

Friendly Fifth Friday News December 2, 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

Masse Moro Promotional Materials

Thank you to Sarah Barnes for developing several promotional tools for lodges to use in newsletters, as handouts or book marks, and in other ways to promote Masse Moro, for members to sponsor their children/grandchildren and other loved ones, and to place in local libraries, schools and other places!

You can print them locally in color, gray scale (if color printing is too expensive) and share them on your social media, emails and other outreach to members!

Watch the Masse Moro website for more details! <http://massemoro.org/>

Officer Election Reports Due December 15 – that's coming soon!

Most lodges hold their election for officers in November. Whether your lodge has new officers or no changes, please report your list of officers to Sons of Norway Headquarters by December 15, 2016. Timely reporting is needed to ensure accurate information for the upcoming district directories.

Option A: Online

Change your officers line-up quickly and easily by signing on to the member area of www.sonsofnorway.com and go to your member profile screen. You can do this by clicking on the word 'Profile' which is to the left of the 'Member Resources' button in the top right hand corner, then clicking on 'Member Profile.' 'Lodge Officer Updates' is the second option on the left hand side of the screen. Click on that link and then click on the 'Officers' button under the 'Select' heading.

No changes for 2017? Click the 'No Changes For Upcoming Year' button at the top of the screen.

Step 1: Adding a new office title to your list (Begin with this step.) Do you have an office title on your roster that is new for your lodge, such as Volunteer Coordinator? Perhaps you have an extra Social Director this year. Here is how you add an office: • At the top of the officer list, click the button for 'Add a New Position.' • Select a title from the drop down menu. • Enter the member number for the person assuming the office. • Click 'Submit' and agree to the change.

Step 2: Replacing a 2016 officer or removing an office title • Click into the field containing the member number of the member who held the office in 2016. Highlight that number and delete it. • Type in the

member number of the member who is taking over the position. Note: the name of the new member will not appear on the line until after you have submitted your changes.

If an officer from 2016 is continuing in the same capacity in 2017, you do not need to make any changes to that line. If a position will not be filled in 2017, click the 'Remove this position' box. You can add it later if the position gets filled. Please make sure to make all changes before clicking the 'Submit Changes' button under the officer list.

NEW: If you need to make more changes or corrections, click on the 'Go back to make corrections' button. The names listed will not have changed, but the member numbers will be for the 2017 officers you've already entered.

Change in Meeting Location and Time These changes can also be made online by selecting 'Change Meeting Information' on the left side of the 'Lodge Officer Updates' intro screen. • Click on the 'Change Meeting Information' button. • Make changes as needed and hit 'Save.'

Updating Officer's Contact Information Lodge officers cannot make changes to another person's contact information via the Sons of Norway website. Individuals can sign on themselves and make these changes. If you are aware of an address, phone number or email change for an officer, you can email the change(s) to Sherry Gorse at fraternal@sofn.com or by calling (800) 945-8851 ext. 643.

Option B: On Paper

The 2017 Lodge Officer Update D63 form was mailed to lodge secretaries at the end of October. This form lists your 2016 officers on the left-hand side of the page. Any changes in officers can be recorded on the corresponding blanks running down the right-hand side. Member numbers, names and contact information for new officers will be needed to complete the form. Changes to the addresses and contact information of continuing officers, as well as the lodge's meeting place and time, can also be recorded.

Sending to your District Secretary If you file your D63 on paper, some district secretaries require their own copy. See the instructions that came with the D63 form (mailed to the lodge secretary) for more information.

No Changes for 2017? If your officers are staying the same for 2017, you can make note of this online or on the D63 form. Just follow the directions included with the mailing. You can also notify Sons of Norway Headquarters by contacting Sherry Gorse.

Elections Not Completed by Dec 15? Please send in the information you have and/or contact Membership Services (Sherry Gorse) to explain the situation. Updates made after December 15 should still be reported. There is a possibility that updates reported after the deadline may not be reflected in your district's Lodge Directory.

2016-2018 Biennium District 5 Lodge Calendar and Other Deadlines **Last updated November 11, 2016**

November 2016

- Elect Lodge Officers for coming year (unless you have two-year officer terms)

December 2016

- December 1 – SN Foundation **General Heritage and Culture** grants due
- December 15 –SN Foundation **Local Lodge Partnership and Helping Hands to Children** grants
- December 15- **D-63 Report of Elections** due. Send one copy to International Headquarters and one to District Secretary.

January 2017

- January 2 - SN Foundation **Scholarships -King Olav V Scholarship, Oslo International Summer School, Helen Tronvold Norwegian Folk High School Scholarship, Lund Fund Scholarship and Warne-Eng Scholarship** all due
- Install officers
- Member submit volunteer hours to lodge secretary
- January 1- District Bowling Tournament begins and ends April 30

February 2016

- February 1- Deadline for **LA** and **FLAF** forms (see February)- send to International Office (NEW- this is a date change and also a change that they are NO LONGER SENT to the zone directors)
- February 1- Updates for FraternalGive.org should also be completed (NEW)
- February 1- New form for lodges who do not use FraternalGive.org to record their activities. It is the American Fraternal Alliance (AFA) Year End Report. It is also due to the International Office. (NEW)
- Complete lodge financial audit so the **D17– Financial Report** can be finished by March 1
- Elect District Convention Delegates in even years
- **No date yet**- Wisconsin Regional Ski for Light - Rosholt, WI
- February 22- (Wednesday) Volunteer dinner for Barnebirkie volunteers, cookie exchange and tally, Cookie goal :1,000 dozen cookies
- February 23 (Thursday) Barnebirkie Race in Hayward, WI, Volunteer meal provided in the PM

March 2017

- March 1 – SN Foundation **Astrid G. Cates & Myrtle Beinhauer Scholarships** due
- March 1- Deadline for **D17 Financial Report** – send to International
- March 15- District Scholarship Applications due
- March 18- Zone 3 meeting hosted by Vakkertland Lodge – Mauston
- March 31- Chili Cook off information and pictures due to Sports Director Michaela Decker

April 2017

- April 1 - **Nancy Lorraine Jensen Memorial Scholarship** due
- April 7-8- District 5 Board Meeting in Stoughton, WI
- April 30- District Bowling Tournament Ends. Send forms in by May 10 to District Sports Director

May 2017

- 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.

June 2017

- June 27- Balance due for **Masse Moro Norwegian Heritage Camp** registrations.

July 2017

- July 16-29 - **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 27-July 1, 2018 at Hotel Radisson in La Crosse, Wisconsin.
- The International Sons of Norway Convention will be August ____ in Minneapolis, MN.

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