

Friendly Fifth Friday News February 19, 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

Lots of questions on D17's and Lodge Achievement and Fraternal Gives!

Sorry for the delay in this week's update but I sat in on a webinar on Thursday on the Fraternal Gives webinar and wanted to ask Sherry Gorse some follow-up questions and get some resources for you. As you can see in the "Questions I get", we are still working out how to report some items and the International office is asking our input.

So we all appreciate everyone's patience with this new process! See the latter part of this email for Fraternal gives information!

A few key things:

- 1. Send your D17 Audit Report to the International Office and NOT ME! I will just put it in an envelope and send it to them! This change was made two conventions ago.**
- 2. Send your Lodge Achievement and Family Lodge of the Year forms to your ZONE DIRECTOR- not me! I will just send them to them.**

The most asked items the past two MONTHS- so I'll repeat these!

2015 Lodge Achievement Form Activities

These are the events which lodges may list on their achievement form for 2015.

1. Completed and submitted D17, D63, and Form 990.
2. Provided cookies, funds or volunteers to Barnebirkie.
3. Provided funds, treats or volunteers to Wisconsin Regional Ski for Light.
4. Sponsored a child to Masse Moro Heritage Camp.
5. Attended a zone meeting, picnic or event.

6. Members participated in the Cultural Arts Competition, sporting events (like District 5 Bowling Tournament) or workshops.
7. Had a lodge member earn a Cultural Skills Medal.
8. Had a lodge member earn a Sports Medal.
9. Participated in a local or District 5 event celebrating Scandinavian or Scandinavian heritage; for example reading a saga, reviewing a book by a Scandinavian author, or going to a play by a Scandinavian playwright.
10. Established and/or maintained a lodge Web-site.

Hilsen,

Owen Christianson

District Five President

Lodge Achievement and Family Lodge of the Year forms should be completed and sent to your ZONE DIRECTOR. I'd suggest making a copy for your lodge records.

District 5 Lodge Assignments 2014-16

Updated: May 10, 2015

Zone 1	
David Hermundson	
Loven 29 Trygvason 220 Nordlandet 620 Viking 625 Ulseth 670	Norrona 27 Valkyrien 53 Dovre 353 Sjoland 635
Zone 2	
Ron Iverson	Owen Christianson
Wergeland 28 Jotunheimen 286 Solvang 457 Fossen 534 Fagernes 616	Rib Fjell 496 Elvedal 556 Norskeland 580 Myrmarken 609 Vennligfolk 627
Zone 3	
Duane Kittleson	Cheryl Wille-Schlesser
Nordland 544 Vakkertland 570 Norsemen of the Lakes 650	Mandt 314 Vennelag 513 Idun 74 Ostestaden 642
Zone 4	
Diane Hesseltvan Dinter	Joy Bashara
Fosselyngen 82 Norse Valley 491 Nordlyset 183 Hafrsfjord 206	H R Holand 549 Vennskap 622 Gronnvik 632

Zone 5	
Christina Fairchild	Kathy Secora
Valhall 168 Polar Star 472 Cleng Peerson 525	Leif Erikson 97 Skjold 100 Trollhaugen 417 Elvesund 593
Zone 6	
Andrew Johnsen	Esther Charlton
Nordkap 378 Samhold 473 Sonja Henie 490 Sognefjord 523 Christian Radich 568 Scandiana 600 Askeladden 610	Circle City 614 Tre Elver 628 Knut Rockne 634 Edvard Grieg 657 Arcic Circle 662 Vikings of the Smokies 677 Music City Vikings 681

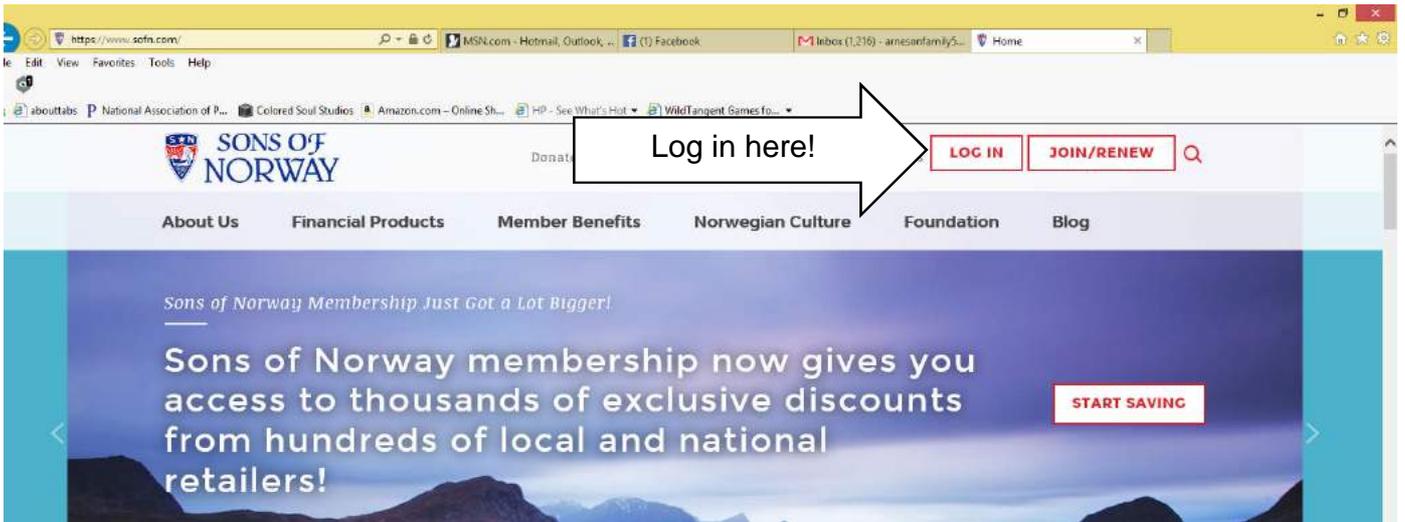
Where do I find?

The true hidden gem on the International Website is the Members Only section. It contains so much information that is important for our members, lodge leaders, and others involved with our organization.

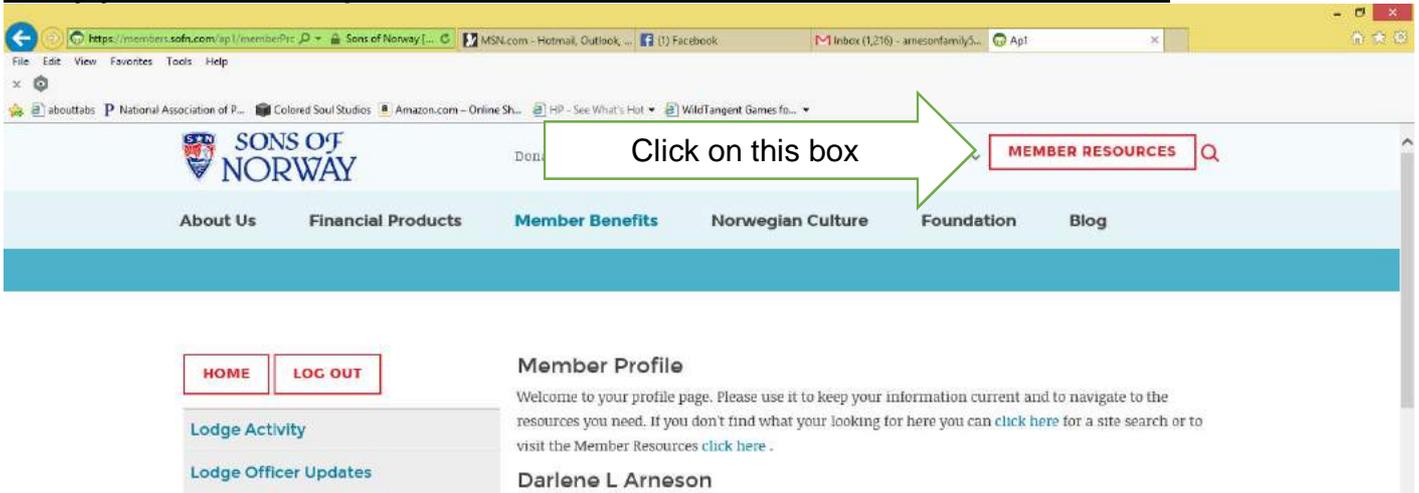
At this time of year, it is also the source of many of the required report forms, officer resources and guidelines, and other documents that will help with your lodge transition.

I have done a series of screen shots to walk you through the new International website so you can find them!

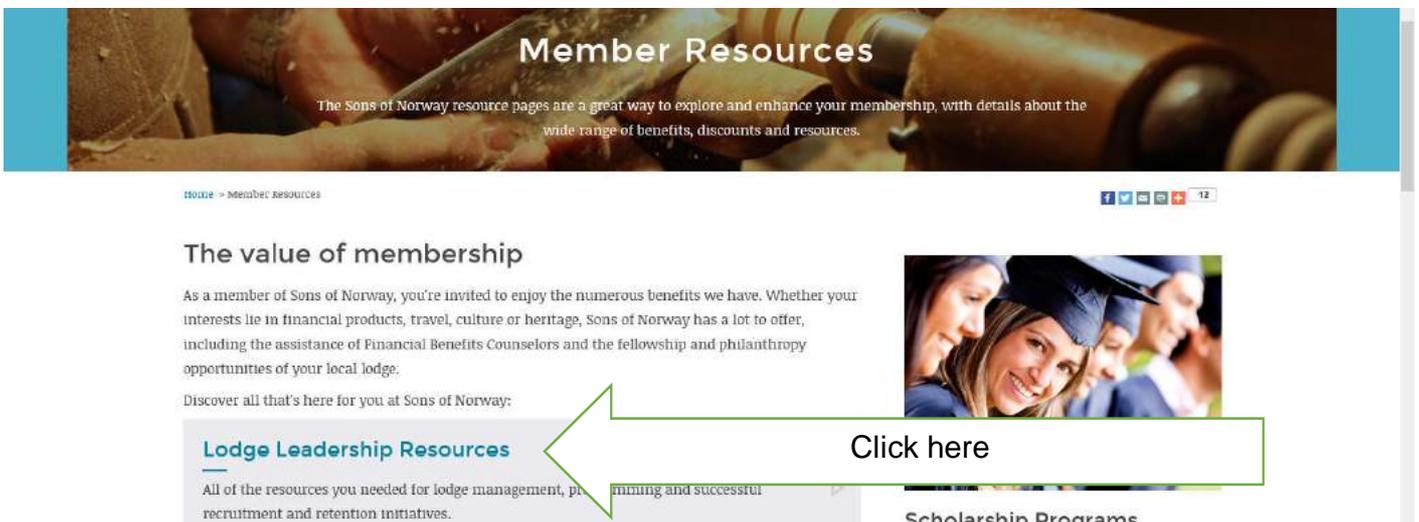
The first step though is logging in. If you haven't done that before, you need to begin there!



Verify your membership information and then click on Member Resources box



Once in that section, click on Lodge Leadership Resources



Click on Administrative Resources

Make the most of your Sons of Norway lodge

We've put everything a Sons of Norway lodge needs to operate successfully, right here in one place: efficient and effective resources for member recruitment and retention, lodge programming, and special events, as well as financial and administrative tasks. Can't find what you are looking for? Don't hesitate to ask.

Administrative Resources

Lodge forms, Leadership roles and guidelines, as well as content for your newsletter and website.

Click here



Norwegian Rosemaling

Lodge Programming

Get the resources you need to plan entire programs as well as shorter, more focused segments, with ideas and activities that appeal to members of all ages.



Lodge forms has the required reports, supply catalog, cultural and sports form....This is also where you'll find issues of Viking Resource – a REALLY valuable tool!

MEMBER RESOURCES

Lodge Leadership Resources

- Administrative Resources
 - Lodge Forms
 - Leadership Roles & Guidelines
 - Lodge Newsletter & Website Resources
 - Viking Resource
 - Tubfrim
- Lodge Programming
- Recruitment & Retention Archive
- Volunteering
- Governance
- 2015 Recruitment Challenge

Events & Community

Cultural Programming

Foundation

Financial Products

Member Discounts

We'll help you succeed

Welcome and training new officers? Need to

Lots of resources here under Lodge forms, Viking Resource, and other tabs

Lodge Forms

Downloadable and editable lodge forms for cultural programs, financials, administrative and membership information.

[VIEW LODGE FORMS](#)

Leadership Roles and Guidelines

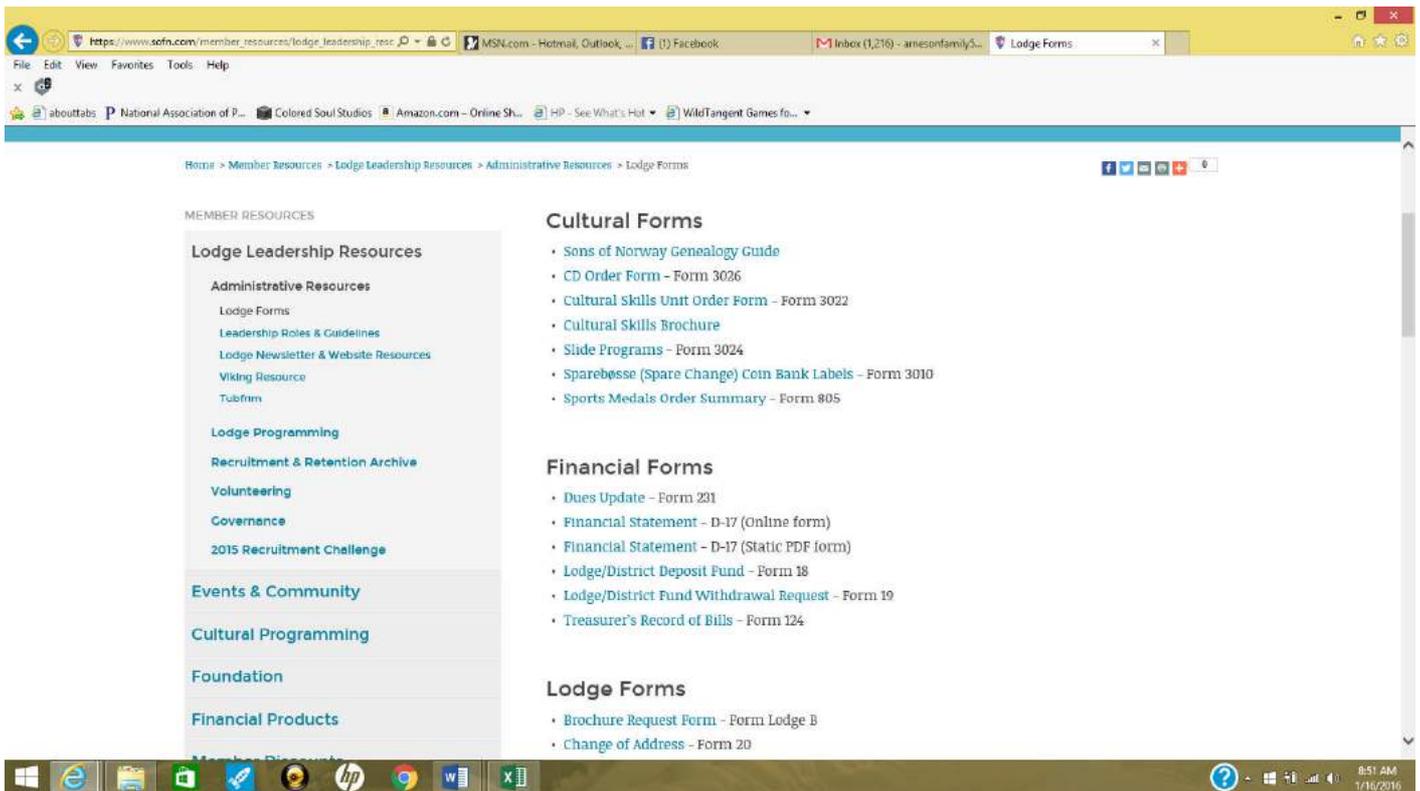
Downloadable pdfs for the leadership roles and responsibilities within your Sons of Norway lodge.

[VIEW PDFS](#)

Lodge Newsletters & Website Resources

Make the most of your lodge newsletter and website with content, templates, and other resources

The administrative Resources section is full of many items that are important. I encourage lodge's to review these resources, print off copies of some, share with your members in your newsletters/meetings/bulletin boards, and for District Board Members to share during zone meetings, lodge visits and emails to your assigned lodges.



Fraternal Gives- Some questions I'm getting and also have: Questions and answers for the International office- February 2016

Contact for lodge if you have questions:

Sherry Gorse
Membership Services
Sons of Norway
1-800-945-8851 x643
fraternal@sofn.com

Q. As lodges are still entering 2015 information but want to get going on 2016, can we also be entering 2016 data. When Sons of Norway pulls the hours for the Lodge achievement form, will it sort it out?

A. YES! They can start entering their 2016 now. It is easy for me to just pull 2015 when I prepare for the LA program. The deadline for entering 2016 events on the website will be 02/15/2017.

Q. If an officer is working on their duties, we post this under "Member outreach" and its okay that they are doing the work by themselves? It used to be you had to have a minimum of members involved.

A. Yes, now an officer can do the work by themselves and have those hours counted.

Each lodge has their officers / members track their own individual hours each month and give them to the lodge secretary. The lodge secretary can create one activity entry on FraternalGive per category of individual activity for that month.

Here are some examples of officer duties that can be recording under one activity entry: the secretary typing out the minutes, the president writing her column for the newsletter, the musician practicing the anthems on her piano at home, the social director preparing materials for a craft at the next meeting, the publicity buying stamps at the post office.

At the end of the month (or at the next month's board meeting), the officers tell the secretary what they did and how many hours it took. They can do this by word of mouth, by email, or by using the paper forms we have available. The secretary creates an activity on FraternalGive.org. calls it "February Officer Duties", lists which officers were involved and what they did in the description space. He would mark it as a membership activity. The number of volunteers would equal the number of officers who turned in hours. The volunteer hour count would be a total of all those hours which were collected.

An exception would be for the editor working on the newsletter or the webmaster working on the website. I think we would like those reported as their own activity.

Also, if the officers are working on an unusual project, such as creating a book about the history of the lodge or a lodge directory. These hours could be entered under a separate activity, 'Lodge History Book', for example, to highlight the special activity.

For members, if there are individuals all cutting stamps for Tubfrim, the secretary doesn't need to make an activity for each member. She can create an activity called, 'February Tubfrim' and add up the number of volunteers and hours that were devoted during this month. This would be a community event.

This way, the secretary doesn't need to create a separate activity for each single task done by each officer or member. It can just be bundled together under a category for that month. Hopefully, this will be less work for the secretary.

Q. If you are the organizer of an event (ie convention) does the District (Sons of Norway) record the participants and volunteer hours? So the members can't individually record their hours for attending the convention or zone meeting?

A. I think that lodges would be tracking the hours for their participants at zone meetings, but the district would be tracking the hours for delegates at the district convention, since they are there as the 'district lodge'. I guess the district would track International convention delegate hours too, since we don't do tracking at the international convention.

It is all a bit crazy. What do you think would be the easiest way to track convention delegate hours? :)

As far as planning for the district convention, that gets a bit tricky. I think those hours would be captured by the district too rather than the lodge, since the work is being done on behalf of the district?

But it honestly doesn't matter really, because in the end the event and hours get reported to me in the end and I organize them by state. What seems to be the most logical way to you?

Q. If it's a larger activity that your lodge organizes that involves a large number of attendees (i.e. Festival, Barnebirkie), is that a member activity or community outreach?

A. If the event is advertised/promoted as being open to the public, then it is community outreach. I know members benefit as well, but any time we are also benefitting the community we should probably put the activities and hours in the community bucket. :)

Deadlines for adding hours to Fraternal Gives

I didn't have an official deadline this year, but they definitely need to be in by March 1 so I can use them for the AFA report.

Darlene Arneson's notes from Fraternal Gives Webinar Training- February 18, 2016

The webinar will be posted on fraterangives.org sometime the week of February 22

Moderator: Andrea Litewski

To enter Sons of Norway hours, go to fraternalgives.org

Log in

Manage activities

Add activity

Member activity- use if primarily conducted by/for, or to benefit members. This is where you enter officer work.

Community Outreach- primarily for those members outside of the membership

Revenue- if you charge a fee

In Kind- donated items or services

Volunteers- anyone who worked at the event – not just everyone who attended. For example, at a lodge meeting: the officers or volunteers who had a role, served food, prepared information, or gave a presentation are the volunteers. The rest of the members and guests are the participants or attendees.

Photos: can upload or email them to info@fraternalalliance.org and they will post them. Must be specific for what organization, lodge and activity they are for.

Officers duties: might be easier to do them monthly (i.e. secretary's duties for that month). Record as one event under membership activity.

As we close out one year (i.e. 2015), you can enter both 2015 activities and 2016 and when they run the reports, they can sort it out.

To see summaries:

- Download all

- Download CSV (excel file)

Or if you want a certain time period or activity, enter what the range is into "Refine the search"

- Refine results

- Download CSV

Can always go back and edit.

Information will stay on for probably 3 years

If you are entering and want to pull the information for your Lodge Achievement form, must have it entered by February 29.

Can you use hours a member spends working on their cultural skill medal for your volunteer hours?

No- From what I understand, time that they spend working on their individual sports or cultural medals can not be used. But if they are teaching someone or participating in a group (ie. rosemaking group or class) at the lodge or that the lodge sponsors, that counts. But not working on their own for their own medals.