Wellness
- Educational
- Ethnic/Cultural
- Fundraisers (for other causes)
- Fundraisers for society scholarships
- Gender - Focused
- Planning/Leadership Meeting
- Religious
- Senior
- Youth

Activity Metrics

Number of Member Attendees:

Number of Non Member Attendees:

Monetary Donation, if Any:

Expenses Related to Activity:

Revenue (Reg Fees, etc., Not Donations):

Other Funds Raised:

Funds Matched By Home Office:

In Kind Donation Value:

Volunteer Hours:

*Required

Number Of Volunteers:

Upload Photos:

Linked Text	Destination

Society:

Chapter:



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4. Recording an Activity

- o **Activity Name:** Type in the name for the activity. For example, 'Monthly

Lodge Meeting," "Julebord Planning Meeting" or "Tubrim October."

- o **Activity**

Description: Add further description

- o **City:** Enter the city where the activity took place. If the activity spanned several cities (several members cutting stamps for Tubfrim at their own homes for example), use the name of the city where your lodge meets.

- **State:** Enter the state or province where the activity took place. If multiple states are involved, choose the one where your lodge is located. If you are in Norway, select YT. We are using it as a 'code name' for Norway until the AFA adds a Norway or International option here.
- **Canadian Event:** Mark if you are a Canadian lodge. There will soon be a box for Norwegian lodges here as well. Norway lodges should check Canada for now.
- **Start Date / End Date:** Add start date and end date. If the event only took place on one day, just use the Start Date field. If you are entering hours for an Individual Activity for the month, indicate the first day and last day of the month.
- **This is an event for which I am requesting funding / How much funding are you requesting:** Sons of Norway is not using these functions. Just leave them blank. ○

Activity Type:

- Donation by Chapter – No Event: Use this to record charitable donations your lodge has made that aren't related to an event.
- Member Activity – Use this for member focused events: lodge meetings, board meetings, a Syttende Mai party not advertised to the general public, classes for members etc.
- Service Project / Community Outreach – Use this for community focused events: Dance Performance for elementary school students, a group of members cleaning up a highway, cutting stamps for Tubfrim, a lutefisk dinner advertised to the general public.
- If you are unsure which to choose, consider whether the majority of attendees were members or non-members.
- **Categorize Activity:** choose one or more of the categories listed. If nothing seems to fit, choose 'Ethnic Cultural.'
- **Number of Member Attendees:** Enter the number of people who attended who were members. This total will include volunteers. If you don't know the number of member attendees, just use the number of volunteers

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- **Number of Non-Member Attendees:** Enter the number of non-members who attended, if known.
- **Monetary Donation, if any:** Record the amount of any monetary donation made by your lodge related to the activity (check written from lodge checking account), if any.
- **Expenses Related to Activity:** Enter any money your lodge spent on the activity, cost of food, venue, fees for the speaker etc.
- **Revenue:** Enter any money earned by the event from ticket sales etc. ○ **Other Funds Raised:** Enter any other money donated by attendees.
- **In Kind Donation Value:** Record the value of any goods that were donated at or for the event: canned goods, gifts for Toys for Tots etc. ○ **Volunteer Hours:** Write in the number of volunteer hours put in for the event. Include the number of total hours worked including an

estimate of travel time to and from the event for volunteers. Do not include the hours of those who only attended.

- **Number of Volunteers:** Write in the number of volunteers for the event.
- **Upload Photos:** Upload photos of your event here.
- **Submit:** Hit the 'submit' button when you are done. You can always go in and make changes later.

Once you hit 'submit' you will be sent back to your list of activities. You can sort which activities are listed in various ways using the options under "Refine Results." You can also make a Microsoft Excel spreadsheet of the activities listed by clicking on the "Download CSV" button.

For more details, explore the features under the "Reporting" and "Help and FAQs" menu items at the top of the page.

Further questions? Contact Sherry Gorse at 1-800-945-8851 x643 or fraternal@sofn.com



Individual Activity Tracking Sheet

Name _____ Month _____

Fill out a separate sheet for each category of individual Sons of Norway volunteer work you do during the month. Turn the sheet or sheets in to your lodge secretary at your next monthly lodge meeting.

Sons of Norway Volunteer Activity

Name of Program - Check One:

- Tubfrim
- Adopt A School / Framtid
- Newsletter/Website
- Officer Duties
- Other: _____

Track your hours during the month:

Hours: _____ Hours: _____ Hours: _____

Hours: _____ Hours: _____ Hours: _____

Hours: _____ Hours: _____ Hours: _____

Further Description:



Secretary's Activity and Hour Tracking 2016

Fill in a box for each activity. Make copies as needed. To be kept by secretary.
 Enter activities into www.fraternalgive.org monthly OR add up totals for
 Membership & Community events & hours at the end of the year.

Activity: _____		
Description:	Type (check one):	Volunteers & Hours:
Total Attending (including Volunteers):	Membership: _____ Community: _____	Number of Volunteers: _____

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