DISTRICT FIVE REIMBURSEMENT - NEW MEMBER EVENT MEAL

(for the States of Michigan, Ohio, and Tennessee only)

1. NAME OF LODGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. DATE OF SEMINAR DINNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. PLACE OF SEMINAR DINNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. NUMBER OF MEMBERS ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. NUMBER OF PROSPECTIVE NEW MEMBERS ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. NUMBER OF SPONSORS THST ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. TOTAL NUMBER OF PEOPLE THAT ATTENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. NUMBER OF NEW MEMBERS ENROLLED AT THE EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. PROJECTED ADDITIONAL NEW MEMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. COST PER PERSON: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT PAID: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Attach Copy of Bill)

AMOUNT OF REIMBURSEMENT REQUESTED BY THE LODGE: $\_\_\_\_\_\_\_\_\_\_

(reimbursement equals the number of prospective new members attended (item 5), plus their sponsors (item 6), times the cost per person (item 10)

Item 5 + Item 6 = Item 10 Item 10, COST PER PERSON, is not to exceed $20.00. Total reimbursement cost to the Fifth District is to not exceed $400.00. One reimbursed Breakfast/Luncheon is allowed per year.

Lodge Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by District President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ATTACH A COPY OF YOUR ATTENDANCE SHEET.
* Your attendance sheet will list the prospective new member’s name, address, and phone Number.
* “ATTACH A COPY OF THE BILL — If a copy of the bill isn’t included with this Reimbursement Form, your lodge will not be reimbursed for this great event. Thank you.

Fifth District New Member Event Meal

(breakfast, luncheon , or dinner)

(For the states of Michigan, Ohio, and Tennessee only. The remaining states in the Fifth District will use the Sons of Norway Financial Benefit Councilors forms for reimbursement)

One of the most difficult and rewarding tasks is recruiting new members for your lodge. Many lodges have been having Saturday membership breakfasts and luncheons with great success.

Members are invited to attend a free meal (breakfast, lunch, or dinner) when they bring a prospective new member to the event. If a member wants to come without a guest, then they would have to pay for their own meal. A presentation is put on by a lodge officer before or after the meal. The focus of the presentation is to share the fun and exciting things your lodge is doing, upcoming events, and membership benefits information. Some lodges have generated 20-30 new members per meal.

The format for the meal runs something like this:

1. After or before the meal at a local restaurant or the lodge, a lodge officer will give an overview on the lodge activities, introduce lodge officers that are present, and upcoming lodge events. It is important that you have a separate room or area to keep the noise level at a minimum. Buffet breakfasts work best instead of ordering from a menu or ordering from the restaurant’s menu is acceptable.
2. During or after the presentation the benefits of a Sons of Norway membership will be explained, and the different membership classes and fees will be explained. The guests will be given a packet of information including a membership form, a sample Viking magazine, some brochures, and a local lodge newsletter. The Sons of Norway Headquarters (800-945-8851) will provide your lodge with a box containing all the information needed for your membership event. It is always nice to have some great door prizes for your event. The Fifth District will supply the door prizes at no expense to the lodge from the items that are currently being sold as fund raisers for the Fifth District.

The following criteria must be met in order to have a successful membership meal:

1. Pick a date at least 60 to 90 days in advance, location, and time for the meal. This will give you enough time to promote the event in your newsletter. Saturday morning or lunch time seems to be the best time to meet. Spring or fall seems to be the best times of the year.
2. Guests would order from the menu or have a pre-arranged buffet. The pre-arranged meal works the best.
3. Advertising - place an ad in local newspaper, hand out a flyer at the monthly lodge meeting, send out a flyer in the newsletter, a special mailing, or if you have any other ideas that might work.
4. Rules for reimbursement - any member can attend but in order to get a free meal, they must bring a prospective new member. Up to three lodge members may receive a free meal for organizing and participating in the breakfast/luncheon.
5. Telephone follow up - this is the most important part in having a successful membership event. Form a calling committee of 5-7 people to phone and invite members, guests, and past members. Call 3-8 days before the event. To be successful, we like to have at least 20 total people come of which 10 are non-members.
6. Lodges are allowed one District Five prospective member meal event per year for the States of Michigan, Ohio, and Tennessee only.

Be sure to include your District Five Zone Director when planning your membership event. Also consider inviting your Zone Director to attend your event.

If you have any questions or concerns with the planning and organization of your membership event contact your District Vice President, District President, District Secretary, or the District Treasurer. Their contact information is in the District Directory and the District Five website.

What a great way to increase membership and have an opportunity to hear about Sons of Norway and enjoy some good food, fellowship and win some great door prizes.

The program’s success will greatly depend on you and your lodges effort and willingness to support the program. Let's get our members fired up about this special event so we can continue the growth at your lodge.

If you should have any questions feel free contact the Fifth District Vice President, or the Fifth District Vice President.

Every lodge should commit to having a membership meal at least

 once each year. With proper planning and preparation your lodge’s prospective member event will be a success.