

Sons of Norway District 5 - Friendly Fifth Friday News

February 16, 2024

A District Weekly Newsletter to Keep Us Up to Date!



In case you missed Saturday's Lodge Secretary call, want to learn about the new volunteer hour tracking, Lodge Achievement, Family Lodge of the Year, where to find stuff on the website, and all kinds of fun stuff.

<https://youtu.be/Sbqp9IjIXUY?si=c-djCSRdNBEy21LB>

An Invitation to be a Volunteer at Convention 2024

District 5 is hosting the 2024 convention at the Indianapolis Crowne Plaza Airport hotel June 19-22 since no local lodge offered to host the meeting. The Executive Committee and the Convention Committee are leading the planning with help from the other District 5 Board members. The hosts will be busy with District 5 business Thursday, Friday, and Saturday of convention week. Volunteers are needed to help while the Board members are in meetings.

Members of Circle City, Skandiana, and members from throughout the district are invited to volunteer their time to help introduce speakers, register guests, check in with instructors and vendors for any needs, stand by at the District 5 Lodge meeting to call for any help needed from hotel staff, watch over the cultural arts display, check meal tickets, and other tasks that make the convention machine keep rolling.

- If you live in or near Indy, close enough to drive over for a day, come volunteer for a day or a half day.
- If you attend as a non-delegate, volunteer during part of your stay.
- If you are attending only during your volunteer hours, you do not need to register.
- The shifts are half a day in length with informal breaks arranged among those at the same station.
- You will check in at registration to pick up your special identification.

Your extra effort will help make the convention run smoothly.
Thank you for any help you can offer.

Judy Ghastin
Convention Chair

Barnebirkie Update

The update on Barnebirkie (From the Birkie website) *Due to the lack of natural snow this year, join us on Main Street in Hayward, WI for a fun-run for Barnebirkie 2024! Lace-up your shoes, and let's do this! Bring the whole family and have some fun together. Don't worry, cookies and hot cocoa will still be waiting for you when you finish! Kids can choose to run either a 1/2 km, 1 km or 3 km course.*

<https://www.birkie.com/ski/events/barnebirkie/>

So we still need your cookies!

Most of our volunteers will be leaving for the Barnebirkie on Wednesday, February 21st (sooner if inclement weather is forecast). Additional cars will be heading north to help deliver the cookies and volunteers will help in a variety of locations. You may also deliver cookies to District Secretary Darlene Arneson, President Cheryl- Wille Schlessor or drop them off at Open House Imports in Mt. Horeb. Darlene is willing to meet the Illinois lodges on Tuesday, February 20 at 5:30 PM at the Pilot Gas Station (exit 185) in Beloit. We also have volunteers coming from other parts of the District and are compiling a list for next week's FFFN. *Thank you for your support in helping to make the Barnebirkie a memorable event for the littlest skiers of all.*

We plan on having a call for all our Birkie volunteers on Sunday, February 18, at 6 PM CST to discuss what needs to be done, cookie pick-ups, and other details so we are prepared for the week's activities in Hayward!

Darlene Arneson is inviting you to a scheduled Zoom meeting.

Topic: Barnebirkie Volunteer Call

Time: Feb 18, 2024 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89326527052>

Meeting ID: 893 2652 7052

One tap mobile

+13092053325,,89326527052# US

+13126266799,,89326527052# US (Chicago)

Dial by your location

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 669 444 9171 US
- +1 669 900 9128 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

Meeting ID: 893 2652 7052

Find your local number: <https://us02web.zoom.us/j/89326527052>



2024 Compliance Requirements

ITEM	DUE	NOTES
D-17	March 15*	<ul style="list-style-type: none"> This is the year-end lodge financial report Filled out by Lodge Treasurer, signed by Lodge President and Chief Auditor Completed online from profile page Contact District Treasurer for help D-17-Q-A-for-2024.pdf D-17-Instructions-2024.pdf
Lodge Achievement Form	March 15	<ul style="list-style-type: none"> Determines Lodge and Family Lodge of the Year Completed by Lodge Secretaries LodgeAchievementForm2023 Contact Zone Director for help
American Fraternal Alliance (AFA) Survey	March 15	<ul style="list-style-type: none"> Reports volunteer hours and disbursements AmericanFraternalAllianceYearEndReport2023 Contact District Secretary for help Q&A
D-64	March 15	<ul style="list-style-type: none"> Updates lodge property officer information Updated through officer profile page
D-18	May 15*	<ul style="list-style-type: none"> Year-end financial report for Lodge Property Association Access from the Lodge Treasurer's profile page Contact District Treasurer for help
990 Form (US lodges only)	May 15**	<ul style="list-style-type: none"> Most lodges can complete the 990N postcard online on the IRS website. Lodges with an average income of \$50K or more will need to complete the 990E or 990 form. Send copy to taxinfo@sofn.com
Lodge Liability Insurance	November 1*	<ul style="list-style-type: none"> Invoices are sent out to lodge treasurers mid to late September Make check payable to Sons of Norway Late checks will incur a fee Contact fraternal@sofn.com with questions
D-63	December 31	<ul style="list-style-type: none"> To update lodge officers for coming year Updated through officer profile Still go in and elect that there are no changes for upcoming year if officers are continuing in role Finalized in system by January 15

*Failure to submit these on time will result in dues beings withheld

**Failure to file the 990 for three consecutive years will result in loss of non-profit status

New International Documents- Updated January 2024

https://www.sofn.com/member_resources/lodge_leadership_resources/governance/

Governance

Home > Member Resources > Lodge Leadership Resources > Governance

Lodge Leadership Resources >

Governance >

Leadership Roles and Guidelines

Cultural Programming >

Events and Community >

Genealogy

Resource Blog

Governing Documents

Welcome and thank you for your interest in the activities of Sons of Norway. We're glad you're involved!

This governance section is meant to be a resource for members as they participate in the leadership of the lodges, districts and boards.

The governing documents of our organization is the Charter and Bylaws, which are available for download below.

PLEASE NOTE: Any reference to the C&B refers to the Charter and Bylaws.

SONS OF NORWAY CHARTER AND BYLAWS - UPDATED JANUARY 2024

SONS OF NORWAY POLICIES AND PROCEDURES - UPDATED JANUARY 2024

Deadlines and Dates! Changes in red!

February 18- 6 PM CST- Call for all Barnebirkie Volunteers

February 20- Viking photos due to LaVonne Wier

February 22- Barnebirkie in Hayward, WI

March 5- Report of Delegate Elections are due (or 5 days after election)

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 [Fraternalsgive.org](https://fraternalsgive.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 15- District 5 Scholarship Applications due

March 20- Viking photos due to LaVonne Wier

April 1- Bids to host the 2026 District Convention are due

April 15- Sarah Paulsen Scholarships due to Scandiana Lodge

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).
- 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