

Sons of Norway District 5 - Friendly Fifth Friday News

December 15, 2023

District 5 Convention 2024

Why should I be a delegate?

I should be a delegate to:

Represent my lodge.

Make decisions for our district.

Meet with people from far reaches of the district.

Promote Norwegian culture.

Work to ensure the perpetuity of SofN.

Share ideas in person with members from throughout the district.

Learn new Lena and Ole jokes.

Learn a new cultural skill.

Learn about the Sami culture.

Bring ideas back to my lodge.

RACING TO THE FUTURE



But it costs too much.

There is time to start now to raise money to help support delegates.

There is time to apply for a grant to help pay registration.

(D5 has matching grants and grants for up to \$200.)

The hotel room rate is \$129 + tax – an unusually low rate for an upscale hotel.

Breakfast is included – 2 breakfast vouchers per room.

A double queen room accommodates 4 people – bring a friend for a roommate.

But I can't drive that far.

Members from the eastern part of the district have traveled to WI for many conventions.

It is the same mileage either way!

There is time to start arrangements for carpooling with lodges in the same area.

Invite other lodges along the way to cooperate on transportation.

The site is the Indianapolis Crowne Point Airport hotel – flying is an option.

Oh, I guess I **should** be a delegate to the 2024 Sons of Norway District 5 Convention June 19-22, 2024!

Leadership Resource

A Newsletter for Sons of Norway Lodge Leaders - December 2023

Mark Your Calendars!



Foundation grant applications are due **December 31, 2023**.

Charitable giving for the 2023 tax year must be postmarked by **December 31, 2023**. *Together We Are the Future* runs through **January 15, 2024**.

Officer Updates are strongly encouraged to be completed by **December 31, 2023**. Headquarters finalizes updates **January 15, 2024**.

Reminder that our offices will be closed **Friday, December 22** and **Monday, December 25**. God jull!

The 2023 Sons of Norway Ornament



We still have ornaments available through the web store. It's a great stocking stuffer, order yours here before they run out! [SOFN Christmas Ornament 2023 \(logoshop.com\)](https://logoshop.com)

Officer Updates – The D-63



D63 Officer Updates for 2024

🔗 **Online:** Your Lodge Officer Roster and lodge meeting information must be updated online at www.sonsofnorway.com. More detailed instructions are on the reverse of this sheet.

Both Sons of Norway Headquarters and your district secretary are able to get your information from the website.

😊 **No Changes for 2024?** Please still visit the Officer Update section on our website and confirm the no changes option.

📅 **Deadline - December 31st:** Timely reporting of this information to Fraternal assures that your lodge's information will be correct in the Sons of Norway Headquarters database and in the online directory. Also, lodges meeting this deadline will score points towards the Lodge of the Year and Gold/Silver/Bronze Merit awards for 2023.

If the deadline is approaching and your lodge hasn't reported its 2024 officer roster, please submit the information you have and/or contact Fraternal. Changes made after the 12/31 deadline should still be reported, though these updates may not be reflected in the new district directories.

👁️ **NOTE:** Your 2024 officer roster and lodge location changes will not appear in the online lodge directory or be active in the Sons of Norway Headquarters system until 1/15/2024. Year- end reports and forms from Headquarters will be sent to 2023 officers.

😊 **Questions:** Contact Fraternal at Sons of Norway Headquarters by phone at 1-800-945-8851 extension 4643 or by email at fraternal@sofn.com.



Officer Updates Online

To Update Your 2024 Officer Roster:

Sign on to www.sofn.com with your username and password.

Click "Lodge Officer Updates" on the menu to the left of your name on your Profile Page.

To register your 2024 Officer Roster, click on the "Officers" button.

- **No changes?** Click the "No Changes for Upcoming Year" button at the top of the page.
- Adding a completely **new officer position** in 2024? Click "Add a new position" and then enter the title and member number of the person filling the office. Hit "Submit." Then hit "Save the Changes."
- To record a **change in officer**, delete the member number of the outgoing officer and type in the member number of the incoming officer. (The names will NOT change on the screen at this point.)
- If your lodge is **eliminating a position** in 2024, click the "Remove this position" button for that entry.
- Once you have made ALL your changes, click the "SUBMIT CHANGES" button at the bottom of the page.
- You will see a list of your changes. If they are correct, click "Save the Changes." Both Sons of Norway Headquarters and the District Secretary will receive a notification email.
- Your 2024 roster of officers has been recorded!

To Update Your Meeting Information:

Click "Lodge Officer Updates" from the menu to the left of your name on your Profile Page:

- Click the "Change Meeting Information" button.
- Make your changes and click the 'Save' button.

All lodges should affirm or change their lodge officer rosters by December 31, 2023.

Please contact Fraternal at 612-821-4643 or fraternal@sofn.com with any questions.

***Please note that changes will not be live on the website until 1/15/2024**

American Fraternal Alliance (AFA)

Reminder that reporting 2023 hours for the AFA will be done using Survey Monkey. **You will receive an email link in early 2024 to input the**

information. [The Q&A with the survey sample can be found here.](#)



Reporting 2023 Hours

As a fraternal organization, Sons of Norway is required to report all volunteer hours to the American Fraternal Alliance (AFA). Besides being a requirement, it's also good business practice for an organization such as ours. These are some added benefits of tracking and recording volunteer hours:

- It improves the quality of our events, lodges, and organization overall to keep us running smoothly
- It helps give purpose and meaning to the valuable work volunteers do and attracts others to join us, so we can grow
- It can demonstrate community impact and inspire people to support us (including financially)

What will we use to report 2023 hours?

We are changing from reporting our hours for the AFA from the Fraternal Gives site to Survey Monkey. This is similar to how lodges are reporting for Lodge of the Year.

Why are we changing to this new method?

Much of the data that Fraternal Gives requested was not needed for our purposes, and we wanted to make a change to a platform that was simple to use and only collected the information needed. Bonus – no extra password to remember!

What if I have already entered hours into Fraternal Gives?

If you have input any 2023 data into Fraternal Gives already, please go in as soon as possible to retrieve that information so you can include it on Survey Monkey. Headquarters will not have access to the Fraternal Gives data you may have already entered.

Is the method of how members report their hours to the Secretary changing?

No, you should continue to track your individual hours and submit them as you always have.

How do I get to the Survey Monkey site?

The link will be sent to all lodge leaders via email in early February 2024.

Then what do I do?

Follow the prompts in the link to enter the information needed.

What do I need to report?

The survey is eight (8) questions total. See survey sample at the end of this document.

What if I run into an issue or need help?

Reach out to us at fraternal@sofn.com for help or questions.



Survey Sample:

American Fraternal Alliance Year End Report 2023

General Information

Complete the following questions about your lodge.

* 1. Lodge name and number (Example: Draxten 1-464)

Minneapolis 1-234

* 2. What state is your lodge in?

Minnesota

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American Fraternal Alliance Year End Report 2023

Community Service Events

Activities on behalf of Sons of Norway that assist needy or improve community (visits to nursing homes, blood/food/clothing drives, scholarships, tutoring children, etc).

Directions:

1. **Events:** Count the number of Community Service Events (visits to nursing homes, blood/food/clothing drives, scholarships, tutoring children, etc) organized by your lodge in 2023. Enter these numbers in the 'Events' box below.

2. **Member Hours:** The cumulative number of hours members spent working for Sons of Norway in 2023 both at events and on their own. **Event example:** Two hour lodge meeting. 3 lodge officers ran the meeting and 2 members served coffee and cookies. 5 total volunteers multiplied by 2 hours = 10 member hours for the event. **On their own example:** Lodge editor spent 3 hours working on the newsletter by himself each month. 12 months = 36 hours to add to year's total fraternal hours.

The time travelled to and from events can be added to the total member hours. To determine travel time, estimate how long it takes the typical member to drive to and from an event. Then, multiply this amount of time by the total number of members who volunteered at your events throughout the year.

For Example:

Typical member travel time to/from monthly lodge meeting: 5 hour

Total number of volunteers at average lodge meeting: 6 officers and members

5 hour x 6 = 30 hours travel time per monthly lodge meeting

12 monthly lodge meetings x 30 hours of travel per meeting = 360 hours of travel time for the year.

Add this amount to your Member Hours. Record totals in the box below.

QUESTIONS?

Contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.



Survey Sample (continued)

* 3. Number of Community Service Events

* 4. Total Community Service Hours (Event & Individual)

* 5. Community Service Financial Disbursement

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American Fraternal Alliance Year End Report 2023

Fraternal Support

Activities to conduct business of lodge, promote member fellowship, advance purposes of Sons of Norway, or personal development of members.

Directions:

1. Events: Count the number of Fraternal Events (activities to conduct business of lodge, promote member fellowship, advance purposes of Sons of Norway, or personal development of members) organized by your lodge in 2023. Enter these numbers in the 'Events' box below.

2. Member Hours: The cumulative number of hours members spent working for Sons of Norway in 2023 both at events and on their own. **Event example:** Two hour lodge meeting. 3 lodge officers ran the meeting and 2 members served coffee and cookies. 5 total volunteers multiplied by 2 hours = 10 member hours for the event. **On their own example:** Lodge editor spent 3 hours working on the newsletter by himself each month. 12 months = 36 hours to add to year's total fraternal hours.

The time traveled to and from events can be added to the total member hours. To determine travel time, estimate how long it takes the typical member to drive to and from an event. Then, multiply this amount of time by the total number of members who volunteered at your events throughout the year.

For Example:

Typical member travel time to/from monthly lodge meeting: .5 hour

Total number of volunteers at average lodge meeting: 6 officers and members

.5 hour x 6 = 3 hours travel time per monthly lodge meeting

12 monthly lodge meetings x 3 hours of travel per meeting = 36 hours of travel time for the year.

Add this amount to your Member Hours. Record totals in the box below.



Survey Sample (continued)

QUESTIONS?

Contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.

* 6. Number of Fraternal Events

* 7. Total Fraternal Member Hours (Event & Individual)

* 8. Fraternal Financial Disbursement

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Submit Your 2023 AFA Report

Final Screen:

American Fraternal Alliance Year End Report 2023

Thank you for submitting your 2023 American Fraternal Alliance Year End Report. If you have any questions please contact Sons of Norway Headquarters at (612) 821-4643 or fraternal@sofn.com.

Submit Your 2023 AFA Report

Updated forms and instructions are also on the website once you log in:

[Individual Activity Hours Tracking Form](#)

[Individual Activity Tracking Instructions](#)

[Lodge Activity Tracking Log](#)

[Secretary Hour Tracking Instructions](#)

D-17



For those of you already excited for the upcoming tax season, [here's a brief Q&A to get you ready for filing your D-17 in 2024.](#)



2024 D-17 Filing | How-To/Q & A

What is the D-17 for?

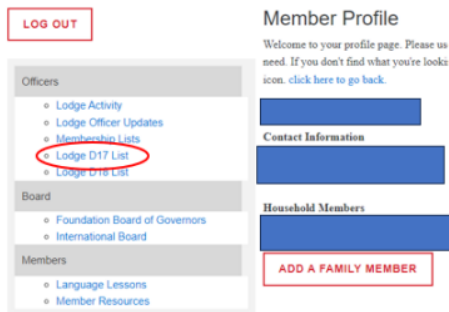
Under the IRS tax code, Fraternal organizations are tax-exempt. The D-17 should be filled out by all lodges that do not have property to claim. The D-17 helps to ensure that a lodge stay compliant and continues to qualify as a tax-exempt entity.

When are the D-17's due?

D-17's that are reporting for 2023, are due **March 15th, 2024.**

Where do I find the D-17 form?

Lodge treasurers and presidents will find the D-17 on their profile page and the form will be available in early January:



Has the form changed at all for this year?

The form is in the same format as the one you filled out for 2022.

Who will have the ability to fill this form out?

The lodge treasurer or financial secretary will fill these out and submit them. The lodge president will also have access to this form as a signer and backup if for some reason a treasurer or financial secretary is unable to fill it out.

**Who needs to sign the D-17?**

The form needs to be signed by the lodge president, treasurer or financial secretary and the audit committee chairperson. All three signatures must be there for the form to be accepted by headquarters.

How should I fill out the D-17, does it need to be electronic?

Yes, the form should be filled out electronically and submitted electronically. This will help to ensure accuracy.

How do I submit the D-17?

A copy of your completed and signed D-17 should be electronically submitted (emailed) to headquarters at taxinfo@sofn.com

What other documentation is required for the D-17 (receipts, statements, etc.)?

As with any tax related document, you will want to have all referenced receipts and statements that are referenced on the form. You will also need your previous year's D-17 copy handy to reference back to as you fill out the current form.

What do I do after I have emailed it to headquarters?

The original document will be submitted for your tax filings. Keep a copy for your records as well.

Who do I contact if I have questions or need help?

Please work with your lodge leadership team first to get help in filling out the D-17. If additional help is needed, reach out to your district treasurer.

Here is a link to a tutorial video that was created last year as well: [Amy \(Olson\) Tuchenhausen discusses the D17 financial statement in this 2 part video - YouTube.](#)

You may also reach out to taxinfo@sofn.com.

Lodge Liability Insurance



Lodges that have not yet paid their insurance premiums for 8/1/23 – 7/31/24 will have dues withheld. Contact your district president if you need help to get those paid.

Together We Are the Future Campaign



There's still time to support the ***Together We Are the Future*** campaign. Your gift makes the grants and scholarships possible for our members, our families, and our community. Your gift helps students pursue their education. Your gift helps your community flourish. Your gift assists lodges in offering interesting programming. Your gift helps make camp happen for hundreds of kids! The campaign closes soon, so don't wait to participate with a gift.

How to make a tax-deductible gift to our 501(c)3 organization:

Send a check made out to **Sons of Norway Foundation** to:
1455 West Lake Street
Minneapolis, MN 55408

Make a credit card gift:

[DONATE NOW](#)

If you have included Sons of Norway Foundation in your will, please inform us of that by emailing: foundation@sofn.com.

Thank you for your support! It means so much to our community.

Grant Applications – closing 12/31!



Columbia Lodge 2-058, Vancouver, WA

Grant Applications – closing 12/31!

Don't miss your chance to complete a lodge maintenance project like Columbia Lodge 2-058, Vancouver, WA. The Lodge was awarded a Lodge Vitality grant to insulate their building. They are happy with the immediate results for members' comfort during the hot summer and cold winter months and notice a reduction in their energy bills already.

In addition to Lodge Vitality grants, the Foundation awards Community Partnership grants and Lodge Culture and Heritage grants. For more information visit the [Sons of Norway Foundation website](https://www.sons-of-norway.org/).

Deadline for grants is 12/31/23.

Sons of Norway Foundation Scholarships – Apply Now!



Sons of Norway Foundation offers a wide range of scholarship opportunities for different learning experiences. Whether you plan to study in the US or Canada, or even abroad, there are scholarships that may interest you.

- **International scholarships are due January 15**
- **Domestic scholarships are due February 15**

Please visit the [Sons of Norway Foundation website](#) to learn more.

Facebook Pages



We encourage lodges to use this naming format on their Facebook page:

Sons of Norway – Lodge Name #-### - City, State

Example:

Sons of Norway – Draxten Lodge 1-474 – Minneapolis, MN

Using this format makes searches quick and easy. It also prevents confusion since we have multiple lodges with the same name and/or multiple lodges in some cities.

We also strongly encourage making your lodge Facebook group private, meaning that people wanting access would need to request to join the group. This gives lodges more control over their content.

Membership Cards



Great news! You can now access and print your membership card from your profile. Log in and take a look!

How to Contact Us



Wondering who to reach out to with your questions?

Foundation, Scholarships & Grants

Amy Tuchenhagen

foundation@sofn.com

atuchenhagen@sofn.com

(612) 821-4655

Fraternal & Membership

Connie O'Brien and Kirsten Lehman

fraternal@sofn.com

(612) 821-4643

Viking Magazine & Culture

Jana Velo

jvelo@sofn.com

Deadlines and Dates! Changes in red!

December 16

- New member enrollment forms MUST be into Sons of Norway Headquarters by December 16 to be counted for year-end totals and the Recruitment Contest.

December 20- Viking photos due to LaVonne Wier

December 31

- Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.
- Any new members joining online must sign-up to be included in year end totals.
- Application deadline for:
 - Lodge Helping Hands to Children Grant
 - Lodge Culture and Heritage Grant
 - Lodge Vitality Grant

January 6- Card/Stamping workshop in Stoughton

January 15

Deadline — International travel scholarship applications due to Sons of Norway Foundation:

- Douglas Warne – Rolf & Wenche Eng Scholarship
- Helen Tronvold Folk High School Scholarship
- Lund Fund Scholarship
- Oslo International Summer School Scholarship

January 20- Viking photos due to LaVonne Wier

February 15

Deadline — Domestic scholarship applications due to Sons of Norway Foundation:

- Astrid G. Cates Scholarship
- Bernt Anker Scholarship
- Dan and Betty Rude Scholarship
- King Olav V Norwegian-American Heritage Scholarship
- Myrtle Beinhauer Scholarship
- Nancy Lorraine Jensen Memorial Scholarship
- Orel and Marie Winjum Memorial Scholarship
- Elaine Nelson Scholarship
- District 4 Scholarship
- Nordkap Lodge 3-215 Scholarship
- Sissel and Roger Espeland Memorial Scholarship Fund

February 20- Viking photos due to LaVonne Wier

March 15

- D17 financial form is due from the lodges and districts to Sons of Norway Headquarters.
- Lodge Achievement and Family Lodge of the Year forms are due to Membership Services at Sons of Norway Headquarters.

- Community and Fraternal activities and hour totals, using AFA Year-end report form or online reporting at Fraternalgive.org, are due to Membership Services at Sons of Norway Headquarters.
- D64 Lodge Property Officer forms are due to Sons of Norway Headquarters.
- Deadlines for Lodge Achievement, Family Lodge of the Year and AFA Reporting.

March 20- Viking photos due to LaVonne Wier

April 20- Viking photos due to LaVonne Wier

May 1

- **Deadlines for convention vendor applications, sponsorships, Well Wishers, and ads.**

May 15

- D18 property association financial form is due from the lodges to Sons of Norway Headquarters.
- IRS filing deadline for tax form 990. Lodge treasurer needs to notify Sons of Norway Headquarters when 990 has been submitted.

*Insurance membership with Sons of Norway required

**Membership with Sons of Norway required (social or insurance)

May 19- District Sports Challenge Ends

May 19- Deadline to reserve rooms under the room block for the District Convention at convention rates

May 20- Viking photos due to LaVonne Wier

June 20- Viking photos due to LaVonne Wier

Who to contact at the home office when you need help

- You can email cbs@sofn.com for any member updates that need to be made.
- For anything fraternal- Connie O'Brien (COBrien@sofn.com) or Amy Tuchenhausen (ATuchenhausen@sofn.com). Sherry Gorse is no longer employed at Sons of Norway.
- For matter like submitting a death, a change to a members address or other info please email cbs@sofn.com
- For issues with passwords or website use ithelp@sofn.com.
- The 800 number to call in for member support is 800-945-8851
- If you need something related to sales, you can use sales@sofn.com

Viking Chest / Immigrant Trunk Schedule

Oct 2023 to Apr 2024:

Chest--zone 6

Trunk--zone 5

Apr 2024 to Oct 2024

Chest--zone 2

Trunk--zone 1

Oct 2024 to April 2025

Chest--zone 3

Trunk--zone 4

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.

Compiled by Darlene Arneson, SN District 5 Secretary (arnesonfamily5@gmail.com or 608-873-7209)

FFFN Basics

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!**

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com

With our new arrangement, I actually send the FFFN pdf to our webmaster on Thursday morning before I go to work. So if you have anything you'd like me to consider putting in, please send it by 4 am on Thursday morning. Please do not send pdf's as I have a hard time cutting and pasting them. The Word Document works best for me. Don't forget that lodge events should be submitted to inputd5@sonsofnorway5.com as I have a hard time keeping track of all lodge activities. I'll put some in but that is more the role of the website event calendar.

If you would like to get the MS Word document, just shoot me an email and I'll add you to the list. I send it out right after I send the email to the large group.

Darlene Arneson – arnesonfamily5@gmail.com