

## Friendly Fifth Friday News January 15, 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

### **January is a time for:**

- Appoint your audit committee so they can help complete your D17 and Lodge Achievement Forms. These are due March 1 and financial information from the audit is needed for both and your auditors must sign the D17 form!
- Set your goals for 2016 for your lodge!
- Conduct lodge officer training if you elected officers this year. Do all officers know where to find the Guide for Leadership?
- If you haven't acquainted yourself with your zone director, invite him/her to a meeting and make sure they are on your newsletter and email lists.
- Keep up by visiting the District and International websites on upcoming deadlines for various District activities (i.e. Barnebirkie, scholarships, Masse Moro), International (i.e. grant deadlines, scholarships, required reports).
- The D17 Audit Report only needs to be sent to the International Office. You no longer need to send a copy to the District Secretary.
- Mary Bennett is continuing to be the Tubfrim Coordinator.
- You can find the District Board's contact information on the District Five website ([www.sonsofnorway5.com](http://www.sonsofnorway5.com))
- We are collecting cookies for Barnebirkie and also welcome financial donations!

**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	Norrone 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

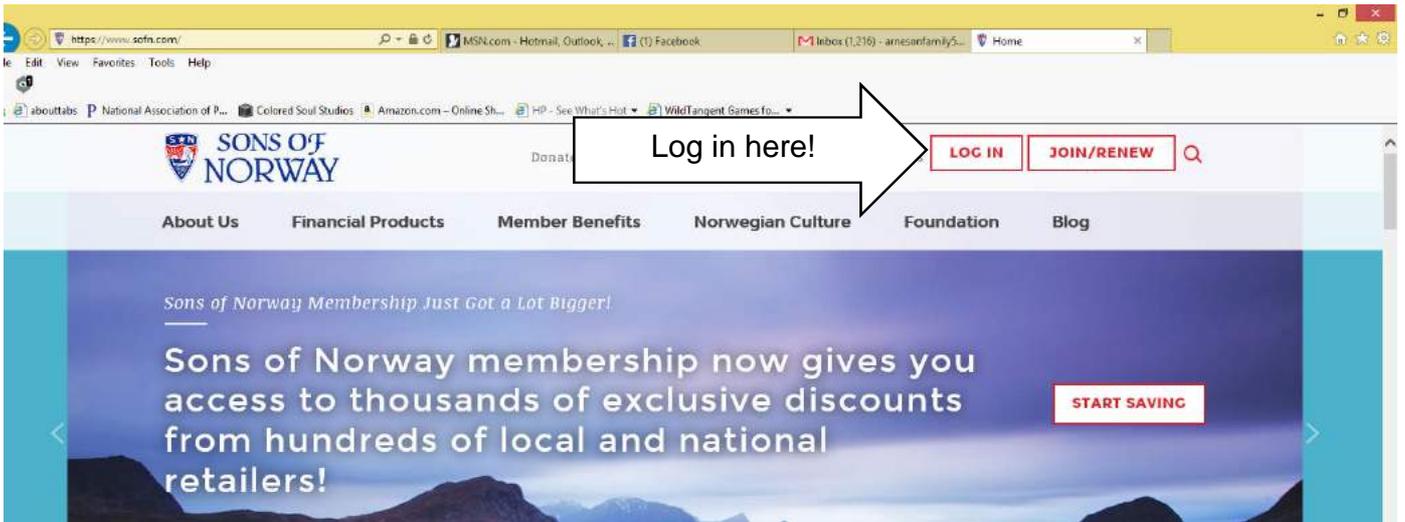
## **Where do I find?**

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.

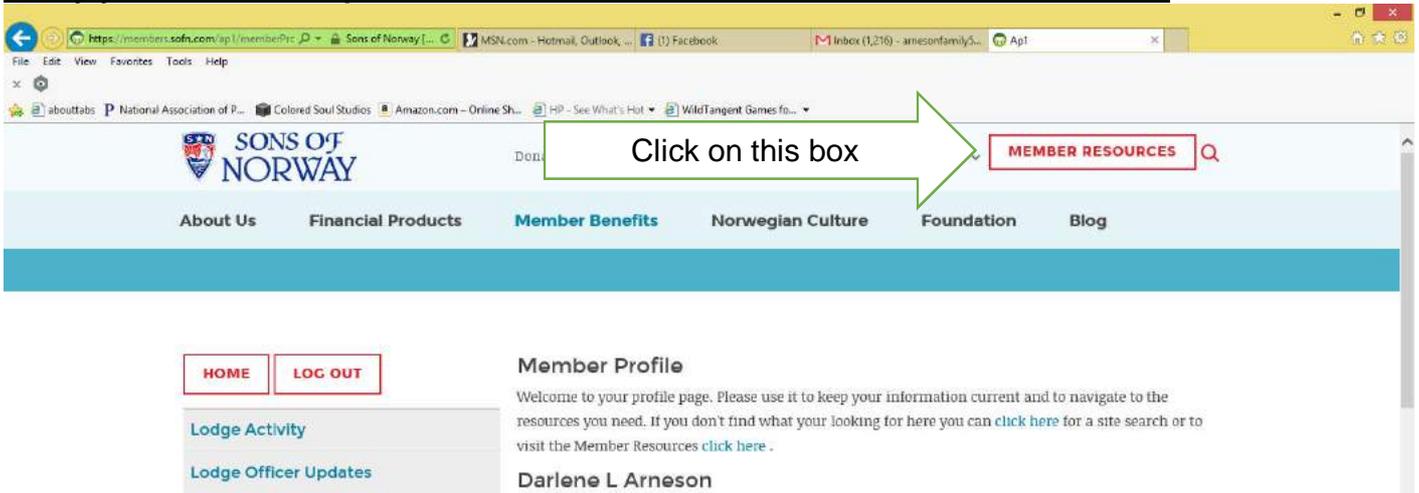
At this time of year, it is also the source of many of the required report forms, officer resources and guidelines, and other documents that will help with your lodge transition.

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

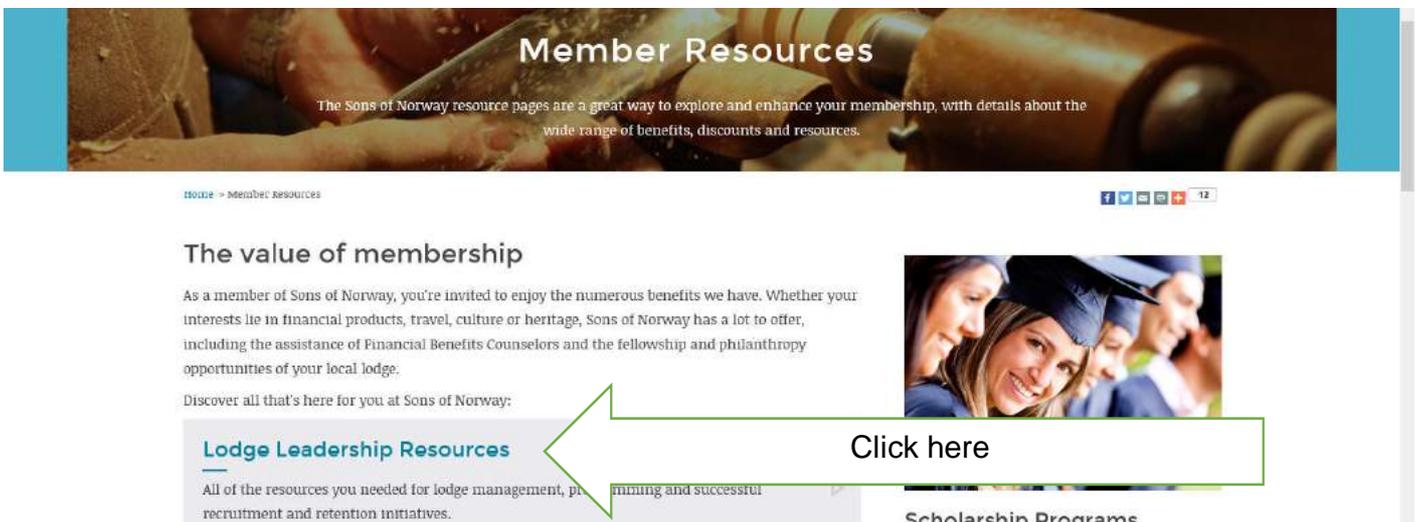
**The first step though is logging in.** If you haven't done that before, you need to begin there!



**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

welcoming 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.**

Home > Member Resources > Lodge Leadership Resources > Administrative Resources > Lodge Forms

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**

**Cultural Forms**

- Sons of Norway Genealogy Guide
- CD Order Form - Form 3026
- Cultural Skills Unit Order Form - Form 3022
- Cultural Skills Brochure
- Slide Programs - Form 3024
- Sparebøsse (Spare Change) Coin Bank Labels - Form 3010
- Sports Medals Order Summary - Form 805

**Financial Forms**

- Dues Update - Form 231
- Financial Statement - D-17 (Online form)
- Financial Statement - D-17 (Static PDF form)
- Lodge/District Deposit Fund - Form 18
- Lodge/District Fund Withdrawal Request - Form 19
- Treasurer's Record of Bills - Form 124

**Lodge Forms**

- Brochure Request Form - Form Lodge B
- Change of Address - Form 20

## Other updates:

- We had an email from Sherry Gorse and District 5's officer lists should be updated online. They still have a few other Districts to report and then we'll get a master list from Sherry. Check to make sure yours are correct!
- I will be sending out the District Lodge Meeting delegate election information this week. There is a convention planning meeting on Monday, January 18, so I'll know more about details at that time.
- I also have to learn the on-line fraternal hours reporting system. Once I've worked with it more, I'll share what I know. There have been webinars earlier in 2015 that we can access on the new reporting system but I haven't gotten it figured out yet either! It's a learning time for all of us!