

Sons of Norway District 5 - Friendly Fifth Friday News February 9, 2024 A District Weekly Newsletter to Keep Us Up to Date!



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

Birkie Cookie Round Up

YOUR HELP IS NEEDED TO MAKE THE BARNEBIRKIE SUCCESSFUL!

The Fifth District of the Sons of Norway will be assisting with the children's cross country ski race for ages 3-13 in Hayward, WI, on February 22, 2024. District members volunteer to work in the registration area before the race, and they pass out cookies at the end of the course. Members also meet and greet adult skiers later in the day at the EXPO CENTER held inside Hayward High School. It is exciting to interact with skiers from across the world at this international event.

We are asking our members to consider baking for this event. Please refrain from the use of nuts in any of the cookies you make due to allergy concerns in our youth participants. The kiddos enjoy all kinds of cookies, but the most popular are chocolate chip varieties. They also enjoy frosted sugar cookies. Some racers like homemade raisin oatmeal cookies, too! Baking one of your family's favorites is certain to be a winner!

After the cookies are distributed in the Celebration Tent, the excess is moved to Hayward High School where the classic skiers come to obtain their timing chips and bibs. These skiers look forward to seeing our smiling faces, but mostly, they enjoy the homemade cookies made by our Sons of Norway members! Adults savor spice cookies and healthy varieties: molasses, Snickerdoodles, ginger, peppercaker, and cardamom. Our district goal each year is 1,000 dozen cookies-yes, you read that correctly! Oreo cookies are also popular.

[Become a Birkie Volunteer | American Birkebeiner \(birkie.com/volunteer\)](https://birkie.com/volunteer) The password for the Celebration (cookie) Tent is **finishbarne2024**. I look forward to volunteering with you!

SNOW UPDATE-American Birkebeiner is hosting a call on February 12 to announce the plans for this year's event as they assess snow conditions!

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 Schlessner 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/72yoExu>

Hotel Reminders for Convention

Sons of Norway District 5 Convention Indianapolis Crowne Plaza Airport Hotel 2501 S High School Rd, Indianapolis, IN 46241 June 19-22, 2024

The block of guest rooms for the Sons of Norway Convention is open. The convention rate of \$129 is in effect for Tuesday, June 18 through Saturday, June 22. This special base rate is for either a king or double queen room. Additionally, a hot, fresh-cooked breakfast for two people is included with each room.

You can reserve your room by calling 317-244-6861 and asking for reservations. The group code is "SNY." Be sure to mention the Sons of Norway District 5 Convention and verify that the base rate is \$129.

If you have any problems reserving your room, you may contact Dawn Huth, Housing Manager at the hotel, 317-243-1030. This opportunity is limited, so reserve your room as early as possible. The deadline is May 19, 2024. It is important to **RESERVE EARLY** to be sure to get this rate and breakfast deal. When our block of rooms closes, the special deal will no longer be available. Do not hesitate! **Reserve as soon as you can before May 19, 2024!** Convention goes, please note: Check-in time at the Crowne Plaza Airport hotel is 4pm and check-out time is noon. If you have special needs they will accommodate to the best of their ability.

Sons of Norway District 5 Lodge Secretary Call

Sunday, February 11, 2024

3:00 PM Central Time

An opportunity to discuss the role of the lodge secretary, review some of the required reports that need to be submitted each year and on convention years, review the new volunteer hour process, review Lodge Achievement and Family Lodge of the Year forms, and basic secretarial duties (i.e. minutes, agendas). And a chance to ask and answer questions, network, share ideas and more! Hosted by District 5 Secretary Darlene Arneson. All lodge secretaries, assistant secretaries and any other lodge member who might be interested are welcome to attend!

Darlene Arneson is inviting you to a scheduled Zoom meeting.

Topic: Sons of Norway D5 Secretary Call

Time: Feb 11, 2024 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83146762739>

Meeting ID: 831 4676 2739

One tap mobile

+13052241968,,83146762739# US

+13092053325,,83146762739# US

Dial by your location

• +1 305 224 1968 US

• +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)

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 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

Meeting ID: 831 4676 2739

Find your local number: <https://us02web.zoom.us/j/83146762739>

LOTS OF IMPORTANT INFO IN THIS WEEK'S LEADERSHIP RESOURCE

MUST LOG IN TO SEE MOST OF IT!

Leadership Resource

A Newsletter for Sons of Norway Lodge Leaders - February 2024

Mark Your Calendars!



- Domestic scholarship applications are due **February 15, 2024**. <https://www.sofn.com/foundation/scholarships/>
- The D-17, D-64, Lodge Achievement Form, Family Lodge of the Year Form, and American Fraternal Alliance (AFA) Survey are all due **March 15, 2024**. https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/lodge_forms/

Tip of the Month



Have your lodge create **business cards** to hand out to prospective members. Consider adding website information or a **QR code** that will drive traffic to your website. They are a cheap and compact way to advertise!

2024 Compliance Requirements

Here is a summary of tasks that lodges need to complete each year for compliance:

2024 Compliance Requirements

Compliance is important, and we want to help lodges get the tasks they need completed done in a timely manner. If you need help, please reach out to fraternal@sofn.com so we can answer your questions and provide assistance. If lodges fail to meet their obligations, lodge dues will be withheld. Please make sure you are communicating with us so we can avoid that outcome!

D-17

This form is to report the year-end finances of your lodge. Failure to complete it on time will result in lodge dues being withheld. The lodge treasurer/financial secretary and president can access these through their profile page. **This is due March 15.**

The D-17 requires three signatures to be considered complete. If any of those signers are having difficulty accessing the form electronically, please email taxinfo@sofn.com. **When you do, please state:**

Unable to access online authorization to sign for the 2023 D-17.

I, (name, member number) am the audit committee chair (or Pres, or Treas) for Lodge Name #-### and I approve the completed 2023 D-17.

D-17 Instructions

Lodge Achievement Form

Determines the Lodge of the Year awards. Lodge Secretaries complete this online in the [lodge forms](#) section by **March 15**. Lodges that need help with this should reach out to their Zone Director. If you need a draft to work from, please see the links below and then go to the survey link to complete and submit.

Lodge Achievement Form Survey 2023

[LAF Draft - USA](#)

[LAF Draft - Canada](#)

[LAF Draft - Norway](#)

Family Lodge of the Year Form

The Family Lodge of the Year form has been added to the website and determines Family Lodge of the Year awards. Lodges that need help with this should reach out to their Zone Director. If you need a draft to work from, please see the link below and then go to the survey link to complete and submit.

[Family Lodge of the Year Survey 2023](#)

[FLOY - Draft](#)

American Fraternal Alliance (AFA)

Reporting 2023 hours for the AFA will use Survey Monkey this year. This is due March 15.

[American Fraternal Alliance Survey 2023](#)

D64 | Property Officer Updates

If your lodge owns property, please make sure you update your officers by **March 15**. This can be updated through the [profile page](#).

If you do not know how to access your profile page, please see this [video](#). (4:27 mark)

D-18 and 990

Lodges with property must complete a D-18 by **May 15**. Please reach out to taxinfo@sofn.com with questions or if you need assistance. All US lodges must complete a 990 form by **May 15**. Please send a copy of your confirmation to taxinfo@sofn.com.

Sons of Norway Foundation Scholarships – Apply Now!



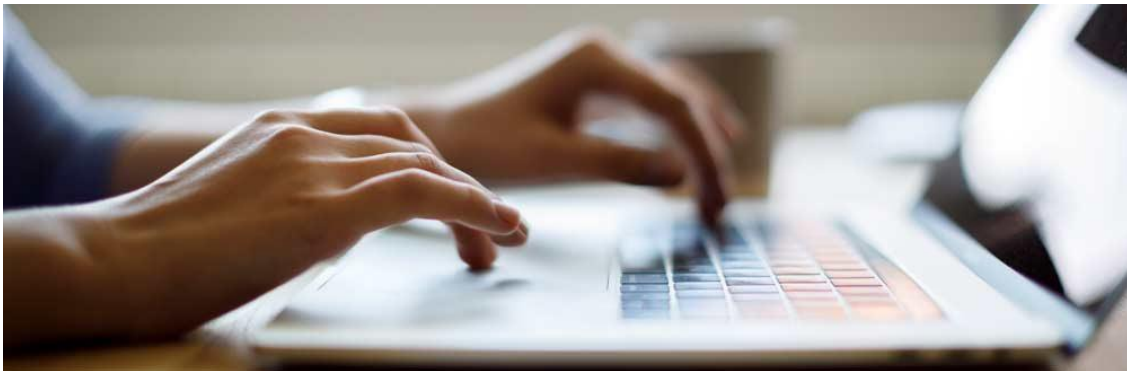
Last call for domestic scholarship applications! The Sons of Norway Foundation is proud to offer scholarships to the leaders of tomorrow. Scholarships that ease the burden of tuition can truly make an impact for students. Please encourage students to submit their applications before February 15. Celebrating Nordic Legacy – Empowering Lives, The Sons of Norway Foundation.

- Domestic scholarship applications are due **February 15**

Please visit the website to learn more:

[Sons of Norway Foundation](#)

Foundation Leader Training



We will develop and update leadership trainings throughout 2024 and provide links [here](#) as they are added to the website. Check them out!

Currently available - Foundation

Do you want to learn more about the Foundation or get involved? We have created this training to give our members a better knowledge of what the Foundation does and supports so that the information can be shared within our lodges and in our broader communities. To get started, click here:

To get started, click

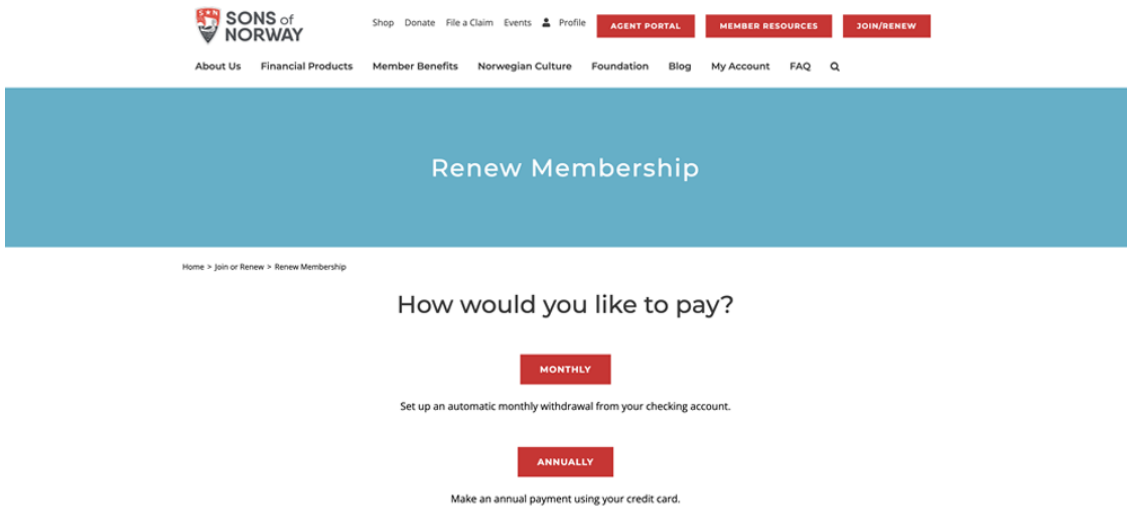
here: https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leader-training-series/

Membership Cards



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

Paying for Membership – Credit Cards



Just a reminder that while **we can't accept a credit card number over the phone or written on an application/renewal**, you can use your credit card when you renew online. Just know that it will NOT automatically renew yearly, so when you get your invoice notice, make sure to go back in to pay.

Spirit New Century Lodge vs Central Lodge



Confused on what the difference is? You are not alone. Many often lump these two lodges together as “Central” lodge, but they are not one and the same. Here’s a summary of what each lodge is designated for:

- **Spirit New Century (999)** – this is a virtual lodge for members that either do not have a local lodge close to where they live, or they prefer this type of membership. Members of this lodge enjoy all the same benefits of lodge members that meet in person, including communications, *Viking* magazine, and convention representation.
- **Central Lodge (000)** – these are members that have membership to Sons of Norway embedded in the insurance certificates they purchase.

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

Culture, Viking & Language:

Jana Velo

jvelo@sofn.com

Insurance Sales:

Michael Godbout

sonsofnorwaysales@sofn.com

(833) 707-0012 – option 2

If you have questions about any of the topics in this issue, or if you would like to share a programming/recruitment tool that your lodge uses, contact us at sonsofnorway@sofn.com.

Fraternally,

Sons of Norway

Deadlines and Dates! Changes in red!

February 11- 3 PM CST- Lodge Secretary Help Call

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 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 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 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 Tuchenhagen (ATuchenhagen@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